MINNESOTA
COMPETENCY ATTAINMENT BOARD

Agenda: Board Meeting

Date: October 1, 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	Jameelah, Yozamp HR Mgr
X	Dr. KyleeAnn Stevens		Kelsey Shirkey		
	Lisa Vanderveen-Nagel				

1. Review and approve September 3, 2025 meeting minutes

Minutes approved by consent.

2. Board Chair Updates

A. Board Member Updates

- Kirstin Kopp shared that she has given notice to the Board Chair that she intends to resign from her board position at the end of the year.
- Lisa Vanderveen-Nagel has been appointed by the governor's office to fill the open board position vacated by Dr. Jacqueline Buffington earlier this year. Her appointment begins October 1, 2025. She was unable to attend today's board meeting due to prior conflicts. The program administrator has reached out and welcomed her to the board and the chair and vice chair plan to meet with her to also welcome her and share some history of the board and the competency attainment work.

B. Fall Board Meeting, November 5, 2025

- The chair thanked everyone for being flexible in finding a date that works for everyone for the fall board meeting/retreat.
- Since the date is a regularly scheduled board meeting, the board will have their formal board meeting first and then transition into the retreat agenda after adjournment.

3. Program Administrator Updates

A. Class & Comp Study

- Gallagher has completed their collection of data and research of comparable positions/agencies and is developing a couple of compensation plan proposals. The project is a little ahead of schedule.

- The program administrator shared with the board that efforts to unionize MNCAB employees have been initiated and we are currently uncertain how or if that process may affect the classification and compensation project. The union effort is still in the early stages and the program administrator and HR manager will provide more information as its available.

B. Intranet Project

- The panel received a demo from a vendor recently and has a follow-up demo later this week. The panel should have a recommendation for board approval at the November board meeting.

C. Insurance Policy

- The insurance policy has been acquired and is now in effect.

D. Office Space

- September 29 launched the in-person office requirements. The full team met in the morning to review space access, rules, building information, etc. and participated in a team building activity.

4. Committee Updates

A. Policy Review

- 104 – Social Media Use
- 105 – Legislative Strategy
- 305 – Forensic Navigator Program Complaints
    - The Policy Review committee reviewed these three policies, provided some feedback that has now been incorporated and recommends to the full board that these be approved.
    - All board members agreed and voted to approve the three policies.

B. Programs and Services

- Update on Curriculum/Workbook Review
    - The Programs and Services committee members reviewed lessons 4-6 of the revised Competency Attainment Curriculum at their last meeting and provided feedback. Overall, the work looks good and things are moving ahead smoothly. The Certification Advisory Committee is also reviewing simultaneously and providing feedback.

5. Past Meeting Follow-up

N/A

6. New Business

A. Board Bylaws Revisions

- A few technical revisions were made to the bylaws to reflect changes to the statute from the 2025 legislative session and to "clean up" some superfluous language that is not applicable to MNCAB but was missed in the last revision.
  - Page 3, Section A, #5 – Removed the reference to a member needing to be a former forensic navigator based on statutory update.
  - Page 4, Section B, #5 – Removed the reference to the governor's office needing to seek advice and consent from the senate to appoint a member as not applicable to MNCAB.
  - Page 5, Section D, #3 – Updated the reference for costs to be based on MNCAB policies and procedures rather than catering options to make approval more efficient and consistent.
- Kirstin Kopp moved to approve the Bylaws as amended, Dr. KyleeAnn Stevens seconded the motion, motion carried unanimously.

B. Draft Proposed Budget

- The program administrator provided an abbreviated update on the planning and preparation of the proposed budget. The full proposal will be provided for discussion at the November board meeting.

C. Hiring Plan

- The HR manager presented the hiring plan for the final three quarters of the fiscal year. The goal is to expand the forensic navigator program capacity and hire approximately 60 more forensic navigators and up to three (3) more forensic navigator supervisors.
- Board members asked if the budget would support this number of new employees. The program administrator confirmed that it will but how many additional employees can be added beyond that is uncertain. There are a couple of unknown costs to the agency that will impact personnel costs, health insurance costs for future years and premium costs when the state paid leave plan is implemented. We should have more data on both items as they year ends/early 2026 so additional hiring opportunities will be assessed after this hiring plan is completed.

Decisions

1. Policies 104 – Social Media Use, 105 – Legislative Strategy, and 305 – Forensic Navigator Program Complaints were approved.
2. Amendments to the Board's Bylaws were approved by unanimous vote.