

Minutes: NHWSB Waivers and Variances Workgroup

Date: Thursday, Nov. 14, 2024

Minutes prepared by: Linnea Becerra

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

Attendance

Members present

Kim Brenne

Jamie Gulley

Maria King (remotely)

Katie Lundmark (remotely)

Visitors present

Todd Bergstrom

Jeff Bostic

DLI staff members present

Ali Afsharjavan (remotely)

Linnea Becerra

Paul Enger

Leah Solo

Agenda items

1. **Call to order** – the meeting was called to order by Jamie Gulley at 9:31 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 Maria King. A roll call vote was taken and the motion passed unanimously.
3. **Approval of drafted meeting minutes** – a motion to approve the Nov. 7, 2024, drafted meeting minutes as presented was made by Brenne and seconded by King. A roll call vote was taken and the motion passed unanimously.
4. **Board updates** –
 - Executive Director Leah Solo reviewed the waivers and variances memo and noted what the workgroup needed to cover during this meeting.
 - The group discussed projected cash-flow statements as an item necessary for the application. The difference between projected cash-flow statements and the current or last two years of reports was considered. It was decided that having a dedicated projected cash-flow statement requirement was not necessary.
 - The workgroup discussed whether facilities should turn in their budget in whichever format they have it prepared or have a board created uniform form that facilities complete. It was concluded a created form is the preferred method to analyze budgets, but not finalized as needed.

- The group concluded the board would want to see a year of the projected implementation cost of the standards.
- Brenne asked for consistent timeframes for all data submitted and Katie Lundmark suggested the application use terms such as “most recent,” “past 12 months,” “last audit,” etc., that are time binding but not specific dates.
- Gulley asked about related party transactions and how the applicant would disclose them in their applications. It was concluded a disclosure of related party transactions is sufficient and if the group reviewing the application wondered about it, they could ask the applicant for more information.
- Gulley also asked that there be a question about changing depreciation schedules. There was discussion and the conclusion is there would be a yes or no question about changing depreciation schedules with an “if yes, why?” question.
- Brenne asked for the time period that the board was asking for cost of implementation of the standards. There was agreement on asking for a year.
- The group discussed remaining questions about data practices around application review, such as keeping names of applicants anonymous, board members recusing themselves and having multiple workgroups randomly review the applications. There was discussion about delaying the public release of successful applicants and determining if rejected applicants’ information should be made public. One solution to this was to have a cooling-off period after the waivers are granted before releasing data about waivers and variances. Confidentiality requirements for information about nursing homes closing were discussed.
 - The group decided it will see how many applications it receives and then decide how many groups should be formed to review them. The board can take lessons from this first round of applications and use them to refine the process for the future.
 - Todd Bergstrom will create a spreadsheet for the group. This spreadsheet will be for the facilities to complete with their financials and will be submitted as part of the application.

5. New business

- 6. Next meeting** – the next meeting is Monday, Dec. 2, 2024, at 3 p.m., in the Isanti room.

Adjournment

The meeting was adjourned due to loss of a quorum at 10:31 a.m.