

## Meeting minutes: NHWSB Certification/Training Workgroup

Date: Jan. 11, 2023

Minutes prepared by: Linnea Becerra

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

### Members present

- Commr. Nicole Blissenbach
- Jamie Gulley
- Katie Lundmark

### DLI staff members present

- Ali Afsharjavan (remotely)
- Carey Wagner
- Leah Solo

### Visitors present

- Brian Elliot
- Erin Huppert
- Todd Bergstrom

## Agenda items

1. **Call to order** – the meeting was called to order at 1:33 p.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 Jamie Gulley and seconded by Commissioner Nicole Blissenbach. The motion passed unanimously.
3. **Approval of minutes** – a motion to approve drafted minutes was made by Katie Lundmark and seconded by Commissioner Blissenbach. The motion passed unanimously.
4. **Board updates and regular business** –
  - Leah Solo walked through a memo about the documentation methods for confirming workers have been trained. Discussion was had surrounding the need for creating codes versus using trainees' names. This led to a discussion about codes for the trainings themselves, as well as facility or group codes. Consensus was reached to have a code for trainings, not individualized for each attendee.
  - Solo asked about ways the facilities will prove compliance. This led to conversation around attestations and recordkeeping that facilities will need to make and keep.
  - Ali Afsharjavan and Solo offered to draft postings requirements the board had assigned to the workgroup. The structure will be built with blanks until the standards are created.
5. **Next meeting** – The Certification Training Workgroup is scheduled to meet Feb. 8, 2024, at 10 a.m.

## Adjournment

A motion was made by Gulley to adjourn the meeting at 2:34 p.m. and was seconded by Commissioner Blissenbach. The motion carried and the meeting was adjourned.