

Meeting minutes: NHWSB Certification/Training Workgroup

Date: Wednesday, Oct. 23, 2023

Minutes prepared by: Carey Wagner

Location: Hybrid – Department of Labor and Industry and Webex

Members present

Jamie Gulley

Katie Lundmark (remotely)

Commissioner Nicole Blissenbach

DLI staff members present

Ali Afsharjavan (remotely)

Brittany Wysokinski (remotely)

Carey Wagner

Leah Solo

Visitors present

Danny Gillis (remotely)

Todd Bergstrom

Erin Huppert

Agenda items

1. **Call to order** – the meeting was called to order at 12:04 p.m.
2. **Announcements and approval of meeting agenda** – roll call was taken and a quorum was met. A motion was made to allow visitors to the table and approve today's agenda. A roll call vote was taken and the motion carried.
3. **Approval of previous meeting minutes** – a motion to approve the Oct. 11, 2023, drafted minutes was made by Jamie Gulley and seconded by Commissioner Nicole Blissenbach. A roll call vote was taken and the motion carried.
4. **Board updates and regular business** – Leah Solo reviewed a draft application with the requirements from the statute with the group. There was discussion about establishing curriculum, such as: requirements; how facilities will pledge their qualifications; virtual and live interactive training; train the trainer training; application abilities with sortable drop-down lists; training offerings (evening, early morning, weekends, etc.); internal controls; how often the renewal process is; how facilities will be monitored; how the will board measure outcomes; assessing capacity; and other logistics, including language, geography, how many employees can be trained, what data is public versus private and data policies.
5. **New business** – Gulley will check on full data and insurance policies. The legal team is working on what defines contact information. Solo will work on reformatting items to be added to the application. She will also send the group a SharePoint site link where they will be able to obtain all of the pertinent documents.
6. **Next meeting** – Nov. 1, 2023.

Adjournment

A motion was made by Katie Lundmark and seconded by Gulley to adjourn the meeting. A roll call vote was taken and the motion carried. The meeting was adjourned at 1:01 p.m.