

Agenda: Board Meeting

Date: September 25, 2024

	Board Member		Board Member		Guest(s)
X	Ryan Flynn, chair	X	Elliot Butay, vice chair	X	Kim Larson, Prog Admin
X	Dr. Jacki Buffington	X	Aron Gosling	X	Allison Holbrook, supervisor
X	Kirstin Kopp	X	Kelsey Shirkey	X	Mary Beth Bruflodt, supervisor
X	Dr. KyleeAnn Stevens			X	Jameelah Yozamp, HR manager

1. Review and approve September 11, 2024, Meeting Minutes

Motion to approve by Dr. Buffington, seconded by Elliot Butay, motion carried.

2. Board Chair Updates

- The Board chair reported that he has been meeting with each member to discuss the By Laws, perspectives on progress. He still has a couple of members to meet with.
- The By Laws should be ready for review at the October 9, 2024 meeting.
- He asked all members to think about other ideas for work the Board should consider in the future. Members were asked to keep a list of their ideas for a future discussion.
- He also noted that the legislative session is coming up and we should be prepared for requests and discussion re: statute 611 to come up.

3. Program Administrator Updates

A. Hiring Status Update

- The Program Administrator and HR Manager provided hiring status updates on the forensic navigator, learning and development specialist, HR coordinator, and staff attorney positions. New employee orientation dates have been set for 10/9 and 10/23.

B. 2025 Conference Planning

- The Program Administrator shared that planning will soon begin for the first employee conference/institute and we're looking at possible dates in May or June. Dates will depend on facility availability.

- It was noted that we'll seek input from Board members on content, possible presenters, and other agenda topics. More information will be presented at a future meeting.
- C. Compass Update**
 - The Program Administrator shared that we are getting very close to the implementation date. There are a last couple items that need to be fixed and tested and then it will be ready to go.

4. Last Meeting Follow-up

5. New Business

- A. Case Data**
 - The Program Administrator shared that as the Compass implementation gets closer, we're looking more closely at the data and information we are currently collecting and what might need to be added in the future and we're seeking input from the Board members. The request is to mention anything that comes to mind and then we'll do the work to determine where the data comes from, what is feasible for collection, and so on.
 - Ideas shared by Board members included a variety of information both qualitative and quantitative. Members noted that it would be good to revisit the goals for data collection, to assess and discuss what data should be MNCAB's responsibility to collect vs. what can/should be asked for from partners.
 - MNCAB employees will organize the input from the Board and use it to shore up the data collected in Compass vs. other avenues and bring the ideas back to a future Board meeting for more discussion and planning.
 - Members also noted that it's a good time to consider the hiring timeline for a data analyst/quality position.
- B. Speaking Engagements**
 - The Program Administrator shared the list of past and upcoming speaking engagements. Employees will continue to add to this list.

6. Other Business

No additional business items were raised.

Decisions