MINNESOTA
COMPETENCY ATTAINMENT BOARD

Agenda: Board Meeting

Date: September 3, 2025

	Board Member		Board Member		Guest(s)
X	Ryan Flynn, chair	X	Elliot Butay, vice chair	X	Kim Larson, Prog Admin
X	Kirstin Kopp	X	Aron Gosling		
X	Dr. KyleeAnn Stevens	X	Kelsey Shirkey		
	Open Member				

1. Review and approve August 6, 2025 meeting minutes

Minutes were approved by consensus.

2. Board Chair Updates

A. Fall Board Meeting date/planning
- Based on the responses to the last date survey there are no dates that worked for everyone. The program administrator will send out a new survey. Members are asked to mark “maybe” for days that they may be able to arrange if needed, in addition to days they are available.

3. Program Administrator Updates

A. Office Update
- Furniture installation happening this week. It should be done by Friday and then IT and office supervisor will start setting up workstations and other items as needed to support employees working in the office.

B. Class & Comp Study
- The study is moving forward smoothly, and the vendor should soon be providing proposed options based on the results of the market survey and other relevant factors.

C. Intranet Project
- All vendor submissions have been reviewed by the panel. Another meeting is scheduled for next week to review evaluations and determine next steps.

D. Fall planning (budget proposal, hiring timeframe, in-office requirements)
- The program administrator provided an update on the happenings coming up this fall. The office supervisor is working on developing her first budget proposal for review by the program administrator and the board. HR and the forensic navigator

manager are developing a plan for the next round of hiring. Hybrid employees are scheduled to start back to in-office time at the end of September.

4. Committee Updates

A. Policy Review
- No meetings since the last board meeting so there is no information to report. The chair is working on establishing a standard meeting schedule with the MNCAB employees who provide staff support.

B. Programs and Services
- The committee chair shared that the members started reviewing the revised curriculum. Overall, the revisions are very good, they shared some minor suggestions with the learning and development specialist leading the project.

5. Past Meeting Follow-up

6. New Business

Decisions