

# Meeting minutes: Nursing Home Workforce Standards Board

Date: Oct. 12, 2023

Minutes prepared by: Carey Wagner

Location: Minnesota Room, Department of Labor and Industry (DLI), 443 Lafayette Road N., St. Paul, MN | Hybrid

## Members present

- Commissioner Nicole Blissenbach
- Jaime Gulley
- Katie Lundmark
- Kim Brenne
- Maria King
- Mary Swanson (remotely)
- Michele Fredrickson (remotely)
- Michelle Armstrong (final 10 minutes)
- Paula Rocheleau

## DLI staff members present

- Ali Afsharjavan (remotely)
- Brittany Wysokinski
- Carey Wagner

## Agenda items

1. **Call to order** – the meeting was called to order at 11:03 a.m. A 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 Katie Lundmark. A roll call vote was taken and the motion passed unanimously.
3. **Approval of drafted meeting minutes** – a motion to approve the Sept. 14, 2023, minutes as drafted was made by Kim Brenne and seconded by Lundmark. A roll call vote was taken and the motion carried.
4. **Board updates**
  1. The bylaws were reviewed with suggestions, discussions and edits, specifically: meeting agendas; meeting minutes; public meeting definition; committees; responsibilities and expectations of members; scope of authority; conflicts of interest; open forum laws; language of meeting locations in addition to DLI; and language regarding allowing members support from expertise in subjects being studied by the group.
  2. Decision-making process – Leah Solo reviewed the memo advising Minnesota Management and Budget (MMB) guidance, status of the board and the One Minnesota Plan should apply to the board. The next steps are to proceed with the process for developing standards.

- Josiah Moore
- Leah Solo

## Visitors present

- Brian Elliot
- Danny Gillis (remotely)
- David Uselman (remotely)
- Dianne Tastad-Damer (remotely)
- Erin Huppert
- Judy Cook (remotely)
- Max Nesterak (remotely)
- Parchay Pudina (remotely)
- Patti Cullen (remotely)
- Rick Varco
- Stacie Enders (remotely)
- Todd Bergstrom

3. Workgroup reports:
  - Data – Kim Brenne reported the workgroup has had two meetings. Members have reviewed and discussed cost report data for nursing homes, census data, the difference between pay and sources, workforce incentive grant data, survey work and timeframes, Department of Employment and Economic Development and DLI data, what data is still needed and what data is available.
  - Certification/Training – Lundmark reported they have also met twice. Members have discussed the request for proposals process, what the application will look like, where the training should be, how it will be delivered (virtually, in person or hybrid), if background checks are required, how long the work plan would be in effect and the timeline.
  - Public Hearing – Solo reported the workgroup had met once and discussed hearings, discussed level setting, drafted a work plan and are working on the open forum policy.
5. **Next meeting** – at the next meeting, Nov. 9 at 11 a.m., the board will review open forums and the revised bylaws.

## Adjournment

A motion was made by Maria King at 12:59 p.m., to adjourn the meeting and it was seconded by Rocheleau. A roll call vote was taken and the motion carried.