

Minutes: NHWSB Waivers and Variances Workgroup

Date: Monday, Oct. 6, 2025

Minutes prepared by: Linnea Pignatello

Location: Hybrid – Washington Room at the Department of Labor and Industry and via Webex

Attendance

Members present	Visitors present	DLI staff members present
Kim Brenne	Todd Bergstrom (remotely)	Linnea Becerra
Jamie Gulley (remotely)		Paul Enger
Maria King (remotely)		Leah Solo
Katie Lundmark (remotely)		

Agenda items

- 1. Call to order** – The meeting was called to order by Executive Director Leah Solo at 10:03 a.m. Roll call was taken. A quorum was declared.
- 2. Approval of agenda** – A motion to approve the agenda as presented was made by Kim Brenne and seconded by Jamie Gulley. A roll call vote was taken and the motion passed unanimously.
- 3. Approval of drafted meeting minutes** – A motion to approve the Oct. 1, 2025, drafted meeting minutes as presented was made by Brenne and seconded by Gulley. A roll call vote was taken and the motion passed unanimously.
- 4. Board updates** –
 - Solo presented the updated application with the edits the workgroup made at the previous meeting. The group discussed and agreed it was reflective of their edits and suggestions.
 - Solo walked through the evaluation tool, which is an internal document used to evaluate applicants. Katie Lundmark asked for the tool to have a methodology to ensure the board is objective, citing concerns that not having a methodology would lead to long discussions of each application. Maria King added that, to avoid bias, a checklist would be helpful. Gulley said it will be hard to predict a criterion, because each facility is unique. Todd Bergstrom suggested adding a row underneath the table where each person who is evaluating the application notes whether the submitted information is compelling or not compelling, or if the reviewer has more questions. Discussion ensued.
 - Solo proposed adding a column in the checklist saying yes or no, referring to whether the document or item demonstrated risk is present. There was discussion about whether various factors would be weighted more heavily. The group decided to add that column to the application.
 - Lundmark suggested having a guideline for what type or length of waiver or variance would be granted. There was discussion about whether the board should define the length or type of waiver or let the facility specify its needs and have the board grant or deny on those grounds. No conclusion was reached on this topic.

- The workgroup decided to bring the updated application and a spreadsheet to the board and show the evaluation document to the board, noting there was not yet agreement about it.
5. **New business** –
 6. **Next meeting** – The next meeting is at 3 p.m., Friday, Oct. 24.

Adjournment

A motion was made by Brenne to adjourn the meeting at 11:03 a.m. and seconded by King. A roll call vote was taken and the motion passed unanimously.