

## Memo

**Date:** 09/2025  
**To:** NHWSB  
**From:** Public Engagement Workgroup (drafted by Leah Solo)

### RE: Upcoming forums

As the Board prepares for the upcoming forums, the below is information to guide members during this public engagement.

In this memo you can find the following subjects.

- Forum Schedule, including Board availability, date, time, location.
- **Links to register**
- Agenda
- Roles/Script
- Room Set up
- Preparations
- Press
- Cancellation Plans
- Special invitations
- Note on Notes

### Forum Schedule

City	Date	Location
Detroit Lakes	10/28/2025	<b>Ecumen- Detroit Lakes</b> 1415 Madison Avenue Detroit Lakes, MN 56501 (218) 847-4486

<b>Windom</b>	10/30/2025	<b>Windom Community Center</b> 1750 Cottonwood Lake Dr. Windom, MN 56101 (507) 831-6149
<b>Albert Lea</b>	11/6/2025	<b>Albert Lea Fire Rescue</b> 417 South Newton Ave. Albert Lea, MN 56007 (507) 377-5200
<b>St. Cloud</b>	11/18/2025	<b>Great River Regional Library</b> 1300 W. St. Germain St. Cloud, MN 56301 (320) 650-2500
<b>St. Paul (hybrid)</b> <b>Department of Labor and Industry</b>	11/20/2025	<b>Minnesota Room</b> 443 Lafayette Rd. N., St. Paul, MN 55155 (651) 284-5005

## Register for Public Forums

Please follow this link for the registration form:

<https://forms.office.com/g/HvGguPHqgJ>

Alternately, this QR code will bring the user to the registration page:

The registration form is for all public forums. The user can select multiple locations to attend. All responses will be collected and then can be sorted by location.



## Agenda

<b><u>Template Forum Agenda</u></b>	
<u>Time</u>	<u>Activity</u>
5:02-05pm	Welcome, open meeting from Chair/Board member
5:05-08	Board Overview, Process for the evening, Leah Solo, Executive Director or Board member
5:08-10	Rules for the Evening, Chair/Board member
5:10-6:50pm	Remarks from attendees
6:50-7pm	Wrap

## Roles/Noted Attendees

Board Member Roles- Board members are there to listen and gather information. This is the opportunity for nursing home employees, employers, advocacy organizations, and general members of the public to tell Board members what their opinions are. Advice from staff is to not get into a back and forth with a member of the public, though follow up questions would be fine.

The reason to avoid getting into an in depth discussion with a member of the public is that Board members should avoid situations where statements made as an individual Board member could be interpreted as the position of the Board itself. Additionally, what is on the agenda of the meetings is what can legally be done at a meeting. It would be inappropriate for Board members to take action at a special meeting where that action was not noted.

Staff- There to support, be resources for the Board

Other noted people who have been invited- Office of Long Term Care Ombudsman, Area on Councils on Aging, Local Legislators. These people would be recognized for being there, and noted as people that are resources that could be followed up with afterwards.

## Script

### Opening/Welcome

Chair or other Board member.

Call meeting to order and ask Linnea to take roll.

Welcome to everyone. Thank you for being here. We are looking forward to hearing from the members of the public who are here tonight to share their thoughts on our work at the Nursing Home Workforce Standards Board.

I'd like to take a moment to recognize the Board members here as well as some special guests. We have members from the Board representing workers, employers and state agencies. This year, we split up the Board so that we could cover a greater geographic area and will share what we hear with the Board members who were not here at our next full Board meeting.

### Board Members introduce themselves

(Recognize Elected officials and other state agencies represented.)

I'm going to hand this to our Executive Director Leah Solo to give an overview of the night and then I'll set some ground rules and we'll get started.

### Leah Solo or Board Member or Chair

The Nursing Home Workforce Standards Board was created in law during the 2023 legislative session to conduct investigations into working conditions in the nursing home industry and adopt rules establishing minimum employment standards reasonably necessary and appropriate to protect the health and welfare of nursing home workers. Our first set of compensation standards are supposed to be completed by August 1, 2024, which means we hope to have a draft in March.

The Board is made up of 9 members- Commissioner or designee from Department of Labor and Industry, Department of Human Services, and Department of Health, and 3 members representing employers and 3 members representing workers.

### **Purpose for the night-**

- The NHWSB Act directs the Board to hear from nursing home workers and employers, and advocates for both.
- The Board has implemented standards for holiday pay, and its initial minimum wage standards are on track to be implemented at the beginning of 2026. Given this progress, the Board wanted to seek feedback from nursing home workers, employers, and the public.
- Over the next year, the Board will review current standards and consider new standards as directed by the NHWSB Act. Hearing from the public about the working conditions in nursing homes is an important part of shaping next steps.

We will take the information that we learn tonight and use it as we take next steps and implement the standards.

Here are some specific questions that the Board has been entertaining and most interested in hearing responses to, though you are free to share your opinions on anything related to the Board. These questions were distributed along with the notices of these meetings as well:

For providers

- How have the holiday pay rules affected staffing and the ability to hire?
- How have they affected your facility financially?

