

Meeting minutes: Rehabilitation Review Panel

Date: July 9, 2020

Minutes prepared by: Executive secretary of the Rehabilitation Review Panel

Location: Webex meeting

Attendance

RRP members present

Duane Butorac (chairman)
Russell Gelfman (vice chairman)
Roslyn Robertson
David Dubovich
Richard Hills
Steve Hollander
David Frary
Scott Parker
Alissa O'Hara
Paul Osterbauer
Mary Wells
Carl Crimmins
Ken Askew
Meg Kasting
Steve Patton

Visitors and DLI staff members present

Mike Hill, DLI
Sarah Kickbush, DLI
Ralph Hapness, DLI

Call to order

Chairman Duane Butorac called the meeting to order at 1:10 p.m. and announced that the roll call and all voting will be verbal because the meeting was being held via Webex.

Approval of minutes

Butorac asked for a motion to approve the minutes from the April 2, 2020 meeting. A motion was made and seconded to approve the minutes. A verbal vote was taken and the motion carried to approve the minutes.

Approval of agenda

A motion was made and seconded to approve today's agenda. A verbal vote was taken and the motion carried to approve the July 9, 2020, agenda as printed.

Deputy commissioner's update – Roslyn Robertson

Legislation and department updates

Deputy Commissioner Roslyn Robertson reported the following department and legislative updates.

- There are approximately 25 DLI staff members working in the Department of Labor and Industry (DLI) building, with all remaining staff members working remotely. The remote staff have all the equipment needed to work effectively. Additionally, DLI will resume its normal license examination schedule beginning July 21 in St. Paul, Minnesota, observing all the necessary COVID-19 precautions.

Safety announcements

There were no safety announcements.

Agenda items

1. **Safety and health guidelines for employers and employees** – Sarah Kickbush, DLI Minnesota OSHA (MNOSHA) Workplace Safety Consultation, spoke about COVID-19 guidelines for employers and employees re-opening businesses. She provided examples so members understood the guidelines more clearly, discussed resources on DLI's website and reminded members MNOSHA Workplace Safety Consultation is available for advice. There are guidelines and templates on the website for all to review and use.

The handout is attached to these minutes.

2. **Notice of Intention to Discontinue Benefits (NOID#3) for COVID-19 claims** – Ralph Hapness, DLI Workers' Compensation Division, spoke about existing workers' compensation claims that may have been impacted by the COVID-19 pandemic. He explained circumstances when workers' compensation monetary benefits must be continued and the information needed with the NOID#3 to discontinue those benefits.

The handout explaining those requirements is attached to these minutes.

3. **Annual chairperson and vice chairperson election** – Butorac announced it is time for election of the chairperson and vice chairperson for the Rehabilitation Review Panel (RRP). He asked for nominations

from the members. Alissa O'Hara made a motion and Meg Kasting seconded the motion that Butorac be nominated as chairperson. A vote was taken and the motion was approved. Butorac made a motion to nominate Russell Gelfman as vice chairperson, which was seconded by Kasting. A vote was taken and the motion was approved.

4. **RRP meeting dates** – Butorac announced tentative meeting dates for 2021: Jan. 7, April 1, July 8 and Oct. 7; and Jan. 6 in 2022. O'Hara made a motion and Steve Patton seconded to approve the future meeting dates. A vote was taken and approved.

Agenda items for the next meeting – Butorac and panel

Butorac asked that panel members with any topics for discussion, contact either him or Mike Hill.

Other

Next meeting date

Butorac announced the next meeting date will be Oct. 1, 2020.

Adjournment

A motion was made and seconded to adjourn the meeting. A verbal vote was taken and all voted in favor, after which the meeting was adjourned at 2:03 p.m.

Respectfully submitted,
Executive secretary to the Rehabilitation Review Panel