



ECONOMIC & WORKFORCE DEVELOPMENT
through the
CALIFORNIA COMMUNITY COLLEGES

**Health Workforce Initiative
Directors Meeting Agenda
January 16, 2014 11:00 am – 5:00 pm
Hawthorn Suites
Sacramento**



Recorder: Jessica Filice

Statewide Director: Linda L. Zorn

Timekeeper: Mary O'Connor

Participants: HWI Directors, Project Monitor, and Initiative Director

	Agenda Item	Goal	Action/Discussion
11:00 am	Welcome and Introductions	Members brought to focus	Linda Zorn, Barbara Brock, Samantha Cardenas, John Cordova, Ann Durham, Lyla Eddington, Jessica Filice, Valerie Fisher, Brenda Fong, Katie Gilks, Cynthia Harrison, Shari Herzfeld, Sue Hussey, Mary O'Connor, Trudy Old, and Avanté Simmons.
11:10 am	Technology 1. Computer, smartphone, and tablet etiquette 2. E-mail communication 3. Distribution lists 4. Reports and reading material	Development of new protocols	<ul style="list-style-type: none"> • Please no technology during meeting unless during the break. • Don't "reply all" unless everyone needs that information. • Make sure you have a distribution list that includes everyone; sometimes people get left off. • If you are sending reports, send a paragraph or link to website. Tell what is important about that email. • Include in email if 'no response necessary' or 'response requested'. • Make sure you read email before you send or ask questions.
11:30 am	CCCCO Updates Brenda Fong 1. Grant Renewals	Bring HWI directors up to date on current news from the Chancellor's Office.	<ul style="list-style-type: none"> • Grants extended through December 2014. Automatic extension, but send a quick email to your monitor as backup <ul style="list-style-type: none"> ○ Take the extension just in case there is a late budget. ○ Revise budget and workplan for extension. ○ You have two weeks after you receive the extension facesheet to send in your revised workplan and budget. ○ Not sure when grant renewals will go out for DSNs • Combine Q1 and Q2 for the numbers portion. Doesn't matter when you get your facesheet. If you check a box, then you can put an explanation in your narrative. <ul style="list-style-type: none"> ○ #6 Contract Ed ○ #7, Technical Assurances ○ #10, New Grad numbers ○ Quantitative Impact on Businesses can be 0s. ○ #12 is usually the employees you have served. ○ II. Reason for lack of progress, you may put "Didn't have a facesheet" • AB 86, Adult Ed RFAs are out. Cover letter due Friday Jan. 21st. Support documentation due February 24th. • Prop 39, clean energy; applications due Jan 30. • SB 850, Baccalaureate Degree pilot introduced. • AB 548, added into extension AB 1559. Multicriteria screening. Will probably do a 5 year extension of the sunset date instead of getting rid of it completely. • SB 182, limit on the clinical nursing teaching faculty. Sunset June 2014



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12:00 pm	Reporting 1. Quarterly 2. DSN Common Discussion Templates	Develop commonalities for reporting. Share examples	<ul style="list-style-type: none"> • Common discussion template; please keep it succinct with achievements and milestones. <ul style="list-style-type: none"> ○ Achievements are activities on way to outcomes ○ Milestones are accomplishing momentum points. • The common discussion template is specific to what you do, not the region as a whole, unless you collaborate together. • Regional chairs get the report and the Sector Navigator shares the roll-ups with extended ops.
12:15 pm	Labor Market Survey Questions		<ul style="list-style-type: none"> • We get to choose occupation specific question for the LTC and Ambulatory Care • Possible Questions <ul style="list-style-type: none"> ○ RN: Are you hiring BSN over ADN? What position are the RNs being hired into administrative or clinical position? ○ Coders: Is certification required? ○ Rad Tech: Do you require specialty certifications? ○ CNA: none ○ LVN: none ○ MA: Certification, if so which one? ○ Respiratory therapist; none.
12:30 pm	Lunch and Technology Use Break		
1:15 pm	Workplan Review Exercise Please bring copies of your workplans and budgets. Bring list of Community College meetings completed, including dates and participants. Joint projects WIB Best Practices Transition to Practice Model Curriculum Alignment – Med Term Middle School Outreach Career TAP Discussion	1. Achievements 2. Challenges 3. 14-15, new or continue	<ul style="list-style-type: none"> • Mary and John: <ul style="list-style-type: none"> ○ Achievements: John; focus on community clinics and bringing them together. Mary; RN Transitions program and online course “Gateway to Allied Health” class for high schools. ○ Challenges: Mary geographically dense. • Ann and Shari: <ul style="list-style-type: none"> ○ Achievements: Ann, MA expertise. Shari connected with high schools & LA county Nursing Advisory meeting. Challenges: Common form for nursing advisory meeting ○ Challenges: Shari geographically dense and not a lot of degrees besides nursing. • Valerie and Sue: <ul style="list-style-type: none"> ○ Achievements: Valerie to connect with high schools, incumbent worker trainings. Med Surg certificate review course. Sue: H.S. seniors in linked learning to connect with middle schools • Avanté and Trudy: <ul style="list-style-type: none"> ○ Achievements: Trudy, Specialty nursing programs. HASPI offerings in her area with middle schools. Avanté; allied health matrix and articulation with high school that Community College



