Minutes: Nursing Home Workforce Standards Board

Date: Thursday, November 14, 2024

Minutes prepared by: Linnea Becerra

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

## Attendance

**Members present**Commissioner Blissenbach

Michelle Armstrong

Kim Brenne

Michele Fredrickson

Jamie Gulley

Maria King (remotely)

Katie Lundmark (remotely)

Paula Rocheleau (remotely)

**Visitors present**  
Call in user 507276\*\*\*\* (remotely)

Community member (remotely)

IC (remotely)

Kayla Revier (remotely)

Krystle Conley (remotely)

**DLI staff members present**Ali Afsharjavan  
Linnea Becerra  
Paul Enger

Josiah Moore  
Leah Solo

## Agenda items

1. **Call to order** – The meeting was called to order by Chair Jamie Gulley at 11:01 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 Commissioner Blissenbach and seconded by Michele Fredrickson. A roll call vote was taken, and the motion passed unanimously.
3. **Approval of drafted meeting minutes** –A motion to approve the 11/7/2024, drafted meeting minutes as presented was made by Commissioner Blissenbach and seconded by Michele Fredrickson. A roll call vote was taken, and the motion passed unanimously.
4. **Board updates** –
   * Executive Director Solo reported that the first set of wage rules were posted in the state registrar on 10/28 and are ready to go if the legislature approves the appropriation. The board moved the second set is with the office of administrative hearings who will send them to the governor’s office.
   * Solo went over the implementation items, a public engagement plan for implementation and the written materials to give to the public.
   * Solo updated the board about the annual report that has been drafted. This report will go to the legislature per statute and will be presented to the board before it is submitted. The report should be available for review within the next week. There was discussion about the timeline of the annual report and who receives it. It was clarified that it goes to the chairs of the multiple committees and the minority leads of the committees that are related to the board. It is also filed with the legislative library. The annual report needs to be submitted by December 1, 2024. Lundmark expressed concern with the quick turn around the deadline quickly approaching. Blissenbach clarified that the legislation calls for the report to include actions taken and standards adopted. Solo committed to get the report to the board by Friday, November 22, 2024.
   * Solo noted the possible potential pending litigation brought against the board.
   * Waivers and variances workgroup reported out that they agree on what will be asked for in an application for a waiver and variance and a recommendation that a committee (or multiple depending on how many are received) be created to review the applications. The workgroup suggests that the applications be submitted with a number or letter code to preserve anonymity. The group is on track to have a process by the beginning of December. Kim Brenne noted that there is a proposed cooling off period for facilities that apply, possibly a year. It was noted that the application and process is not permanent and can be modified moving forward if there is feedback to improve the process.
   * Certification and training workgroup did not meet between this board meeting and the most recent one, so there was nothing to report.
   * The public hearing workgroup meeting is scheduled for Monday, November 18, 2024. Executive Director Solo presented the public engagement plan, and the How-to, Holiday Pay Rules memo that will be brought to that coming meeting. Kim Brenne suggested, and Paula Rocheleau agreed, to add a contact person or email to put in the How-to and the Frequently asked questions. Brenne also suggested making multiple iterations of the FAQ document as the board receives feedback and additional questions from facilities.
   * There was discussion about moving the next meeting up to give facilities more time to apply and then a few weeks between the date the application window opens and the date the application window closes to do webinars and answer questions. It was discussed and the board will move their full board meeting up one week in order to have the process validated before the webinar.
   * The data workgroup did not present as their next meeting is in the middle of December.
5. **New business** –
6. **Next meeting** – Thursday, December 5, 2024 at 4 p.m.

## Adjournment

A motion was made by Kim Brenne to adjourn the meeting at 11:53 a.m. and seconded by Commissioner Blissenbach. A roll call vote was taken, and the motion passed unanimously.