

Meeting minutes: NHWSB Public Hearing Workgroup

Date: Nov. 20, 2023

Minutes prepared by: Carey Wagner

Location: Hybrid – Washington Room (DLI) and Webex

Members present

- Maria King
- Mary Swanson (remotely)
- Michelle Armstrong

DLI staff members present

- Ali Afsharjavan
- Carey Wagner
- Leah Solo

Visitors present

- Rick Varco
- Todd Bergstrom (remotely)

Agenda items

1. **Call to order** – the meeting was called to order at noon. Roll call was taken and a quorum was declared.
2. **Approval of agenda** – a motion to approve the agenda as presented was made by Michelle Armstrong and seconded by Maria King. A roll call vote was taken and the motion carried.
3. **Approval of previous meeting minutes** – a motion to approve the agenda as presented was made by Armstrong and seconded by King. A roll call vote was taken and the motion carried.
4. **Board updates and regular business** – Leah Solo reviewed possible venues, noting the location in the metro area, cost and capacity. She investigated locations that offered parking, are near public transit and are ADA accessible. There was discussion about accommodations for workers, such as child care and offering after work hours (5 to 7 p.m.), which ignited discussion about dinner or snacks. Solo also gave an overview of the drafted questionnaire and gave thanks to Jeff Bostic and Todd Bergstrom for their work and input on the questionnaire. Reviewed next was the drafted survey created by Ender Kavas from the Department of Labor and Industry’s Research and Data Analytics. There was discussion about the questions, while the group provided clarity with the input of Rick Varco.
5. **Next steps** – Solo will look into the University of Minnesota – Duluth for space and make inquiries about adding audio/visual equipment at all the locations. There will be edits to the survey as discussed. Planning continues for the four rural facilities the workgroup will visit for “walk a day” tours and on-site discussion. The group will bring the plan to the board for review and discussion at the next meeting, Dec. 14.
6. **Next meeting** – Dec. 18, 2023, 12:30 p.m.

Adjournment

A motion was made by King to adjourn the meeting and was seconded by Armstrong. A roll call vote was taken and the motion carried. The meeting was adjourned at 1:29 p.m.