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			<ul style="list-style-type: none"> has accepted. ○ Challenges: Trudy, finding CNA faculty, needs an allied health matrix, and large geographic area. Avanté, travel. ● New ideas for 13/14 year <ul style="list-style-type: none"> ○ John: 3 minute videos; “walking in the shoes of a ...” <ul style="list-style-type: none"> ▪ Snap shot we can put on career café and college websites ▪ Inventory of videos <ul style="list-style-type: none"> ● COE at Mt. SAC ● CA Career Zone http://www.cacareerzone.org/ ○ Career Café; good way to spend 1070 funds ○ Curriculum alignment medical terminology. <ul style="list-style-type: none"> ▪ Varies region to region ▪ Mary’s region to look at alignment not articulation. ▪ Ann has articulations ○ Allied Health Learning community webinars Jim Collins. ○ Trudy; allied health matrix ○ Document transitions to practice model ● Information we want to get to counselors? <ul style="list-style-type: none"> ○ Externships for counselors. ○ Shadow instructors during clinicals. ○ Promotional items like posters, brochures, videos... ○ Job information
2:30 pm	<p>Updates</p> <ol style="list-style-type: none"> 1. Mary – AB 1217 Summary 2. Medical Assistant (review course/customized curriculum) 3. CNA (instructor issue, building the case) 4. 3CNAC 5. COADN 6. CCCAOE 	Provide update on various meetings and projects. Discussion of grant targets and deliverables.	<ul style="list-style-type: none"> ● CWIB update: CWIB has awarded a sub-grant under the Dislocated Worker Training National Emergency Grant to the following organizations: Jewish Vocational Services, North Central Counties Consortium, Pacific Gateway Workforce Investment Network, San Bernardino County Workforce Investment Board, Sacramento Employment and Training Agency and Southeast Los Angeles County Workforce Investment Board. ● OSHPD recommendation core competencies for community health workers. ● Cindy Beck: innovative project, community health workers. ● AB 1217; Personal care assistant, direct care provider. Lower level than CNA care for client in homes (ADLS) non-medical help. Before, they were unregulated and worked for agencies that are unregulated. AB 1217 establishes the Homecare service consumer protection act. No effect on IHSS,



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	7. Augmentation Projects 8. Professional Development		<p>hospice etc.; strictly these unregulated agencies. Home care Aide approved in October and will take affect 1-1-15. To become a Home Care Aide need a background check and to be free of active TB. 5 hours of training (2 of the 5 hours are Orientation) with the rest covering basic safety, emergency protocol and infection control. Establish a Home Care Aide registry with fees to be included in the registry. Create a Home care aide fund where the fee and fines will go.</p> <ul style="list-style-type: none"> • MA: <ul style="list-style-type: none"> ○ Partners: HWI-Ann Durham, UCSD Extension-Leslie Bruce, North County Health Services-Patti Heniser, Family Health Centers of San Diego-Lisa Duncan, San Diego Funders Collaborative-David Narevsky, Worksource Partners-Neil Silverston. ○ SD Funders Collaborative funded three projects <ul style="list-style-type: none"> ▪ Customized curriculum development for incumbent MAs at NCHS and FHCS; curriculum consists of 8 Basic Modules, 8 Advanced Modules, and 8 Preceptor Modules ▪ Customized training for 2 cohorts of incumbent MAs at NCHS [32 total students] ▪ Evaluation of project and Preceptor Guide ○ Next Steps: <ul style="list-style-type: none"> ▪ MA Certification Review Course—being developed by Danielle Lauria, funded by SD HWI ▪ Workshop to be hosted at Grossmont College on 2-14-14, in partnership with UCSF Center for the Health Professions, HWI, and UCSD Extension: Innovative Workforce Models in Health Care: Medical Assistants in New Roles in Primary Care ▪ Grant proposal being developed for The California Endowment: they have already agreed in principle to funding another round of training for both Family Health Centers of San Diego AND North County Health Services; this will include an Evaluation ▪ HWI will be funding an Instructor Guide focused on implementation of the program ▪ All materials [Modules, Preceptor Guide, Instructor Guide, and Medical Assistant Certification Review Course] will be made available through HWI website at http://www.ca-hwi.org/ • CNA; build our case for why we need changes in legislation. Survey nursing instructors and deans <ul style="list-style-type: none"> ○ UCSF will work on this survey. ○ Questions will include Age of instructors, issues, how many classes the college offers and could they offer more if they had more instructors. • 3CNAC, continue for next year on a smaller scale. • COADN; John to run the HWI table. Jessica to send banner. HWI on the agenda, Mary to represent.



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			<ul style="list-style-type: none"> • Asilomar April 2-4, 2014 <ul style="list-style-type: none"> ○ Rushton Hurley ○ Keith RN • CCCAOE Sacramento; DSNs not required to go. If you're in the North then you can go if you wish. • Augmentation projects: Allied health community, patient navigator summit, community paramedic, HIT curriculum project, CHA Cathy Martin ADN taking information from Anne McLeod presentations, RN care coordinator, CNA Survey. • Professional Development; <ul style="list-style-type: none"> ○ Starla going good. ○ ATI academy; coupon codes starts now. Keep LZ posted if your coupon codes run out fast.
3:15 pm	Technology Use Break		
3:45 pm	HWI Website Review	Review HWI website for updates and changes	Various updates to the tabs, resources page, and links page.
4:30 pm	Advisory Meetings/Industry Engagement Discussion		Industry advisory meetings not required in grant. Collaborate on meeting or go to other meetings in your region. Find industry meetings that are already established and go to them.
5:00 pm	Adjourn		