

Minutes: NHWSB Waivers and Variances Workgroup

Date: Wednesday, October 1, 2025

Minutes prepared by: Linnea Pignatello

Location: Hybrid – Washington Room at the Department of Labor and Industry and via Webex

Attendance

Members Present	Visitors Present	DLI Staff Present
Kim Brenne	Todd Bergstrom	Linnea Becerra
Jamie Gulley	Brian Elliott (remotely)	Paul Enger
Maria King		Ken McGurran
Katie Lundmark		Leah Solo

Agenda items

- 1. Call to order** – The meeting was called to order by Executive Director Solo at 10:01 a.m. Roll call was taken. A quorum was declared.
- 2. Approval of agenda** – A motion to approve the agenda as presented was made by Jamie Gulley and seconded by Katie Lundmark. A roll call vote was taken and the motion passed unanimously.
- 3. Approval of drafted meeting minutes** – A motion to approve the September 4, 2025, drafted meeting minutes as presented was made by Jamie Gulley and seconded by Katie Lundmark. A roll call vote was taken and the motion passed unanimously.
- 4. Board updates** –
 - Solo ran through the changes in the application for waivers and variances with the group. The group then had additional changes to make on the questions included in the application. Those changes included:
 - The board may ask for additional information and the information submitted will be shared publicly. There was reorganization of the documents and reformatting. - Bergstrom suggested added “if available” to the audited financials.
 - Optional: Breach of covenant
 - Added Census section and Long-Term Issues
 - The group decided to add the citation of Civil Monetary Penalty or Denial of Payment for new admissions to the question regarding Citations from the Minnesota Department of Health
 - Added the question: “Has your building been sold in the past year?”
 - The group had feedback about reorganizing the application and clarifying some items as well as suggestions for ways the applicant should submit the documents. Either submit the spreadsheet that was submitted to DHS or a newly created one. There was discussion that the application sent to DHS does have employee information and that the applicant could redact the names

- before submitting. Lundmark suggested using the DHS form and Brenne noted that the workgroup could edit the DHS application for clarity and purpose.
- Solo stated she would edit the document based on the workgroups comments and have it for the group to review at the next meeting. It was reiterated that the goal was to have draft documents to the Board at the October 9 meeting.
5. **New business** –
 6. **Next meeting** – Monday, October 6, 2025, at 10 a.m.

Adjournment

A motion was made by Jamie Gulley to adjourn the meeting at 11:03 a.m. and seconded by Kim Brenne. A roll call vote was taken and the motion passed unanimously.