

Agenda: Board Meeting

Date: October 9, 2024

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

1. Review and approve September 25, 2024, Meeting Minutes

Motion to approve the minutes by Kirstin Kopp, seconded by Kelsey Shirkey, motion carried.

2. Board Chair Updates

- A. Legislative Language
 - Please prepare to discuss your ideas for the legislative session at the October 23 meeting.
- B. Meeting Schedule
 - The current Board meeting schedule conflicts with the new employee orientation schedule. The current meeting series ends at the end of this calendar year. For 2025 will consider a schedule that alternates with new employee orientation. Will also consider shifting to a monthly meeting.
- C. By Laws
 - The Board Chair reviewed the draft by laws with the members. There was some discussion and members were asked to spend time before the next meeting reviewing in detail and be prepared to discuss and finalize.

3. Program Administrator Updates

- A. Hiring Status Update
 - Five forensic navigators and one L&D specialist start today (10/9), one FN, one L&D specialist, and the HR Coordinator start on 10/23.
 - Second interviews are scheduled with top staff attorney candidates.
 - Finance specialist and office supervisor positions are currently open for applications.
- B. Vacation Accrual Update
 - HR Manager finally confirmed a fix to the issue with MMB staff and it will be implemented soon. The fix means that many employees' accrued vacation hours will decrease when their accrual rates are updated.

- The Program Administrator and HR Manager will provide a recognition vacation day to each affected employee to acknowledge the frustration.
- C. Rule 20 Amendments Ordered
 - The Supreme Court issued its order amending Rule 20 on September 23, 2024. The Program Administrator shared the link to the public notice with the Board members for awareness.

4. Past Meeting Follow-up

- A. Requests to Certification Advisory Committee
 - The next Certification Advisory Committee meeting is Monday, October 14. The Program Administrator asked the members to confirm that the questions the Board drafted for the Committee to respond to were accurate and ready to be transmitted. Board members confirmed in the affirmative.

5. New Business

- A. Change Item Request for Legislative Session
 - The Program Administrator reviewed with the Board members the process for preparing for the upcoming legislative session and specifically the requirement to complete and submit a “Change Item Request Narrative” for our budget request to be considered for inclusion in the governor’s budget.
 - The Board was asked to advise on the financial request given that the Board remains in a period of growth and development. The Board members recommended and agreed that the budget request should encompass what is needed to financially support the employees based on the approved hiring roadmap through the next biennium.
- B. Competency Attainment Program Application reviews
 - SpringPath submitted three applications for three of their IRTS programs. The Board members discussed various aspects of their applications and agreed to approve.
 - A motion to approve the certification of SpringPath’s three applications was made by Kelsey Shirkey. Elliot Butay seconded the motion. Motion carried unanimously.
- C. Documentation for Certified Competency Attainment Programs
 - The Program Administrator explained that one of the certified competency attainment programs reached out to request a “certificate” or some kind of documentation separate from the email that shows they are an approved/certified program. They asked for it as a form of documentation to share with grant applications. The Board agrees that it could be beneficial to offer this. One of the members agreed to assist by providing input on drafts.

6. Other Business

Decisions

- Three SpringPath IRTS locations were certified as Competency Attainment Programs.