



---

# Competency Attainment Board Report 2024

03/01/2024

---

## Contact Information

State Competency Attainment Board  
Minnesota Judicial Center  
25 Rev. Dr. Martin Luther King Jr., Blvd.  
Suite G-08  
St. Paul, MN 55155

Ryan Flynn, Board Chair  
[ryan.flynn@co.ramsey.mn.us](mailto:ryan.flynn@co.ramsey.mn.us)

Elliot Butay, Board Vice Chair  
[ebutay@namimn.org](mailto:ebutay@namimn.org)

Kim Larson, Program Administrator  
[kimlarson.compattainboard@gmail.com](mailto:kimlarson.compattainboard@gmail.com)

As requested by Minnesota Statute 3.197: This report cost approximately \$150.00 to prepare, including staff time, printing, and mailing expenses.

*Upon request, this material will be made available in an alternative format such as large print, Braille, or audio recording. Printed on recycled paper.*

**Contents**

Contact Information .....2

Contents .....3

Purpose.....1

Competency Attainment Board Activities .....1

    Appointment and Initiation .....1

    Board Meetings .....1

    Certification Advisory Committee .....1

    Competency Attainment Curriculum and Certification.....2

    Forensic Navigator Services.....2

    Program Administrator and Other Staff .....2

    Data Collection Summary .....2

    Other Business Conducted .....2

## Purpose

This report fulfills the annual reporting requirement in Minn. Stat. § 611.59, subd. 4(b), which states:

By February 15 of each year, the board must report to the legislative committees and divisions with jurisdiction over human services, public safety, and the judiciary on the data collected under this subdivision and may include recommendations for statutory or funding changes related to competency attainment.

## Competency Attainment Board Activities

### Appointment and Initiation

Minnesota statute ch. 611 was amended during the 2022 legislative session to improve the competency evaluation and attainment process, which included creating a forensic navigator program that is administered by a Competency Attainment Board (Board). The 2022 legislation aimed for the Board to begin its work in August 2022 and for the forensic navigator program to launch in July 2023. However, an erroneous citation within the omnibus bill language caused funding for the program to be unavailable until 2024. This error was fixed in the 2023 legislative session and the effective date was reset to April 2024.

All Board members were appointed by the Minnesota Supreme Court (three members) and the Governor (four members) by mid-June 2023. The Board met for the first time in July 2023 and immediately established short- and long-range goals for program development, including hiring the essential staff needed to launch the program. While the statute authorizes the Board to set up interagency agreements to help establish the program, no government agencies contacted were willing to enter into an interagency agreement for services to help with the critical task of hiring staff.

Ultimately, the Board reached out to Representative Heather Edelson who immediately intervened and helped connect the Board with the Guardian Ad Litem Board and Program Administrator (GAL Board). The GAL Board agreed to assist by providing human resources services and regular advice. The State Court Administrator's Office agreed to assist with budget processing and leasing available office space. The Board has particularly relied upon the good graces of the GAL Board and the Board's ability to develop this program is largely due to the GAL Board's generosity.

### Board Meetings

The Board's first meeting was on Friday, July 7, 2023. The Board established a weekly meeting schedule on Thursday mornings, 8:00 a.m. – 9:00 a.m. The Board recently revised the meeting schedule to extend the meeting time to 90 minutes (about 1 and a half hours) and currently meets every Wednesday, 8:00 a.m. – 9:30 a.m.

### Certification Advisory Committee

The Certification Advisory Committee (Committee) started meeting on October 4, 2023. The members of the Committee who are appointed by the governor are still pending appointment. Applications were

solicited and are under review at the date of this report. The Committee meets approximately once per month.

### **Competency Attainment Curriculum and Certification**

The Board reviewed examples of competency attainment education programs, including curricula and other materials, from other U.S. states. The Board developed, and on September 28, 2023, approved the Minnesota State Competency Attainment Curriculum – Workbook.

### **Forensic Navigator Services**

Board members reviewed and discussed a selection of comparable job descriptions from a variety of state and county agencies to determine a common set of skills, abilities, and knowledge that forensic navigators should have to do the work as outlined in Minn. Stat. § 611.55. The Program Administrator finalized the job description and worked with the GAL Board’s human resources department to get the position classified by Minnesota Management and Budget (MMB). The forensic navigator position was posted and opened for applications on January 31, 2024. The first round of interviews was held February 28 through March 1, 2024.

### **Program Administrator and Other Staff**

Effective January 17, 2024, the Board appointed a Program Administrator. Additional positions have been developed and approved to support the Board’s duties and responsibilities. As of the date of this report, Board approved positions include Forensic Navigator (see, Minn. Stat. § 611.55), Forensic Navigator Supervisor, Human Resources Manager, and Information Technology Manager.

### **Data Collection Summary**

The primary purpose for this mandated report is to provide a summary of data collected as outlined in Minn. Stat. § 611.59, subd. 4(b). Since the Board’s forensic navigator program and other services have not officially commenced there is currently no data to report.

### **Other Business Conducted**

- Operational policies and procedures implemented:
  - Procurement and Contract
  - Human Resources Rules & Unrepresented Classification and Compensation Plan
  - Recruitment and Selection
  - Criminal Background and Driver’s License Record Checks and Disqualification
- Planning and preparation for focus group discussions with judicial districts and identified justice partners.
- Identification and selection of a vendor to provide a case management application and M365 services.
- Service Authorizations with MN.IT for website development and internet services.