

Meeting minutes: NHWSB Certification/Training Workgroup

Date: Dec. 14, 2023, 2 p.m.

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

- Erin Huppert
- Todd Bergstrom

Agenda items

1. **Call to order** – the meeting was called to order at 2:03 p.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 Commissioner Nicole Blissenbach. The motion passed unanimously.
3. **Approval of Dec. 7, 2023, meeting minutes** – a motion to approve the drafted minutes was made by Gulley and seconded by Blissenbach. The motion passed unanimously.
4. **Board updates and regular business** – followup from board meeting: There was collaborative discussion about data, specifically public versus private, data collection, data privacy, data retention and how it will be incorporated into rules and statutes that already exist. Statutory language and definitions about requirements and process for certification to train workers were reviewed. Worker organization requirements for training and recertification was discussed, plus how to identify organization trainings, how to identify the worker receiving the training and how to keep compliant. Further discussion about potential denial or revocation of certification was talked about, directing Executive Director Leah Solo to draft a general statement for subpart 2, section 1. There was discussion about audits done by the Department of Human Services (DHS) and the need for feedback from DHS about what is needed for reimbursement documentation.

Next meeting – the NHWSB Certification/Training Workgroup is scheduled to meet at 2:30 p.m., Jan. 11.

Adjournment

A motion was made by Katie Lundmark to adjourn the meeting at 3:02 p.m. and seconded by Gulley. The motion carried.