

Internal Memo

Date: MM/DD/YYYY

To: All involved in the Duluth Public Forum

From: Leah Solo

RE: Duluth Public Forum

In this memo you can find the following subjects.

- Details of the Forum
- Agenda
- Roles/Script
- Room Set up
- Preparations
- Press
- Cancellation Plans

Details of the Forum

Date: Thursday, February 29, 2024

Time: 5-7:30pm

Location Address: Duluth Public Library, 520 W Superior St., Duluth, MN

Room at the Library: Green Room 4-8pm. Gold Room is reserved from 6-8pm as well.

Directions below

Who: NHWSB Members, staff, Nursing home workers, employers, associated organizations and the general public, press.

State Rep. Liz Olson rep.liz.olson@house.mn.gov Leah Killian 651-296-5507

State Sen. Jen McEwen [Senator Contact Form - Minnesota Senate](#) Jack Fischer 651-296-4188

Agenda

<u>Duluth Forum Agenda</u>	
<u>Time</u>	<u>Activity</u>
5:02-05pm	Welcome, open meeting from Chair Jamie Gulley
5:05-08	Board Overview, Process for the evening, Leah Solo, Executive Director
5:08-10	Rules for the Evening, Chair Gulley
5:10-7:20pm	Remarks from attendees
7:20-7:30pm	Wrap, encourage to log feedback online on questionnaire as well
7:30-7:45pm	Media Availability

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.

Staff- There to support, be resources

Other noted people who have been invited: Office of Long Term Care Ombudsman, Area on Councils on Aging, Local Legislators,

Script

Opening/Welcome

Jamie Gulley

Call to order and ask Linnea to take Roll call.

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.

Board Members can introduce themselves.

(Recognize Elected officials and other state agencies represented.)

If Sen. McEwen is not able to be there, please remark that she wanted to be, but has to be at the legislative session in St. Paul.

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

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.

Purpose for the night- The statute governing our board asks that we gather testimony from nursing home workers, employers and organizations that represent both. Today, we are doing that and more. This is our first set of standards as a board and we are looking for information and real life experiences that can help us determine how to set standards that are necessary and appropriate for the health and welfare of nursing home workers.

We will take the information that we learn tonight and use it as we make our decisions in the next months.

Please remember this is a public forum. Potential place for Tennessee warning.

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 Gulley 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, please see _____

If you need assistance in any other way, please see _____

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
2. Virtual forums
3. Questionnaire
4. Invite us to your nursing home
5. Email us

Jamie Gulley

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.

1. Again, please remember that the information you are sharing is being shared for a public forum.
2. This means that any information you share is public.
3. 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

Jamie

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

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

Press

This is a public event and we expect 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.

Press Confirmed:

Cancellation Plans

These events are being held in the middle of some of the roughest weather 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.

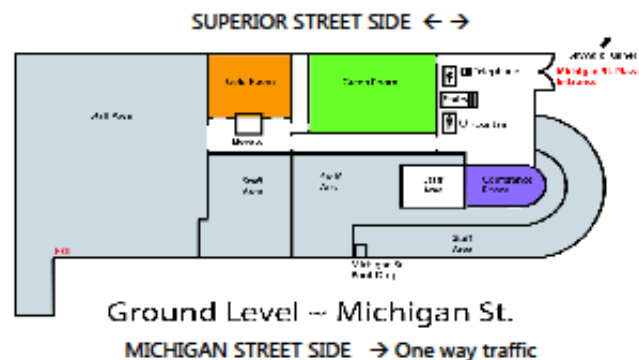
The goal will be to make the call by 3pm the day before.

If the facility has to close for any reason, the event would also be cancelled.

If an event is cancelled, staff will notify:

- Board members
- Staff who had planned on attending
- The following advocates: Erin Huppert, Todd Bergstrom, 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

Directions



DIRECTIONS TO DULUTH PUBLIC LIBRARY

Address is 520 W Superior St.

There are two entrances:

- 1.) Superior Street, located in middle of block
- 2.) Michigan Street (a one-way road). This entrance is under the overhang at the east end of building.

Metered parking is on both Superior Street and Michigan Street. There is also a public pay lot accessed from Michigan St and 6th Ave West.

Special note about construction: There is currently significant construction on I-35, both in the northbound and southbound lanes, which may include changes in the exits to and from Wisconsin and in the general flow of traffic. Please allow yourself adequate time to navigate construction as needed, etc. There is also significant road construction surrounding the hospital district in the eastern portion of downtown Duluth, which may or may not affect your trip to the library depending on your route and if you plan to make other stops in Duluth as well.

Northbound on I-35, take the exit for "Superior & Michigan St," staying right for Michigan St. At the stop sign, the pay lot is accessed by taking an immediate right - turning into the lot. Park car and pay at machine: (1 Hour = \$2.00 / 3 Hours = \$3.00 / 5 Hours = \$4.00 / Over 5-24 Hours = \$6.00), you will need your license plate number.

If coming southbound on I-35, exit at Lake Avenue but stay to the right in order to exit on 5th Ave West. At 5th Ave W., turn right and travel uphill to Superior St., take a left and go 1 block to turn left again onto 6th Ave West (a one-way street). Entrance to the public pay lot is directly across this intersection. Park car and pay at machine, (1 Hour = \$2.00 / 3 Hours = \$3.00 / 5 Hours = \$4.00 / Over 5-24 Hours = \$6.00), you will need your license plate number.

From Iron Range: take Hwy 53 into Duluth, which becomes Miller Trunk Hwy, continue to intersection with Mesaba Avenue, take right turn onto Mesaba Ave, take left turn at intersection on West 1st Street, take next right onto 6th Ave West. Continue downhill to stop sign at Michigan Street, the entrance to the public pay lot is directly across this intersection. Park car and pay at machine, (1 Hour = \$2.00 / 3 Hours = \$3.00 / 5 Hours = \$4.00 / Over 5-24 Hours = \$6.00), you will need your license plate number.