

Minutes: NHWSB Certification/Training Workgroup

Date: Monday, Aug. 5, 2024

Minutes prepared by: Linnea Becerra

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

Members present

Commissioner Nicole Blissenbach

Jamie Gulley (remotely)

Katie Lundmark (remotely)

Visitors present

Todd Bergstrom

Brian Elliott

DLI staff members present

Ali Afsharjavan (remotely)

Linnea Becerra

Paul Enger

Leah Solo

Agenda items

- 1. Call to order** – the meeting was called to order by Executive Director Leah Solo at 10:03 a.m. Roll call was taken and 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 Jamie Gulley. A roll call vote was taken; the motion passed unanimously.
- 3. Approval of drafted meeting minutes** – a motion to approve the July 14, 2024, drafted meeting minutes as presented was made by Commissioner Blissenbach and seconded by Gulley. A roll call vote was taken; the motion passed unanimously.
- 4. Board updates** –
 - Executive Director Solo reviewed the “Training Content” document and noted the edits from the most recent meeting: resources, additional rules and laws at the end are more robust; more references and citations to statute are in the notes in the presentation; clarifying the general minimum wage; and the optional waiver slide. Commissioner Blissenbach pointed out the link for the employee right-to-know reference needs to be changed. Time and attendance was raised in association with training of workers; discussion followed and edits were proposed to the slide regarding traveling for paid training. There was a suggestion to write a slide or section with “Objectives” as the title.

- Executive Director Solo presented the “Sample Followup” document. The link for the employee right-to-know reference must be changed. There were no additional changes.
- Executive Director Solo presented the “Draft Curriculum” document and the changes that were made from the most recent meeting. No discussion took place; no edits were requested.
- Executive Director Solo presented about the “Memo on evaluations” document that was written with help from the Research and Data Analytics unit.
- The workgroup decided the set of presented documents were ready to be passed on to the board for its approval. Commissioner Blissenbach moved that the training documents be moved to the full board for review and the motion was seconded by Gulley. A roll call vote was taken and the motion carried unanimously.
- There was a discussion about the public hearing Sept. 19, at 6 p.m. at the Department of Labor and Industry and online. Gulley volunteered to present the documents to the public at the hearing and the other members agreed. Commissioner Blissenbach suggested the board include an objective and some possible guiding questions for the public hearing.

5. New business

- 6. Next meeting** – the next meeting is Monday Oct. 21, at 11 a.m. in the Washington Room at the Department of Labor and Industry.

Adjournment

A motion was made by Commissioner Blissenbach to adjourn the meeting at 10:51 a.m. and was seconded by Gulley. A roll call vote was taken; the motion passed unanimously.