

Agenda: Board Meeting

Date: November 5, 2025

Time: 9:00 a.m. – 10:30 a.m.

	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
	Dr. KyleeAnn Stevens	X	Kelsey Shirkey	X	Gallagher representative(s)
X	Lisa Vanderveen-Nagel				

1. Review and approve October 1, 2025 meeting minutes

Minutes approved by consent.

2. Past Meeting Follow-up (9:15 a.m.)

A. Classification and Compensation Study Presentation (by Gallagher representatives)

- Derek Smith, representing the Gallagher project team, presented the classification and compensation study results to the board members and answered questions. A final report is forthcoming and will be provided to board members when available.
- MNCAB's program administrator and human resources manager will present a more detailed proposal to implement the recommendations from Gallagher's study at a future meeting.

3. Board Chair Updates

The board members introduced themselves to new board member, Lisa Vanderveen-Nagel.

4. Program Administrator Updates

A. Website Updates

- The program administrator briefly reviewed the recent revisions made to the public facing website, which included highlighting the forensic navigator program and competency attainment program information more prominently as well as an expansion of content related to both topics.

5. Committee Updates

A. Policy Review

- New* Policy 103 – Open Meetings and Closed Sessions

- Tabled for review and approval at the December meeting.
- New* Policy 105 – Records Management
- Revised* Policy 304 – Health and Safety
 - Policies recommended for approval by the Policy Review committee and approved by the board.
- New* Policy 304(a) – Health and Safety Procedures
 - Board members provided input to the program administrator on a couple of sections, focused on shifting to a positive framing rather than negative for some of the best practices.

B. Programs and Services

- Competency Attainment Curriculum – complete review
 - Tabled for review at the December meeting.

6. New Business

A. Public Defender Board Member – application review

- Members briefly discussed the application submitted to fill the upcoming open public defender board member position.
- The board will offer a letter of recommendation to the Supreme Court in support of the applicant's appointment.

Decisions

1. Policy 105 – Records Management and Policy 304 – Health and Safety approved.