

Meeting minutes: NHWSB Certification/Training Workgroup

Date: Monday, July 15, 2024

Minutes prepared by: Linnea Becerra

Location: Washington Room (Department of Labor and Industry) and online via Webex

Members present

Commissioner Nicole Blissenbach
Jamie Gulley
Katie Lundmark

Visitors present

Todd Bergstrom
Erin Huppert

DLI staff members present

Ali Afsharjavan
Linnea Becerra
Paul Enger
Leah Solo

Agenda items

1. **Call to order** – the meeting was called to order by Executive Director Leah Solo at 10:05 a.m. A roll call was taken. 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. A roll call vote was taken and the motion passed unanimously.
3. **Approval of drafted meeting minutes** – a motion to approve the June 13, 2024, drafted meeting minutes as presented was made by Gulley and seconded by Blissenbach. A roll call vote was taken and the motion passed unanimously.
4. **Board updates** –
 - Office Administrator Linnea Becerra reviewed the sample curriculum presentation.
 - There was discussion about the “Other laws and rules” section of the curriculum, regarding other laws and rules to add to the slide. There was discussion about adding information about Minnesota OSHA, with contact information, safe patient-handling, HAZCOM, right-to-know, ergonomics, the right to talk about wages (National Labor Relations Act) and paid family medical leave. The group decided creating a handout with these additional laws and rules is advised.
 - Board member Katie Lundmark and Commissioner Blissenbach discussed creating a handout for trainers that would include a quick overview of the important laws and the contact information for the agencies whose jurisdiction they fall under.

- There was discussion about the Department of Labor and Industry (DLI) providing a list of preferred lawyers or firms to give to workers if they want to file a private right of action. The materials could tell the worker to contact the DLI Labor Standards Division. Paul Enger suggested handing out the “Hiring an attorney” PDF file the Office of the Attorney General puts out. In the end, it was decided the board could provide a list of legal resources and contact information, as well as language about collective bargaining agreements, that could be included in the sample curriculum.
- There was discussion brought by the advocates about adding a note to the worker-facing curriculum that states these wages and benefits will only go into effect if the Legislature appropriates money. It was decided a note will go into the sample curriculum. It was decided there would be an optional slide in the sample curriculum that provides a place for the certified worker organization to clarify whether the employer has a waiver and what it states.
- Lundmark asked about the “general wage” term and asked if the language could be kept consistent throughout the slides. Enger said “general wage” is the language that was used in the draft rules the board adopted, but that the slides could clarify who is covered by the term.
- The question was posed: Who is providing the languages in which this needs to be translated? Commissioner Blissenbach suggested DLI translate it to the most likely language needed and the certified worker organizations can do the remaining translations.
- The issue of notifying employers when and where a worker is trained was brought up by an advocate. There was discussion about this topic and it was decided the sample curriculum can point the worker to talk with their employer about their training and related travel expenses.
- Executive Director Solo explained the document for certified worker organizations lays out how to train workers as far as pacing and interactivity is concerned.
- Commissioner Blissenbach replied to the embedded questions in the document: “Does the board wish to encourage certified worker organizations to conduct these surveys and encourage organizations to share their data with the board, to inform the board’s annual review of the adequacy of the curriculum requirements? How would the board like to evaluate what is effective in communicating with and training workers?” She said she would like to encourage certified worker organizations to share the feedback they receive and the board could put together some sample questions that can be used. There was discussion about who the survey would go directly to, what questions to ask and how to access the survey.

5. New business –

- 6. Next meeting –** the next meeting is Monday, Aug. 5, 2024, at 10 a.m. in the Minnesota Room.

Adjournment

A motion was made by Commissioner Blissenbach to adjourn the meeting at 11:01 p.m. and was seconded by Gulley. A roll call vote was taken and the motion passed unanimously.