

Agenda: Board Meeting

Date: December 3, 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 | X | Kelsey Shirkey | | |
| X | Lisa Vanderveen-Nagel | | | | |

1. Review and approve November 5, 2025 meeting minutes

Minutes approved by unanimous consent.

2. Board Chair Updates

No updates

3. Program Administrator Updates

A. Forensic Navigator Training Day

- Forensic navigators and supervisors attended a full day training on program operations on November 18. Most of the information delivered was refresher and some new standards and guidelines were introduced. The program was developed and delivered by one of the MNCAB learning and development specialists and the Forensic Navigator Program manager. The day was a success with a lot of good engagement and discussion. New Case Management Procedures will be published in January to accompany the content delivered during the training.

B. Hiring Update

- About 10-11 new forensic navigators are starting on December 17. We are awaiting final start dates for a couple of candidates. Additional new employees will start in January.
- Interviews for the forensic navigator supervisors (two additional planned hires) and the program specialist positions will occur in early January.

4. Committee Updates

A. Policy Review

- Policy 103 – Open Meetings & Closed Sessions (Decision Item)

- Committee chair reviewed the draft policy with the members and recommended approval of the policy.
- Motion to approve the policy as recommended by the Policy Review committee made by Kelsey Shirkey, motion carried.

B. Programs and Services

- Competency Attainment Education – Defendant Workbook (Decision Item)
 - Committee chair provided an overview of the work the committee did to review and provide feedback on the revised curriculum. Board members were asked to provide input on the use of the term attorney vs. lawyer. General feedback is that both are used and should be referenced in the curriculum.
 - A motion to approve the revised Competency Attainment Curriculum: Defendant Workbook as a pilot pending additional review by subject matter experts was made by Kelsey Shirkey, seconded by Elliot Butay, and unanimously approved.
- Competency Attainment Programs – future efforts
 - The committee chair shared that the committee intends to focus some of their time in the coming months on providing feedback and guidance on the revisions necessary to continue to support competency attainment program certification practices.

5. Past Meeting Follow-up

A. Intranet Vendor Selection Recommendation (Decision Item)

- The program administrator reviewed the intranet vendor selection process and provided the panel's recommendation. There was no discussion about the recommendation.
- Motion to approve the panel's selection recommendation made by Kirstin Kopp, seconded by Kelsey Shirkey. Motion unanimously carried.

B. Budget Decisions – Operations and Compensation (Decision Item)

- **FY26 Operations Budget:**
 - The program administrator reviewed the proposed operations budget for the remainder of FY26 with the board members, highlighting the items that are one-time costs and those that are ongoing.
 - A motion to approve the proposed operating budget for FY26 made by Kirstin Kopp, seconded by Elliot Butay. Motion unanimously carried.
- **Compensation Package:**
 - The HR manager reviewed the results and recommendations from the classification and compensation study to refresh the information for the board. The HR manager presented a recommended approach to implement the study recommendations, which included (1) adopting an adjusted salary structure, (2) aligning employee base salaries with the adjusted structure. In addition, the HR manager reviewed some options and methods for

determining salary/wage adjustments and compensation going forward based on the information provided as a result of the compensation study. The general approach (3) presented proposes developing an ongoing compensation practice that utilizes both employee performance evaluation and tenure based on biennial budget availability and proper fiscal responsibility considerations.

- A motion to adopt the adjusted salary structure and align employee's base salary with the new structure effective January 1, 2026, made by Kelsey Shirkey and seconded by Aron Gosling. Motion unanimously carried.
- An additional motion to develop an ongoing approach that links an employee's salary to performance and tenure, while maintaining the ability to ensure fiscal integrity and flexibility based on biennial appropriations to be effective July 1, 2026 made by Kelsey Shirkey and seconded by Aron Gosling. Motion unanimously carried.
- The HR manager also presented a recommended employee compensation package for the remainder of FY26 as a way to acknowledge the commitment and work of MNCAB's employees since 2024. The recommended compensation package included: (1) 1% base wage increase after the salary alignment occurs, (2) 2% one-time lump sum payment for all employees onboarded by 12/03/2025, and (3) a dollar-for-dollar deferred compensation match up to \$600 per employee.
- Aron Gosling moved to provide a compensation package commensurate with other state agencies that acknowledges the years of work for MNCAB employees, the Board authorizes a 1% general wage increase and a one-time lump-sum payment of 2% for employees whose employment started in 2025 and 3% for employees whose employment started in 2024, with a Deferred Compensation Match up to \$600 per employee, effective January 1, 2026. The motion was seconded by Lisa Vanderveen-Nagel. Motion unanimously carried.

C. Forensic Navigator Program Specialist Position Description (Decision Item)

- The program administrator reviewed the revised position description with the board for final approval.
- Kirstin Kopp moved to approve the position description, Kelsey Shirkey seconded the motion. Motion carried.

6. New Business

None.

Decisions

- Policy 103 – Open Meetings & Closed Sessions approved by the board.

- The revised Competency Attainment Curriculum: Defendant Workbook was approved for pilot use pending additional review by subject matter experts.
- Approved the selection of the vendor recommended by the RFP panel for the intranet development project.
- Approved the proposed operating budget for the remainder of FY2026.
- Adopted the recommendation to adjust the salary structure and align employee's base salary with the new structure effective January 1, 2026.
- The Board approved an employee compensation packet for the remainder of FY2026, effective January 1, 2026, which includes:
 - 1% general wage increase,
 - A one-time lump-sum payment of 2% for employees whose employment started in 2025 and a 3% one-time lump-sum payment for employees whose employment started in 2024, and
 - A deferred compensation match, up to \$600 per employee.
- The board approved the revised job description for the Forensic Navigator Program Specialist.