

Minutes: NHWSB Certification, Training and Public Engagement Workgroup

Date: Monday, Aug. 31, 2026

Minutes prepared by: Linnea Pignatello

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

Attendance

Members present

Paula Rocheleau

Michelle Armstrong

Visitors present

Todd Bergstrom

Jeff Bostic

Brian Elliott

DLI staff members present

Paul Enger

Ken McGurran

Linnea Pignatello

Leah Solo

Agenda items

1. **Call to order** – The meeting was called to order by Leah Solo at 11:03 a.m. Roll call was taken and a quorum was declared.
2. **Approval of agenda** – A motion to approve the agenda as presented was made by Paula Rocheleau and seconded by Michelle Armstrong. A roll call vote was taken and the motion passed unanimously.
3. **Approval of drafted meeting minutes** – A motion to approve the Aug. 3, 2026, drafted meeting minutes as presented was made by Rocheleau and seconded by Armstrong. A roll call vote was taken and the motion passed unanimously.
4. **Board updates** –
 - a. Solo conducted what is intended to be the final review of the updated training materials before referral to the full board.
 - Sample presentation updates included: a minimum-wage chart, updated with the effective date of Sept. 10, 2026; removal of outdated staffing rules; and addition of updated information about

work rates and Minnesota Paid Leave. The notice template was updated to include a minimum-wage chart incorporating the effective minimum-wage date of **Sept. 10, 2026**. The training guide was updated with minor – but essential – updates, mostly date corrections in charts, consistent with the updates to the sample presentations and notice template. The content in the training guide is aligned with the presentation updates and statutory requirements, including relevant laws. The group did not have additional feedback and agreed the materials were ready to be taken to the full board. No formal vote was taken.

- Solo updated the group on the coming public forums in Brainerd, Rochester and St. Paul, Minnesota. The group agreed that using the same format and script as previous forums was a good idea and that the board would cancel forums if fewer than five people registered. In the case of a cancellation, the members of the public who signed up to attend would be encouraged to attend the hybrid forum in St. Paul on Sept. 22. The workgroup decided to ask questions in a “book club” type format, asking one question at a time and allowing for discussion to happen immediately after. After discussion, five questions were settled on and will be included in the presentation used at the forums.
- Solo updated the group about the survey and explained the current response rate is lower than the previous cycle, so help spreading the survey around is encouraged.

5. New business –

6. Next meeting – The next meeting is at 11 a.m., Sept. 28, 2026.

Adjournment

A motion was made by Rocheleau to adjourn the meeting at 11:56 a.m. and seconded by Armstrong. A roll call vote was taken and the motion passed unanimously.