



**ECONOMIC &  
WORKFORCE  
DEVELOPMENT**  
through the  
CALIFORNIA  
COMMUNITY  
COLLEGES

**Health Workforce Initiative  
Directors Meeting Minutes  
April 4, 2014 10:00 am – 3:00 pm  
California Community College Chancellor's Office  
Conference Rooms A and B – 3<sup>rd</sup> Floor  
1102 Q Street  
Sacramento**



**Recorder: Julie Aguiar**

**Statewide Director: Linda L. Zorn**

**Timekeeper: Mary O'Connor**

**Participants: HWI Directors, Project Monitor, and Initiative Director**

	Agenda Item	Goal	Action/Discussion
10:00 am	<b>Welcome and Introductions</b>	Members brought to focus	Linda Zorn opened the meeting at 10:08 am. Present: Linda Zorn, Julie Aguiar, Barbara Brock, John Cordova, Ann Durham, Valerie Fisher, Cynthia Harrison, Shari Herzfeld, Sue Hussey, Mary O'Connor, Trudy Old, and Avante Simmons. The Chancellor's Office was represented by: Brenda Fong, Laura Casillas, Katie Farris, Katie Gilks, and Carol Jong.
10:10 am	<b>CCCCO Updates</b> Brenda Fong	Bring HWI directors up to date on current news from the Chancellor's Office.	CCCCO Updates: Brenda Fong advised of Chris McCullough's temporary transfer to Academic Affairs. Barry Russell's position is vacant, and Gary Adams will cover for Chris. Katie Farris is also willing to be a resource for the DSNs. Carol has been appointed to the California Healthcare Workforce Policy Commission (Song Brown Act). There is an April 7 <sup>th</sup> deadline to submit a statement of interest in applying for the TAP grant to administer the Doing what Matters Dashboard. The grant pays \$700k per year. Butte is a current recipient.
10:30 am	<b>Review Renewal RFA</b>	Everyone on same page	Review Renewal RFA: The renewal is for a one-year term. What distinguishes it from the original workplan is the requirement of a collaborative by-region workplan. See Appendix F for more information. Unfortunately, only the Power Point Presentation segment of the RFA webinar was archived (the audio was lost). There is also a webinar on selecting a matrix, but there are issues with the PPP in that archived file.
10:45 am	<b>Review Workplan Assignment</b>	Ensure completion of 13-14 workplan aligned with 14-15 HWI objectives.	Linda referred the group to the 3/17/14 memo disseminated by the CCCCCO which advised that the grant renewal process will require collaborative development by region of annual workplans. However, Appendix H (Collaborative Regional Workplan Certification) was eliminated, as obtaining a signature from all parties was not feasible. The original FY 13-14 specifications will cover the renewal. 5 – 10 workplan objectives are required. Two can be leading indicators (LIs) and three are MPs. Only assign metrics to the five objectives, the rest can be left blank. Linda advised the DSNs to print and retain sections 1&2 in their audit binders. Submission requires uploading either a Word or PDF document of no more than 10 MB by email. The worksheet only accommodates four activities, due to technical limitations, but DSNs were show how to add another sheet. The deadline is 5/2/14. Don't forget out of state travel. BOG approval is scheduled for the 19 <sup>th</sup> & 20 <sup>th</sup> . Funding is just SB 1402; SB 1070 is gone. Matching options were discussed. P5 offers matching ideas, too. Each region is aligning its workplan differently.



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			Only three Regional Consortia Chairs have replied regarding workplan development. Ideas for BSN activities were discussed, such as career counselor workshops with TAPs. Linda queried the group to gauge interest in the possibility of a statewide workshop on innovative practice models. SEIU wants a workforce phase II ACA model of care.
11:00 am	<b>Workplan Development</b> 1) Work in pairs 2) Work in two groups North and South	Share and compare workplan progress	At 10:51pm, Ann shared her selected objectives (listed separately in the supplemental document). Linda confirmed that her workplan will include the innovative practice model on professional development symposium.
12:00 noon	<b>Lunch and Technology Use Break</b>		At approximately 12:00 pm, the group continued into a working lunch.
12:30 pm	<b>Continue Workplan Development</b>	Continue to develop workplan	At 12:34, Linda dismissed groups to discuss activities.
1:32 pm	<b>Large Group Workplan Development Regional Consortium Planning</b>		Linda noted that the California Endowment has a contact list. Sid had asked her to develop a list of nursing contacts, but she noted that the DSNs were also a resource for those activities.
2:00 pm	<b>Reporting and Metrics</b> 1) Overview of selection process 2) Selection of metrics	Complete workplan including metrics	The group reconvened and listed objectives paired with activities (listed in the supplemental document). Katie Farris noted that it was acceptable to list date spans with activities.
2:30 pm	<b>Calendar Planning</b> 2014-15 meetings and conference calls	Develop meeting and conference call schedule	Next week's DSN conference call time slot will be open in case Linda's assistance is needed with a Regional Chair. The next meetings are the May 15-16 DSN/SWAC meetings. It was agreed that meetings should continue through summer on the 2nd Monday of each month, from 10am – 12pm. The group also desires a fall planning retreat to include CCCCCO staff. Linda will consider Sacramento venues and advise. On 4/14/14, Linda provided the following schedule for conference calls (and meeting):  Monday, June 9, 10 am – 12 pm Monday July 14, 10 am – 12 pm Monday August 11, 10 am – 12 pm



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	Agenda Item	Goal	Action/Discussion
			Thursday September 18, 11 am – 5 pm HWI DSN Meeting, Sacramento Monday October 13, 10 am – 12 pm Monday November 10, 10 am – 12 pm Monday December 8, 10 am – 12 pm
3:00 pm	<b>Adjourn</b>		Approximately 3:00 pm.