

Agenda: Board Meeting

Date: December 18, 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	Jameelah Yozamp, HR Manager
X	Kirstin Kopp	X	Kelsey Shirkey		
X	Dr. KyleeAnn Stevens				

1. Review and approve November 20, 2024 Meeting Minutes

Table and review at next meeting.

2. Board Chair Updates

- A. Continued discussion regarding the meeting schedule and establishment of subcommittees. Members did not reach consensus on a new schedule so the twice a month meeting schedule will continue into early 2025.

3. Program Administrator Updates

A. Hiring Update – Finance Specialist

- Start date is set for January 8, 2025. The new employee's current position handles year end financial processes based on the calendar year so she is staying on board to help with those tasks. The program administrator shared that she also has experience with grant writing/reporting so if that is ever something we decide to pursue it may be helpful to have her knowledge on the team.

B. Hiring Plan for remainder FY25

- The Program Administrator reviewed the hiring plan for the remainder of FY25 with the Board. She emphasized this is just a plan and if there is a need to adjust timing to support employees, that will occur. The general plan:
 - January – post forensic navigator and data analyst positions
 - February/March – continue with forensic navigator posting, post for forensic navigator manager
 - April through June – continue forensic navigator hiring and post for additional forensic navigator supervisors if/when needed
- The goal is to hire about 50 more forensic navigators by June 30, 2025. This is of course dependent upon the applicants' skills, knowledge, experience, etc.

C. Annual Report

- The Program Administrator is working on developing an annual report – this will include the accomplishments list shared a few weeks ago, as well as some success stories, roadblocks, things still underway/in development, etc. Will attempt to have a draft for review by the Board in March, for the “anniversary date” of April 1, 2025.

4. Past Meeting Follow-up

- A. Statutory Language Discussion
 - Table for the next meeting
- B. Certification Advisory Committee Question Responses
 - Table for the next meeting

5. New Business

- A. Annual Conference Programming
 - The program administrator shared that a facility has been identified and we are working on the agreement. Tentative dates are May 28 & 29, 2025.
 - We’d like to plan a celebration event for the evening in between, May 28, with the Board members. Board members are supportive of this idea so planning will move forward to also include an evening event and some kind of awards/recognition for the “soft launch” team.
- B. Classification & Compensation Vendor Selection
 - The HR manager provided an update to the board on the status of the RFP for the classification and compensation study.
 - We received two responses,
 - One from a company well known and frequently used by MN government agencies. They’ve recently conducted studies for the courts and the GAL board. They are also a publicly held entity, in business since 1920
 - The other is a smaller, privately held company, not well known in MN or with MN government agencies.
 - Both proposals followed similar approaches, with one more customized to our organization and specifically noting they would also conduct a FLSA review of our position descriptions. The other organization noted their use of a tool to conduct the evaluation rather than customized surveys, searches, etc.
 - Timing is comparable
 - The evaluation was pretty even before the proposed costs were added.
 - Next steps are to conduct reference checks and possibly interview the vendors. We will confirm the ability to do so before moving forward.
 - Board members noted that there is flexibility in the state selection process to choose the best value which is not simply the costs but overall value. One member noted that they are not concerned about the cost differences if the recommendation is to select the higher cost based on best overall value. Another member noted that there is a uniqueness to MMB position descriptions that must

be a consideration when deciding. A company that is familiar with those might be beneficial in the long run.

- The HR manager will provide an update at a future meeting.

C. Pending – MNCAB Pretrial Supervision Standards

- The Program Administrator shared that there have been more and more instances of misunderstandings, misaligned expectations from partners – particularly some county attorneys – about what a forensic navigator can and cannot do when ordered to provide pretrial supervision.
- The forensic navigator supervisors have been discussing the concept of developing practice standards for when a forensic navigator is appointed to provide pretrial supervision by a court. This would be a document to proactively share with the court, with partners, and others as needed. This is a common practice they have seen from pretrial supervision and probation services around the state.
- This may not be necessary if the statutory changes under discussion move forward and achieve the clarity we seek.
- One member offered support for this concept and noted that it's not reasonable to expect forensic navigators to provide supervision because there is no mechanism available to them to learn about violations, there will always be a barrier there. We do not have access to the systems that law enforcement/probation/pretrial supervision staff do.
- Future discussions about creating this documentation will be held until we have more information about legislative activities.

D. Radas Health Competency Attainment Program Application

- The members reviewed and discussed the application materials. No concerns about approving this application were raised.
- Dr. Stevens moved to approve the certification application from Radas Health. Kelsey Shirkey seconded, and the motion passed.

6. Other Business

Decisions

- The Board approved the certification of Radas Health as a Competency Attainment Program.