

Agenda: Board Meeting

Date: October 23, 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	Allison Holbrook, supervisor
X	Kirstin Kopp	X	Kelsey Shirkey		
	Dr. KyleeAnn Stevens				

1. Review and approve October 9, 2024, Meeting Minutes

Motion to approve the minutes by Kelsey Shirkey, seconded by Elliot Butay, motion carried.

2. Board Chair Updates

- A. The Board Chair shared that preparations/discussions regarding possible statutory language change requests are underway. Will bring more details to a future meeting.
- B. A member asked for an update on the meeting with the governor's office, the Board Chair noted that it had not yet occurred. The meeting is scheduled for Monday, November 4, 2024.

3. Program Administrator Updates

- A. Hiring Update
 - 3 new employees started 10/23
 - An offer has been made and accepted for the staff attorney position (announcement pending background check)
 - 2 positions are currently open for applications – office supervisor & finance specialist
- B. Change Item Request
 - MNCAB's Change Item Request was submitted timely and includes a request to increase our base budget by just under 25%. Increased dollars to cover unavoidable health insurance increases, wage increases, and the addition of operating costs which were not costs factored into the original fiscal note.

4. Past Meeting Follow-up

- A. Legislative Language Discussion
 - The members discussed possible change requests to MNCAB's authorizing statute. Ideas raised included:

- 611.56, subd. 1(c) – remove reference for a forensic navigator as a member since the expertise is already covered by other positions
- 611.59, subd. 4 – include reference to SCAO providing data that is collected by them to MNCAB to make it clear that MNCAB is not responsible for also collecting it just reporting it.
- Other ideas are welcome, this agenda item will be carried over to the next meeting.

B. Bylaws Discussion

- Program Administrator confirmed that the reference to the managerial plan could be removed.
- One member asked that the Bylaws include the option for members to receive a per diem for their work for the board.
- Members worked on potential language and a motion was made by Kelsey Shirkey to approve the newly drafted language permitting and outlining the parameters for per diems. Kirstin Kopp seconded the motion, and the motion carried.

5. New Business

A. Quarterly Data Report

- Quarterly data was provided to the members. Staff will work on getting it published on the website.

B. Job Description – Data Analyst

- Program Administrator gave a brief overview of the data analyst job description
- Elliot Butay moved to approve the job description, Kelsey Shirkey seconded the motion, and the motion carried.

6. Other Business

Decisions

- Minnesota Competency Attainment Board Bylaws were approved.
- Data Analyst job description was approved.