

Meeting minutes: Nursing Home Workforce Standards Board

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

Minutes prepared by: Carey Wagner

Location: Hybrid – Webex and in person in the Minnesota Room, Department of Labor and Industry, 443 Lafayette Road N., St. Paul, MN

Members present

Commissioner Nicole Blissenbach
Jaime Gulley
Katie Lundmark
Kim Brenne
Maria King
Mary Swanson
Michele Fredrickson
Michelle Armstrong (remote)
Paula Rocheleau

DLI staff members present

Ali Afsharjavan
Brittany Wysokinski
Carey Wagner
Deputy Commissioner Kate Perushek
Josiah Moore
Leah Solo

Visitors present

Ben Caswell
Brian Elliot
Erin Huppert
Josh Keller
Kolin Bertelson
Kormasah Dewald
Melanie Shaefer
Miriam Torres
Rick Varco
Rosa Gamboa
Todd Bergstrom

Welcome – Nicole Blissenbach, Department of Labor and Industry commissioner

Agenda items

1. **Call to order** – Commissioner Nicole Blissenbach called the meeting to order at 2:04 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 Katie Lundmark. A roll call vote was taken and the motion passed unanimously.

Commissioner Blissenbach thanked members and staff for serving on the board and led introductions of board members and staff members.

3. **Orientation** – Blissenbach introduced the agency staff members supporting the Nursing Home Workforce Standards Board (NHWSB) with policies, laws and presentations, reviewed as follows:
 - a. Leah Solo, NHWSB executive director, presented an overview of the Nursing Home Workforce Standards Board Act. The legislative history, purpose and deadlines for the board were reviewed.
 - b. Ali Afsharjavan, Office of General Counsel, presented the proposed bylaws and explained anti-trust law.

- c. Brittany Wysokinski, Office of General Counsel, presented about the expedited rulemaking process and the open meeting and data practices process.
 - d. Carey Wagner, NHWSB executive secretary, advised members to reach out for any administrative needs.
4. **Election of the chair** – Blissenbach opened nominations for board chair. After discussion, there were two nominations for the position: Michele Fredrickson nominated Gulley; and Paula Rocheleau nominated Lundmark. A roll call vote was taken. There were six votes for Gulley and three votes for Lundmark. With six votes for Gulley (Blissenbach, Kim Brenne, Maria King, Gulley, Fredrickson and Michelle Armstrong) and three votes for Lundmark (Lundmark, Rocheleau and Mary Swanson), Gulley was elected as chair.
 5. **Bylaws** – Chair Gulley revisited the drafted bylaws, asking for input before being adopted by the board. It was determined the board would review them and revisit the adoption at the next meeting.
 6. **Discussion** – Solo reviewed the statutory deadline, Aug. 1, 2024. She advised the work plan set forth: the need to draft compensation standards for worker organization certification criteria; the need to gather data; and the need to have public hearings and testimony. With these duties, it was determined there is a need for workgroups. The following committees were established with three assigned members in each.

Data workgroup	Public hearing plan workgroup	Worker organization certification criteria workgroup
Kim Brenne	Maria King	Jamie Gulley
Paula Rocheleau	Michelle Armstrong	Katie Lundmark
Michele Fredrickson	Mary Swanson	Commissioner Nicole Blissenbach (or designee)

There was discussion about open forums at meetings. The idea of setting parameters for sign-up, topic and length of open forum will be established in bylaws. Generally, there was agreement there would be a need to have staff members and outside advocates be able to engage and present information to the workgroups.

7. **Meeting schedule** – a motion was made by Fredrickson and seconded by Lundmark to establish the NHWSB will meet on the second Thursday of the month from 11 a.m. to 1 p.m. A roll call vote was taken and the motion passed unanimously. A motion was made by King and seconded by Brenne to allow hybrid option for those in the Greater Minnesota areas. A roll call vote was taken and the motion passed unanimously.

Meetings will be at Department of Labor and Industry, in the Minnesota Room, with a hybrid option (Webex) available, as follows:

- Oct. 12, 2023, 11 a.m. to 1 p.m.;
- Nov. 9, 2023, 11 a.m. to 1 p.m.;
- Dec. 14, 2023, 11 a.m. to 1 p.m.;

- Jan. 11, 2024, 11 a.m. to 1 p.m.;
- Feb. 8, 2024, 11 a.m. to 1 p.m.; and
- March 14, 2024, 11 a.m. to 1 p.m.

Subcommittee schedules will be polled via email after the meeting to determine the schedule.

8. **Administrative details** – members were advised that if they are interested in collecting per diems, the W-9 forms and expense reports can be found in their folders. If any questions arise, contact Carey Wagner.

Adjournment

A motion to adjourn was made by Commissioner Blissenbach and seconded by King. The roll call vote was unanimous, the motion carried and the meeting was adjourned at 3:38 p.m.

Respectfully submitted,

Carey Wagner

Executive secretary