

# Memo

Date: Feb. 2, 2025 (Updated: June 12, 2025)  
To: Nursing Home Workforce Standards Board  
From: Leah Solo, executive director

## RE: Process for canceling waiver review meetings

To create some regularity with schedules and ensure there is proper time for review, I am suggesting a regular time for the Waiver Review Workgroup and an internal deadline for holding or canceling the meeting. These deadlines would ensure we meet the board’s process deadline of giving facilities an answer within 45 days of receiving their application, while also allowing for regularity to our schedules. Below is an example of a schedule that would meet those goals.

**Example schedule: March**

Application deadline – 3 p.m., Monday, March 3

\*If no applications were received by the application deadline, we would cancel the March 10 meeting.

Wavier Review Workgroup meeting – 1 p.m., Monday, March 10 (Option: Waiver Review Workgroup meeting, 11 a.m., Thursday, March 6)

Full board meeting – 11 a.m., Thursday, March 13

In this example schedule, if an application was received March 4, it would be reviewed at the April 7 Waiver Review Workgroup meeting and then by the board April 10. This would give the applicant an answer well before the 45-day deadline.

### Next steps

If the board finds this agreeable, a vote to make this part of our waiver review process would be appropriate.