

## Internal Memo

**Date:** August, 2024

**To:** All involved in Public Hearing on Curriculum

**From:** Leah Solo

### RE: Public Hearing on Curriculum

In this memo you can find the following subjects.

- Details of the Forum
- Agenda
- Roles
- Script
- Room Set up
- Preparations
- Press
- Cancellation plans
- Directions

#### Details of the Forum

Date: September 19, 2024

Time: 6-8pm

Location Address: 443 Lafayette Road N.  
St. Paul, MN 55155 or online

Who: NHWSB Members, staff, Nursing home workers, employers, associated organizations and the general public, press.

#### Sign up

The sign up for the forum can be found here: <https://forms.office.com/g/ikampFm643?origin=lprLink>

The sign up will be emailed and also made available through a QR code. The QR code will be included in a flyer that will be emailed out as well.

## Agenda

<b><u>Public Hearing Agenda</u></b>	
<u>Time</u>	<u>Activity</u>
5:02-05pm	Welcome, open meeting from Chair Jamie Gulley
5:05-08	Board Overview, Process for the evening, <b>Public Engagement Workgroup member</b>
5:08-13	Presentation of Curriculum, Chair Jamie Gulley
5:13-5:15	Rules for the Evening, Chair Gulley
5:15-7:45pm	Remarks from attendees
7:45-8pm	Wrap

## Roles

Board Member Roles- Board members are there to listen and gather information. This is the opportunity for nursing home employees, employers, advocacy organizations, and general members of the public to tell Board members what their opinions are. Advice from staff is to not get into a back and forth with a member of the public, though if appropriate, clarification could be offered.

Staff- There to support, be resources. Staff will monitor the chat and ensure that Chair Gulley has the list of speakers that are signed up, etc.

## Script

### *Opening/Welcome*

#### Jamie Gulley

Welcome to everyone. Thank you for being here. This meeting is being recorded and a transcript will be provided for public record. We are looking forward to hearing from the members of the public who are here tonight to share their thoughts on our work at the Nursing Home Workforce Standards Board.

I'd like to take a moment to recognize the Board members here as well as some special guests.

**(Recognize Elected officials and other state agencies represented.)**

I'm going to hand this to **\_\_\_\_\_ (Public Hearing workgroup member?)** to give an overview of the night and then I'll set some ground rules and we'll get started.

## Public hearing workgroup member

The Nursing Home Workforce Standards Board was created in law during the 2023 legislative session to conduct investigations into working conditions in the nursing home industry and adopt rules establishing minimum employment standards reasonably necessary and appropriate to protect the health and welfare of nursing home workers.

The Board is made up of 9 members- Commissioner or designee from Department of Labor and Industry, Department of Human Services, and Department of Health, 3 members representing employers and 3 members representing workers.

**Purpose for the night-** One of the duties of the board has been to create a training curriculum, which will be used to inform nursing home workers of their rights under the law. This curriculum will then be used organizations certified by the board give trainings to nursing home workers. The statute governing our board asks that we hold a public hearing about the curriculum that we draft for the certified worker organizations to use to train workers on their rights under the Nursing Home Workforce Standards Board Act and other laws and rules that apply..

We will take the information that we learn tonight and use it as we make our decisions in the next months.

Please remember this is a public forum. **Potential place for Tennessee warning.**

A couple of logistics for the night: We have a list of people who signed up to speak when they registered. We will be calling people from that list to begin with. As we get through that list we will begin calling people who have expressed their interest tonight in participating. Chair Gulley will call the first person and let the next person know they will be next. Please come to the **microphone/or unmute** when you are called. Please be nearby if you are next.

If you would like to know where you are in the line or have any questions, **please see/send a message to \_\_\_\_\_**

If you do not get a chance to speak tonight, you can email staff for the NHWSB and they will follow up with you and the Board as appropriate.

## Jamie Gulley- Member of the Certification and Training Workgroup

The Board has provided copies of the training curriculum and a sample powerpoint online and in the room. We would like to give a brief overview for you tonight before we get started on comments.

**(insert one minute on the obligations on training and then 3-5minute overview of curriculum)**

## Jamie Gulley

Now, we will begin the public comment portion of the meeting. This is your turn to participate by asking questions, providing comments or sharing your perspectives.

**Each person will have up to two minutes** to provide public comment.

- Again, please remember that the information you are sharing is being shared for a public forum and is being recorded.
- This means that any information you share is public.

- Please keep this in mind before sharing private medical information.

As we have mentioned, Board members are here to listen and generally are not planning on responding.

We are thankful for the information you share with us and will use it to inform our work.

A couple of ground rules and encouragements:

**Please be respectful.** Abusive comments, comments meant to discredit or malign someone, and vulgar language will not be tolerated in chat or through verbal comments. People who use language that is threatening, make false accusations meant to damage reputations or offensive or inappropriate language that creates an intimidating environment will be asked to stop, and the next person in line will be given the opportunity to provide comment.

We'd like to hear from as many people as possible, so **if you have attended a previous forum or already submitted comments to us, you'll likely be toward the end of the line.**

**We encourage you to share your name and the city and your connection to the nursing home workforce** when you share your comment.

*Wrap up*

Jamie

That marks the end of our time. We are so thankful for all who came out tonight and shared information with us.

Thank you and please travel home safely.

## Room Set up

It is anticipated that most people will attend online, though the sign up will be monitored to see if this assumption is correct. For those in the room, we will set up a table for folks to sit at to give their testimony. Chair Gulley and supporting staff will be in the room, we anticipate most Board members will attend online.

## Preparations

- ~~Reservation of place~~
- Sign up finalized and posted
- Hearing noticed on webpage and DLI board
- Invites to Board, gov't entities, legislators
  - Include a PDF Version for printing
  - Ensure advocates have the invite.
  - MDH could put out to Nurses Aides.
  - Ensure posted on webpage
  - Include a note to please share with your staff.
  - Include language letting them know we will take comments as long as people are there. If we run out of comments, we won't stay until 8pm.
- Gov Delivery
- Post the curriculum

- Check into evening access to the building/security if needed.
- Make a call on if security, and food based on sign ups
- Security arranged and Food Ordered(if needed)
- Powerpoint finalized (not the curriculum sample, but whatever powerpoint we are using to present)
- Confirmed Board and Staff attendees

## **Press**

This is a public event, so Press may attend. If board members are speaking to the press and offer opinions, please be clear that you speak as an individual or as a member of your organization. As a Board, our purpose is to listen to the public as the statute governing our board dictates.

## **Cancellation Plans**

We have seen serious floods, rain and storms this spring and summer. In the case of inclement weather, we will contact people as soon as possible to cancel. If an event is cancelled, staff will notify:

- Board members
- Staff who had planned on attending
- The following advocates: Erin Huppert, Todd Bergstrom, Rick Varco. Our expectation is that advocates will get the word out to their respective lists.
- The people who registered
- Our gov delivery list
- NHWSB webpage

## **Directions/Maps**

[Office locations and phone numbers | Minnesota Department of Labor and Industry \(mn.gov\)](#)