





Recorder: Julie Aguiar Statewide Director: Linda L. Zorn

Agenda Item	Goal	Action/Discussion
Welcome and	Members brought to	Linda Zorn opened the meeting at 11:00 am, welcoming Laurie Sienkiewicz. Present: All HWI
Introductions	focus	DSNs and SN, along with Brenda Fong and Julie Aguiar.
Introductions CCCCO Updates - Brenda Fong Final reports Staffing Budget Other	Bring HWI directors up to date on current news from the Chancellor's Office.	DSNs and SN, along with Brenda Fong and Julie Aguiar. Final Reports: The CCCCO Final report narrative guidance was sent out August 26 by email. The final reporting format will be similar. The max length of the report has been reduced. Items 2&3 should have the lengthiest responses, about one page each. Email the final report to your project manager by the date on your face sheet. CCCCO Staffing: Jillian Leufgen joined the EWD division Monday, under Debra Jones. Jillian's background is social policy research. Two new executives have started as well. The new Vice Chancellor of Institutional Effectiveness, Theresa Tena will oversee the Technical Assistance Unit, which monitors student success practices in all college districts. Dr. Paul Steenhausen is the new Executive Director of the Student Success Center. The staff housed on the 3 rd floor (including Brenda) will move to 6 th floor. Mario Rodrigues from Finance started last month, replacing Fred Harris in Brenda's division. MP Webinar: Linda had listened to the recent webinar covering momentum points. MP7 was used by one DSN, MP 13 was used by four DSNs, and MP27 was used by 13 DSNs. Most Sector Navigators worked with their DSNs. The additional tracking tool was explained, but not needed for health MPs. Only 5 MPs were required. SB1070 activity is not reported on the Launchboard and should just be listed in SB1070 reports. The Launchboard is trending and will not be tied back to a specific DSN. The quarterly report remains the measure of individual DSN success. Some Regional Consortia are attempting to direct the DSNs. 360° Evaluations: Butte College was awarded the \$700K Launchboard grant. It was recently augmented to add \$400K, to include the 360° Evaluation tool. This will be addressed at the January 2015 CCCAOE meeting (which conflicts with HWI meetings). A subcontractor will conduct it by sending an online survey to your college, to evaluate DSN performance. The articles covering it on the Doing What Matters website are no longer posted. The subcont
	Welcome and Introductions CCCCO Updates - Brenda Fong Final reports Staffing Budget	Welcome and Introductions focus CCCCO Updates - Bring HWI directors up to date on current news from the Chancellor's Staffing Budget Members brought to focus Bring HWI directors up to date on current news from the Chancellor's Office.







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	8		Community Colleges. Future of Doing What Matters: The Extended Operations Agenda contained an item for a new task force for workforce, job creation and the economy. This item is also on the Consultation Council's agenda for today's meeting. Workforce Innovation Opportunity Act (WIOA): Linda met with one of the WIBs yesterday. They were thrilled with the North's incumbent worker training to bring up wages. They will be changing how they provide supportive services. Linda and John had recently attended a Meeting of the Minds conference. Linda co-presented in a session with her WIB. The LA WIB Executive Director presented a dim view of working with community colleges and SNs. In response to issues identified, John will be hosting a joint retreat with his RC to educate WIB and CC constituents. It's important for the WIB to have a single point of contact at a campus who has the knowledge and
11:30 am	CCCAOE Training and January 2015 Meeting		relationships to get things done. Currently, only 35 DSNs are registered. The event date was changed 3 times. The location (near 15 CCs) and time are difficult for travelers who need to use the airport. There is pressure from Van to attend, but if not listed in your workplan, attendance can't be mandatory. Sector-specific training might be more valuable, especially if the DSNs were engaged - on the committee and as presenters. The topics on the CCCAOE agenda are: 360° evaluation, the CCCCO curriculum process, and reviewing leadership academy. Ann will participate in the <i>sector selection</i> process this year.
11:45 am	CTE Enhancement Funds	Review current status of process.	Pre-applications are coming out. Webinars and the local share (60%) application will be released in October. The COE collected data to be used by colleges for their application. Local share applications are due by 12/1/14 and the RC will do secondary certification. In most regions, the CTE Dean is a voting member. The initial report will be due to legislature on 3/1/15. The regional share (40%) application will be released 11/1/14. It's far more detailed and more difficult to document the criteria. If there is a first wave, the application will be due 12/1/14. If there is a second round due by 2/28/15, reporting by 3/1/15 would not be feasible.
12:15 pm	Curriculum Downloads	Review list of curriculum and determine which ones to redo into new format.	The curriculum stored on the HWI site was skimmed. It was determined which ones to keep/update or eliminate. This CURRICULUM list will be documented separately. It will be a big undertaking to convert them all to a more modern downloadable format. PDF might be the easiest. Scribe and YouTube are other options.
12:30 pm	Lunch & Technology Use Break		
1:15 pm	Ambulatory Care Curriculum Update	Review curriculum.	Shari met with Debbie Golub, of PIH to review the course. They wanted to carve out the skill set that would be shared amongst RN/LVN/MA, without re-teaching existing knowledge. They







