

Meeting minutes: NHWSB Certification/Training Workgroup

Date: Nov. 8, 2023

Minutes prepared by: Carey Wagner

Location: Hybrid – Isanti Room (DLI) and Teams

Members present

- Jamie Gulley
- Katie Lundmark (remotely)

Members absent

- Commissioner Nicole Blissenbach

DLI staff members present

- Ali Afsharjavan (remotely)
- Brittany Wysokinski (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 8:57 a.m. due to technical difficulties. A roll call was taken and quorum was declared.
2. **Approval of agenda** – a motion to approve the agenda as presented was made by Jamie Gulley and seconded by Katie Lundmark. A roll call vote was taken and the motion passed unanimously.
3. **Board updates and regular business** – Leah Solo presented the second draft of the policies and procedures. She reviewed the process for certification applications with discussion about assessing capacity and curriculum details. Further discussions about the review process of certification applications were had. There was discussion to have the board establish definitions, disclosure of data usage and parameters, feedback about trainers and a revocation process. Also reviewed and discussed was an example of the timeline for application review and renewal. The workgroup will bring the documents to the full board to discuss if there is enough to direct staff members to begin drafting rules.
4. **Next meeting** – the Nursing Home Workforce Standards Board meeting is scheduled for Nov. 9, 2023, at 11 a.m.

Adjournment

A motion was made by Lundmark to adjourn the meeting at 9:29 a.m. and was seconded by Gulley. A roll call vote was taken and the motion carried.