

Agenda: Board Meeting

Date: September 11, 2024

	Board Member		Board Member		Guest(s)
X	Ryan Flynn, Chair	X	Elliot Butay, Vice Chair		Kim Larson, Prog Admin
X	Dr. Jacki Buffington		Aron Gosling	X	Jameelah Yozamp, HR Mgr
X	Kirstin Kopp	X	Kelsey Shirkey		Darrell Hill, IT Mgr
X	Dr. KyleeAnn Stevens			X	Lindsay Fiedler-Schiel, Supervisor

1. Review and approve August 28, 2024, Meeting Minutes

A member suggested an edit to the August 28, 2024 meeting minutes. The suggestion was made to change item 3C. from the phrase “Speaking Gigs” to “Speaking Engagements.”

With the edit above completed, a motion to approve the minutes was made by Dr. Stevens, seconded by Kelsey Shirkey, motion carried.

2. Board Chair Updates

The Board Chair noted that several bylaws are currently being drafted and will be reaching out to Board members on an individual basis for feedback.

3. Last Meeting Follow-up

A. Hiring updates from last meetings approved new positions

- HR Manager provided updates on recently completed interview rounds for Forensic Navigators and Learning & Development Specialists.
- Interview panel identified two candidates for the Learning and Development Specialist positions. HR Manager will be extending the offers following reference checks.
- Interview panel identified 7 Forensic Navigator candidates for the 5 approved Forensic Navigator positions. HR Manager requested Board approval to hire an additional two Forensic Navigators.
- A motion to approve the hiring of two additional Forensic Navigators was made by Dr. Buffington, seconded by Kirstin Kopp, motion carried. Passed unanimously.
- HR Coordinator and Staff Attorney interviews still pending.
- HR Manager noted that the Classification and Compensation RFP is now published.

4. New Business

A. Guidance/Work Requests to Certification Advisory Committee

- A member noted that based on the joint meeting with Board members, Certification Advisory Committee members, and DCT Chief Quality Officer, it is important to provide the Certification Advisory Committee with more direct requests to guide committee work. Member provided suggested questions to the group.
- The members reviewed the proposed questions and had some discussion about timeline for requesting a response from the Certification Advisory Committee.
- It was agreed that the Board would like responses to these questions in mid-November.
- Questions will be provided to the Certification Advisory Committee for discussion at the October 14, 2024 meeting.
- The questions being sent to the Certification Advisory Committee are as follows:
 - i. If we use the definition of certification as “the application and approval of competency attainment services,” what is an appropriate period of certification? Lifetime, annually, bi-annually, etc.? Could they do a mini-update annually and then more formal recertification process every 3 years?
 - ii. What type of entity is eligible to apply to be a certified program? Can an individual apply? Must they have insurance, be a LLC, have bylaws, etc.?
 - iii. Must a program offer a treatment component or access to that service? An alternative might be offering a service out of a community center or some non-treatment environment.
 - iv. Expectation for record keeping related to services rendered?
 - v. Attestation to honor ethical business practices (billing accuracy etc.)?
 - vi. Do we have any way to know how many entities would be eligible to apply under these standards as a way to establish the denominator—e.g. only 2% of eligible serve providers have been certified.
 - vii. Grievance process for individuals/families about services provided. What is our obligation to report those concerns on to other entities (board of medical practice for example, reports of abuse or neglect).
 - viii. One possible way of ensuring the curriculum is being deployed as intended is through peer review. Expect the program to conduct regular internal audits of their service providers—sit in on each other’s group sessions, review record keeping, etc. Can we build this in as a way to limit the Board’s in-depth involvement of all the programs? Can you help create a tool and frequency recommendations for this peer-to-peer review?

5. Other Business

- A. A member raised a question about how Forensic Navigator work is going and what barriers Forensic Navigators are experiencing in their work thus far.
 - a. The suggestion was made to receive quarterly updates on Forensic Navigator work.
 - b. Requested Forensic Navigator work updates include challenges, successes, and barriers.
 - c. The Board will be looking for the next update in late October.

Decisions