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	and Working Session		condensed the 5 modules to 3, eliminating the teaching methods and retaining med administration and head-to-toe exam. She estimated that 40 hours of editing was needed. Debbie may have a contact who can do the work. Debbie, Heidi, Marlene and Sheri are scheduled to review the changes tomorrow when SWAC breaks for lunch. Her plan is to obtain consensus on scope and topics, revise the statement of purpose, revise the clustering/sequencing of topics, and then revise/update the content. Ann suggested the insertion of a section on care coordination. The DACUM on the website should be used as a guide. Eventually, this will be offered as a 2—day course to function as incumbent worker training. Avanté's region just ran the course as incumbent worker training, a non-credit course, taught/customized by Amy from Riverside City College. Shari will send the curriculum to this group for feedback. It was suggested that Mary O'Connor could re-do the preceptor curriculum.
2:00 pm	Review DACUM List December DACUM Training	Determine DACUMs to update Select three occupations for DACUM panels	The top candidates for the DACUM training are: Care Coordinator, HIT, Patient Navigator, Allied Health Management, Community Health Worker and Behavioral Health Specialist. Three will be done during the training. The DACUMs chosen were: 1) HIT/CIS (specific role to be determined after John's industry discussion, 2) Non-RN Patient Navigator/Care Coordinator, and 3) Correctional Nursing. The DACUMs listed on the HWI site were reviewed, and a list with comments was created as a separate document. Each DSN needs to recruit someone for each panel. Supervisors and educators are limited to one per panel, with the majority being people actually doing the jobs. Use the documents Linda forwarded this week to decide on who you will invite. Linda will cover travel, but the DSNs need to decide on stipends. Each DSN can only participate in one DACUM. The dates are December 8-12. A SWAC sub-group will be established to further
	HIT Discussion-item moved up on agenda		review DACUMs on 9/19/14. John & Linda: Background. SWAC member, Lavonne identified 3 key needed roles: EHR implementation specialist, HIM clerk, and HIT tech. Industry people said the HIT training was not producing what they need. John hosted a breakout session to identify key ideas, working together with Paula Hodges, ICT/DM DSN in his region. Laura at COE couldn't find people in HIT jobs. The AHIMA titles don't match titles published by the DOL. College programs don't know what jobs their people are getting, just that they get jobs. There is now a certification through AHIMA, subsequent to HITECH act. Working on the HIT panel. He's had conversations with every HIT program director in the state, Sue has Matt from Sutter coming. Other DACUM panelists from industry include: The CIO from DHS, LA County, the CIO from HI secretary. Marjorie Fritch was suggested. We need 7 more industry. John is going to pay 150 to industry and college representatives. He will also cover lodging. Avanté was willing to fund travel. Linda is already funding the facilitator. Rosalyn from cypress is coming. Shari will help with local industry gaps in







