

Meeting minutes: NHWSB Certification/Training Workgroup

Date: Dec. 7, 2023

Minutes prepared by: Carey Wagner

Location: Hybrid – Washington Room (DLI) and Webex

Members present

- Commr. Nicole Blissenbach
- Jamie Gulley
- Katie Lundmark

DLI staff members present

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

Visitors present

- Brian Elliot
- Erin Huppert
- Todd Bergstrom

Agenda items

1. **Call to order** – the meeting was called to order at 10:33 a.m. A roll call was taken and a quorum was declared.
2. **Approval of agenda** – a motion to approve the agenda as presented was made by Jamie Gulley and seconded by Katie Lundmark. The motion passed unanimously.
3. **Approval of Nov. 8, 2023, meeting minutes** – a motion to approve the drafted minutes with the corrected spelling of Gulley’s name was made by Gulley and seconded by Commissioner Nicole Blissenbach. The motion passed unanimously.
4. **Board updates and regular business** – draft of *Certification of Worker Organization Rules*
 - Leah Solo presented the draft of the requirements and process for certification to train workers. There was discussion about the certification application and renewal process, requirements for renewal of certification, approval, denial and revocation of certification, and board resources. The statute language was reviewed in detail. There was discussion about duties, curriculum and training, data sharing and data retention requirements. Lastly discussed was training in languages the workers are proficient in and provisional training materials.
5. **Next meeting** – the NHWSB Certification/Training Workgroup is scheduled to meet at 2 p.m., Dec. 14.

Adjournment

A motion was made by Lundmark to adjourn the meeting at 11:41 a.m. and seconded by Gulley. The motion carried.