

Meeting minutes: NHWSB – Data Workgroup

Date, time: Oct. 23, 2023, 3 p.m.

Minutes prepared by: Carey Wagner

Location: Hybrid – Washington Room, Department of Labor and Industry (DLI), 443 Lafayette Road N., St. Paul, MN

Members present

- Kim Brenne
- Michele Fredrickson (remotely)
- Paula Rocheleau (remotely)

DLI staff members present

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

Visitors present

- Brian Elliott
- Jeff Bostic
- Rick Varco
- Todd Bergstrom

Agenda items

1. **Call to order** – the meeting was called to order at 3:08 p.m. Roll call attendance was taken and a quorum was met.
2. **Approval of agenda and minutes** – a motion to approve the agenda as presented and the drafted meeting minutes from Oct. 9, 2023, was made by Paula Rocheleau and seconded by Kim Brenne. A roll call vote was taken and the motion carried.
3. **Board updates and regular business** – Brenne presented and reviewed the Department of Human Services (DHS) data capacity with the group. She explained job categories and employee counts. The data source is the 2022 cost reports from nursing facilities, noting the last reporting period is September 30 of each year. This data is self-reported by providers. There was discussion about which category of occupations should be used for analysis according to statutory language and which to bring to the board. It was decided to recommend the categories of certified nursing assistants (CNAs) and dietary making up a majority. Also discussed was where the workgroup is with gathering collective bargaining agreements (CBAs), which is also required by statute for us to gather.
4. **Next steps and assignments** – Brenne will gather data for CNAs and dietary occupations and have her staff pull data for the next meeting.
5. **Meeting schedule** – Nov. 16, 2023, at 1 p.m.

Adjournment

A motion was made by Rocheleau to adjourn and was seconded by Michele Fredrickson. A roll call vote was taken and the motion carried. The meeting was adjourned at 4:31 p.m.