

Meeting minutes: Certification/Training Workgroup

Date: Nov. 1, 2023

Minutes prepared by: Carey Wagner

Location: Hybrid – DLI, Washington Room

Members present

- Jamie Gulley (remotely)
- Katie Lundmark (remotely)
- Commissioner Nicole Blissenbach

DLI staff members present

- Ali Afsharjavan (remotely)
- Brittany Wysokinski (remotely)
- Carey Wagner
- Leah Solo

Visitors present

- Brian Elliott
- Erin Huppert
- Todd Bergstrom

Agenda items

1. **Call to order** – the meeting was called to order at 10:04 a.m. Roll call was taken and a quorum was met.
2. **Approval of meeting agenda and previous meeting minutes** – a motion was made by Commissioner Nicole Blissenbach to allow visitors to the table, to approve the agenda as presented and to approve the minutes from the Oct. 23, 2023 meeting; the motion was seconded by Jamie Gulley. A roll call vote was taken and the motion carried.
3. **Board updates and regular business** – Leah Solo presented and reviewed the second draft of the certification applications, with discussion about applicant information, establishing eligibility, assessing capacity, data policies and curriculum details. She also presented and reviewed the first draft of the renewal application, with discussion about adhering to standards of curriculum, changes to capacity, data policies, data breaches, scoring and the review process. Next reviewed was the policies and procedures, with discussion about the review process for certification applications, renewal of certification applications, revocation of certification process, curriculum updates, list keeping of certified worker organizations, process of training workers, and data shared between organizations and nursing home facilities.
4. **Next meeting** – on Nov. 8, 2023, the workgroup will review the revisions on the certification application and a draft of the renewal application, as well as finish the policies and procedures.

Adjournment

A motion was made at 11:01 a.m. by Gulley and seconded by Katie Lundmark to adjourn the meeting. A roll call vote was taken and the motion carried.