

## Minutes: NHWSB Certification/Training Workgroup

Date: Monday, Dec. 16, 2024

Minutes prepared by: Linnea Becerra

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

### Attendance

#### Members present

Commissioner Nicole Blissenbach

Jamie Gulley

Katie Lundmark (remotely)

#### Visitors present

Todd Bergstrom

Jeff Bostic (remotely)

Brian Elliott (remotely)

#### 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 Jamie Gulley at 3:01 p.m. Roll call was taken. A quorum was declared.
2. **Approval of agenda** – a motion to approve the agenda as presented was made by Gulley and seconded by Commissioner Nicole Blissenbach. A roll call vote was taken and the motion passed unanimously.
3. **Approval of drafted meeting minutes** – a motion to approve the Oct. 21, 2024, drafted meeting minutes as presented was made by Gulley and seconded by Commissioner Blissenbach. A roll call vote was taken and the motion passed unanimously.
4. **Board updates** –
  - Leah Solo said the workgroup may want to bring items to the full board for approval. Solo and Linnea Becerra (administrative assistant) compiled all of the training and application materials (board facing, employer facing and certified worker organization facing) into one large training document, *Certification of Worker Organizations and Worker Training Guide*. The workgroup reviewed the booklet and provided feedback.
    - Commissioner Blissenbach asked which of the items in the booklet have been approved by the board; Solo responded that the timeline still needs to be reviewed by the board.
    - Katie Lundmark proposed adding the application review dates to the timeline.

- Todd Bergstrom asked about the dates in the timeline being affected by when the rules go into effect. Bergstrom also raised the question of training attended both in person and virtually, specifically how attendance tracking would work. The response was that certified worker organizations (CWOs) would need to establish a recording system for all attendees.
- Bergstrom asked about the CWOs' responsibility to train workers about HAZCOM and other applicable rules. Commissioner Blissenbach said the CWOs would only train about the Nursing Home Workforce Standards Board rules and could refer to HAZCOM or other applicable standards.
- Gulley said he would like to review the training guide, send edits to Executive Director Solo and then bring those edits to the board for a vote.
- Solo pointed out the board verification process section should be edited to say 2027; Blissenbach concurred.
- Solo noted she still needs to create a template for the sign-in sheet.
- Gulley made a motion to – subject to review and edits – send the training guide to the board for a full review and vote. Commissioner Blissenbach seconded the motion. There was a roll call vote and the motion passed.

**5. New business –**

**6. Next meeting** – the next meeting is at 10 a.m., Aug. 28, in the Washington Room.

## **Adjournment**

A motion was made by Gulley to adjourn the meeting at 3:29 p.m. and seconded by Lundmark. A roll call vote was taken and the motion passed unanimously.