- How did the implementation for the holidays go for your facility?
- How are the coming minimum-wage rules affecting staffing and the ability to hire? What is their anticipated effect on your facility's finances?
- Do you feel prepared to implement these minimum wages?
- What else would improve the health and wellbeing of workers in your facility?

For workers

- How have the holiday pay rules affected your satisfaction in the workplace?
- How have the holiday pay rules affected you financially?
- How have the holiday pay rules affected the functioning of the facility where you work?
- How do you anticipate the minimum-wage standards will affect your satisfaction in the workplace? Will they affect you financially? Will they affect the functioning of the facility where you work?
- What else would improve the health and wellbeing of workers in your facility?

Please remember this is a public forum and anything you share tonight is considered public information.

A couple of logistics for the night: We have a list of people who signed up to speak when they registered. We will be calling people from that list to begin with. As we get through that list we will begin calling people who have expressed their interest tonight in participating. **Chair/Board member** will call the first person and let the next person know they will be next. Please come to the **microphone/stand/chair/desk** when you are called. Please be nearby if you are next.

If you would like to know where you are in the line or need any assistance, please see Linnea Pignatello.

If you do not get a chance to speak tonight, there are several options for you to still share with us your testimony.

1. Other in person forums/hybrid forum
2. Invite us to your nursing home
3. Email us

#### Chair/Board member

Now, we will begin the public comment portion of the meeting. This is your turn to participate by asking questions, providing comments or sharing your perspectives.

**Each person will have up to two minutes** to provide public comment.

- Again, please remember that the information you are sharing is being shared for a public forum.
- This means that any information you share is public.
- Please keep this in mind before sharing private medical information.

As we have mentioned, Board members are here to listen and generally are not planning on responding. We are thankful for the information you share with us and will use it to inform our work.

A couple of ground rules and encouragements:

**Please be respectful.** Abusive comments, comments meant to discredit or malign someone, and vulgar language will not be tolerated in chat or through verbal comments. People who use language that is threatening, make false accusations meant to damage reputations or offensive or inappropriate language that creates an intimidating environment will be asked to stop, and the next person in line will be given the opportunity to provide comment.

We'd like to hear from as many people as possible, so **if you have attended a previous forum or already submitted comments to us, you'll likely be toward the end of the line.**

**We encourage you to share your name and the city and your connection to the nursing home workforce** when you share your comment.

## Wrap up

### Chair/Board member

That marks the end of our time. We are so thankful for all who came out tonight and shared information with us. If you did not get to speak and have something to add to the conversation, please remember you have other opportunities:

1. Other in person forums
2. Virtual forums
3. Questionnaire
4. Invite us to your nursing home
5. Email us

Thank you and please travel home safely.

**Entertain a motion to adjourn.**

## Room Set up

Generally speaking, we'll have a registration table outside of the room when people arrive. Inside, we'll have a long table at the front of the room and a podium. Then, there will be chairs facing the long table set up

auditorium style. We have planned two mics for the audience. Finally, we will have a couple of tables in the back for those wishing to be at a table.

## Preparations

- ~~Reservation of place~~
- Invites to ~~Board~~, gov't entities, legislators
- Gov Delivery
- Room Set up requested
- Food Ordered
- Signs printed
- Confirmed Board and Staff attendees

## Press

This is a public event and we press may attend. If board members are speaking to the press and offer opinions, please be clear that you speak as an individual or as a member of your organization. As a Board, our purpose is to listen to the public as the statute governing our board dictates.

## Cancellation Plans

These events are being held at a time when rain or snow is possible in Minnesota. Our plan is to be cautious with the weather and err on the side of cancelling even if we are not entirely sure that the weather will be terrible. Staff will watch weather reports, local school closures, and public facilities closures.

The goal will be to make the call by 3pm the day before.

If a facility shuts down for any reason, we will also have to cancel the event.

If an event is cancelled, staff will notify:

- Board members
- Staff who had planned on attending
- The following advocates: Erin Huppert, Todd Bergstrom, Jeff Bostic, Brian Elliott, Rick Varco. Our expectation is that advocates will get the word out to their respective lists.
- The people who registered
- Our gov delivery list
- NHWSB webpage

## Special invitations

In addition to the invites to the Board's email list and emails circulated by the Board and Board stakeholders, there are some specific people noted for invitations. Noted People to invite:

Area Agencies on Aging: [Area Agencies on Aging / Minnesota Board on Aging \(MBA\) \(mn.gov\)](#)

Office of Ombudsman for Long Term Care: [Staff / Minnesota Office of Ombudsman for Long-Term Care \(OOLTC\) \(mn.gov\)](#)

State Representatives who represent the area: [Minnesota House of Representatives - Members \(mn.gov\)](#)

State Senators who represent the area: [Members - Minnesota Senate](#)

## **Note on notes**

Remember notes taken by Board members and staff are subject to Minnesota Government Data Practices Act.



