

# Meeting minutes: Nursing Home Workforce Standards Board

Date: Jan. 11, 2024

Minutes prepared by: Linnea Becerra

Location: Hybrid -- Minnesota Room, Department of Labor and Industry, 443 Lafayette Road N., St. Paul, MN and Webex

## Members present

- Commissioner Nicole Blissenbach
- Chair Jaime Gulley
- Katie Lundmark
- Kim Brenne
- Maria King
- Mary Swanson (remotely)
- Michele Fredrickson
- Michelle Armstrong
- Paula Rocheleau

## Visitors present

- Brian Elliott
- Jeff Bostic
- Todd Bergstrom

## DLI staff members present

- Ali Afsharjavan
- Carey Wagner
- Leah Solo, executive director
- Linnea Becerra

## Agenda items

1. **Call to order** – the meeting was called to order by Chair Jaime Gulley at 11:02 a.m. A roll call was taken. A *quorum was declared*.
2. **Approval of agenda** – *a motion to approve the agenda as presented was made by Michelle Armstrong and seconded by Commissioner Nicole Blissenbach. Roll call was taken and the motion passed unanimously.*
3. **Approval of drafted meeting minutes** – *a motion to approve the Dec. 14, 2023, and amend the Nov. 9, 2023, drafted meeting minutes as presented was made by Commissioner Blissenbach and seconded by Katie Lundmark. Roll call was taken and the motion passed unanimously.*

#### 4. Board updates –

- Cost of living presentation – Amanda Rohrer, Department of Employment and Economic Development (DEED), presented the cost of living tool. She described the site and how to navigate all of the sections. She also described how DEED compiles the data and the sources the data is pulled from. The data included wages, childcare, food, health care, housing, transportation, other and taxes. After detailing each column, Rohrer asked for questions from the board, but there were none. She said to reach out to her with questions.
- Leah Solo explained an edit to the Requirements and Process for Certification to Train Workers, subpart 2, Denial or Revocation of Certification. This would create a more general statement. *A motion to approve these edits was made by Commissioner Blissenbach and seconded by Lundmark. Roll call was taken and the motion passed unanimously.*
- Rulemaking – Ali Afsharjavan reported about the rulemaking identification number, as well as some information from his contact at the revisor’s office about sending the rules over piece by piece, with is alright. All items submitted will carry the same identification number regardless of whether they are submitted at the same time.
- Data Workgroup – Kim Brenne reported from the Data Workgroup that the links from the data tool will be fixed. Brenne shared that putting Medicare, Medicaid and private paid columns in the spreadsheet could lead to identification of the specific nursing homes. She explained ways to make it harder to decipher the specific nursing home for example percentages, or combing Medicaid and private pay days together or publishing them in quartiles to keep things more anonymous.
- Solo reported about the questionnaires and the recommendation from the Communications unit that they be translated into different languages. There was discussion surrounding who would fill in which survey and the languages to which they would be translated. There were suggestions for the questionnaire to be translated into Hmong, Somali and Spanish. Most of the questions are multiple choice, so there will be no need to translate the responses. There will be options to skip questions in the survey and no restriction on the number of responses per device, because there may be one device that multiple people use.
- Solo explained a change to bylaws in section 13D.04. *A motion was made by Commissioner Blissenbach to make an exception to the general timeline rule for sending bylaw amendments and seconded by Lundmark. Roll call was taken and the motion passed unanimously. A motion was made to amend the bylaws to reflect the numbering of section 13D.04, subdivision 2, by Commissioner Blissenbach and seconded by Michele Fredrickson. Roll call was taken and the motion passed unanimously.*
- Solo discussed reimbursement for meals when traveling for board meetings.
- Solo explained 181.215; nursing homes must provide workers notices of their rights. *A motion was made by Fredrickson to refer this work to the Certification and Training Workgroup and seconded by Paula Rocheleau. Roll call was taken and the motion passed unanimously.*
- Chair Gulley opened discussion for work that needs to be done by the March deadline.

#### 5. New business

6. **Next meeting** – the next meeting is scheduled for Thursday, Feb. 8, 2024, at 11 a.m.

## **Adjournment**

*A motion was made by Rocheleau to adjourn the meeting at 12:29 p.m. and seconded by Fredrickson. A roll call vote was taken and the motion passed unanimously.*