

## Meeting minutes: Nursing Home Workforce Standards Board

Date: Nov. 9, 2023

Minutes prepared by: Carey Wagner

Location: Hybrid – Minnesota Room (DLI) and Webex

### Members present

- Commr. Nicole Blissenbach
- Chair Jaime Gulley
- Katie Lundmark
- Kim Brenne
- Maria King
- Michele Fredrickson
- Michelle Armstrong
- Paula Rocheleau

### Members absent

- Mary Swanson

### DLI staff members present

- Ali Afsharjavan
- Brittany Wysokinski
- Carey Wagner
- Jenny O'Brien
- Jessica Stimac
- Leah Solo

### Visitors present

- Angela Garin (remotely)
- Brian Elliot
- Danny Gillis (remotely)
- Jeff Bostic (remotely)
- Nicole Mattson (remotely)
- Parichay Rudina (remotely)
- Patti Cullen (remotely)
- Toby (remotely)
- Todd Bergstrom

## Agenda items

1. **Call to order** – the meeting was called to order by Chair Jaime Gulley at 11:03 a.m. A roll call was taken, noting Mary Swanson was absent. *A quorum was declared.*
2. **Approval of agenda** – *a motion to approve the agenda as presented was made by Commissioner Nicole Blissenbach and seconded by Michele Fredrickson. The motion passed unanimously.*
3. **Approval of drafted meeting minutes** – *a motion to approve the Oct. 12, 2023, drafted meeting minutes as presented was made by Fredrickson and seconded by Paula Rocheleau. The motion passed unanimously.*
4. **Board updates** –
  - Leah Solo thanked the board members and advocates for the hard work. She reported they have had 11 workgroup meetings where they drafted policies and procedures, applications for certification, a renewal process and a public hearing plan.
  - Bylaws: Chair Gulley presented the edited bylaws. There was discussion about the responsibilities and expectations of members set forth by statute. Ali Afsharjavan, Department of Labor and Industry's (DLI's) Office of General Counsel, provided clarity about public officials and the conflict of interest section. *A motion to approve the bylaws as presented was made by Fredrickson and seconded by Commissioner Blissenbach. The motion passed unanimously.*
  - Updates from workgroups:
    - Certification/Training Workgroup – chair Gulley updated the board with the revised *Application for Certification as a Worker Organization to Train Nursing Home Workers* under Minnesota

- Statutes section 181.214, the *Application for Renewal of Certification as a Worker Organization to Train Nursing Home Workers* under Minn. Stat. section 181.214, and the *Policies and Procedures*. He thanked Solo for her work on incorporating the suggested changes and edits. There was discussion about establishing standards for curriculum, the rulemaking process, definition of “leaders,” timelines, revocation of certification, lists of workers organizations, and data shared between organizations and facilities, along with evaluations and feedback. *A motion was made by Commissioner Blissenbach to use the Policies and Procedures as presented to begin drafting rules and was seconded by Maria King. The motion passed unanimously.*
- Data Workgroup – Kim Brenne reported the group has researched, collected and compiled data specifically targeting certified nursing assistants and dietary aide wages. The group chose these occupations because they make up the largest group of direct care in the industry and this is based on cost report data.
  - Public Hearing Workgroup – King reported the group has agreed on four types of engagement: an online questionnaire; informational visits; in-person hearings; and online hearings. They are working on a draft plan of the questionnaire and have narrowed down ideas for where to hold on-site visits, how many to have and when to begin. *A proposal for open forums at board meetings was discussed. A motion to approve the proposed policy was made by Michelle Armstrong and seconded by Katie Lundmark. The motion passed unanimously.*
5. **New business** – Solo presented the *draft Report for Legislative Committee Chairs/Ranking Members* stating this needs to be submitted to the Legislature by Dec. 1, 2023, and then annually thereafter. She asked the board to review and respond with feedback by Nov. 17, 2023.
6. **Next meeting** – the next meeting is 11 a.m., Thursday, Dec. 14.

## Adjournment

*A motion was made by King to adjourn the meeting at 12:21 p.m. and was seconded by Rocheleau. The motion passed unanimously.*