

Meeting minutes: Nursing Home Workforce Standards Board

Date: Dec. 14, 2023

Minutes prepared by: Carey Wagner

Location: Minnesota Room (DLI) and hybrid

Members present

- Commissioner Nicole Blissenbach
- Chair Jaime Gulley
- Katie Lundmark
- Kim Brenne
- Maria King (remotely)
- Michele Fredrickson (remotely)
- Michelle Armstrong
- Paula Rocheleau

Visitors present

- Casey Murphy (remotely)
- Danny Gillis (remotely)
- Erin Huppert
- Jeff Bostic (remotely)
- Maisie Blaine (remotely)
- Max Nesterak (remotely)
- Parichay Rudina (remotely)
- Rick Varco (remotely)
- Todd Bergstrom
- Troy Ostreich (remotely)

DLI staff members present

- Ali Afsharjavan
- Carey Wagner
- Josiah Moore
- Leah Solo

Agenda items

1. **Call to order** – the meeting was called to order by Chair Jamie Gulley at 11:04 a.m. A roll call was taken. A *quorum was declared*.
2. **Approval of agenda** – a motion to approve the agenda as presented was made by Paula Rocheleau and seconded by Michelle Armstrong. Roll call was taken and the motion passed unanimously.
3. **Approval of drafted meeting minutes** – a motion to approve the Nov. 9, 2023, drafted meeting minutes as presented was made by Michelle Armstrong and seconded by Commissioner Nicole Blissenbach. Roll call was taken and the motion passed unanimously.
4. **Board updates**
 - Executive director update – Leah Solo presented the updated *Decision-making Process* memo with the board. There was discussion about subdivision 1, Authority to establish minimum nursing home

employment standards, and subdivision 2, Investigation of market conditions. Moving forward in January, the board will focus on refining definitions.

- Certification/Training Workgroup – Solo reviewed the Nursing Home Workforce Standards Board (NHWSB) *Worker Organization: Requirements and Process for Certification to Train Workers* document. There was discussion about application requirements, data security and retention, renewal application, denial and revocation of certification. *A motion was made by Blissenbach to approve the draft rules as presented, subject to any technical, grammatical or typographical changes, and was seconded by Michele Fredrickson. A roll call vote was taken, noting one nay by Katie Lundmark. The motion carried.*
 - Public Hearing Workgroup – Maria King provided the board with the workgroup’s recommendations. The *Next Steps Public Hearing/Engagement* summary with tables were reviewed. There was discussion about in-person public forums with locations and dates, noting that during these events it is recommended all board members be present. Also discussed were online public forums with revisions made to shorten the meetings from three hours to two, but adding another date to accommodate workers’ schedules. Then discussion was had about information-gathering visits with deeper discussion about sickness and adding a backup plan to not bring illness into the homes. There was further discussion about online questionnaires, reviewing sample agendas, Minnesota Department of Health (MDH) references and statutory language, ending with King asking that feedback be sent to her for the workgroup. *A motion to approve the in-person public forums and online public forums at two hours was made by Armstrong and seconded by Mary Swanson. A roll call vote was taken and the motion carried.*
 - Data Workgroup – Kim Brenne reviewed with the board that the most recent workgroup meeting had presentations made by Val Cook and Peter Butler of the Minnesota Department of Human Services (DHS). They presented how the fiscal note process works, gave a forecast about how appropriation would be determined or identified, and summarized how a typical fiscal note legislative process is to be followed. The group also expanded the data sample from certified nursing assistants (CNAs) to include wage data for dietary aids, cooks and housekeepers.
- 5. New business** – Solo presented the proposed bylaw amendment. There were changes made to Article V, Meetings, section 12. Each board member may give notice to the executive director of up to two people who shall be permitted to receive meeting notifications and materials for the purposes of providing them support. Also adding to Article VIII, Committees, section 4, each member of a committee, subcommittee or workgroup may give notice to the executive director of up to two people providing them support and expertise in the subjects being studied by the group, who shall be permitted to receive meeting notifications and materials for the purposes of providing them support and to participate in meetings of the committee, subcommittee or workgroup in a nonvoting capacity. *A motion to accept changes as presented was made by Blissenbach and seconded by Brenne. A roll call vote was taken and the motion passed unanimously.*
- 6. Next meeting** – the next meeting is 11 a.m., Thursday, Jan. 11.

Adjournment

A motion was made by Blissenbach to adjourn the meeting at 12:52 p.m. and was seconded by Armstrong. A roll call was taken and the motion passed unanimously.