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			her area. We still need an HIT supervisor. We will and query Erika about Correctional Nursing.
3:00 pm	Technology Use Break		
3:15 pm	Discussion Topics 1. Medical Assistant Certification Review Course pilot projects – John and Valerie	Provide update on various meetings and projects.	1. MA Cert Review Course Pilot Project. Valerie had been working with the only certified course in the area and had planned to pilot the course over the summer. It was delayed by a liability issue. The school eventually took out a separate policy. The new anticipated start date is October. John just ran it as a 40 hour course, resulting in 9 student completions. He, re-configured the modules, created student outlines, and purchased the practice test for the students, who will be taking the CMA. The instructors really liked it and will be submitting feedback, the clinics are reimbursing their employees for the tests. He also solicited student evaluations, as well. A practice test needs to be developed to cut down on the expense. The Ventura WIB is going to start it in their region. The SLO is also picking it up. The funding source was Perkins, at \$2000/student. They were all employees who have never previously certified, with a range of tenure between 1 and 9 years. That employer wants another round and has given their employees a mandate to pass the cert test by Dec 2014. CMS will impose the requirement of MA certification by 2016 in certain roles, but many employers require it for all MAs across the board. -A draft of the CNA survey is expected in October. All but five schools respondedLaura Coleman has nothing for tomorrow. We were expecting a key findings document, but their priority is the work they are doing for CTE. -Napa wants to do a simulation center, which is regionally supported. The MA project is not. If we put two competing health projects, one will lose. For the 40%, focus will be incumbent worker training, partnering with the WIB.
	2. HIT Discussion		2. HIT Discussion held before lunch.
	3. Professional Developmenta. ATIb. Dave Meier		3. Professional Development: A) Linda had spoken with Sandra Miller at ATI. Sandra stated that we are low in usage (FN has 19 left), she'll tell us if we go over. COADN will put out a new flyer. It doesn't just have to be for faculty. They may be waiting for the last minute. B) Dave Meier workshops: He was well received and the workshop was attended by K12 faculty and college. Shari is partnering with OHE for the So Cal. You can't pay an







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		individual faculty to attend a conference, but you can pay for the speaker.
4. Men in Nursing Conferences		Men in Nursing: Avanté shared her giveaway bags. John did a closing presentation, with nuggets from the day. Video shared.
5. HWI Magazine		5. HWI Magazine: Men in Nursing and Incumbent worker training will be the two topics. John's MIN conference in Garden Grove will be Nov 13-15 next year. He'd been challenged by this year's attendees to do a men's health fair. The hotel will grant the facility free of charge for the health fair. He wants it to become a statewide event. CINHC is not doing this type of event right now, but Mary is trying to push for their support.
6. CNA Conference – June 2015, Santa Barbara 7. Strategic Planning		 6. CNA Conference. The next one will be offered in June in Santa Barbara. Linda offered to partner. No reason for us to do a separate event. 7. Strategic planning. Elaine Gertner sent out a doodle poll to see what the DSNs need. She will call each of you next week, at the time you selected.
 November Update on Community Paramedic Pilot Project 		8. Community Paramedic update. The contract is going through the Butte College process. We'll contribute toward curriculum development. We don't know when OSHPD will approve it.
9. COADN a. October 1-3, 2014 Hyatt Regency		9. Dates for COADN: A) (Oct 1-3). We are sponsoring the event. Laurie will exhibit HWI materials. Shari, Cynthia, Valerie and Linda are attending. The booth will be set up no later than 4pm for the Friday.
Newport Beach b. March 4-6, 2015 US Grant San Diego 10. CHWA Meeting update and CHPC		10. CHWA Meeting with Jeff Oxendine: Shari attended in September and noted a national employment law project. She was approached about a health academy for incarcerated youth. Linda was not given advance notice of the meeting, but Maeve agreed to bring her up to speed. She will sponsor. SB 1070 can be used. Valerie offered to contribute, too.
Conference 11. Baccalaureate		11. Baccalaureate degree: No update.







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	Degrees		12. CINHC Meeting: The last was held in July; no update.
	12. CINHC Meetings		13. HASPI: Trudy subcontracted with biology teacher, Ellese Mello to offer HASPI kits to
	13. CCPT and HASPI		chemistry and biology teachers, on a regional level. The kits can be used to offer a medical biology lab. We are institutionalizing it. The teachers are expected to sign on to CalPass plus and enter student data, so admin must be on board. We had 16 teachers last Friday for a hands-on session. We paid for their subs. They gave feedback on issues with the kits that can be corrected. HASPI they have capacity issues, so we have resolved this supply issue by getting the list to assemble kits for our region. Trudy will run short on 1070 money, but it can be continued using pathways (CCPT funds). We also started a loan library. We need a stronger PowerPoint presentation to explain how HASPI fits in with linked learning and NAF. Cindy Lindsay will offer externships with Shasta Regional Med Center, as she's also a nurse Ellese may be available to visit other regions. Trudy and Sue are working on a No Cal workshop for November. In Barbara's region, Sonoma County Office of Education is the fiscal agent for CCPT. Barbara purchased curriculum and will present it. Ellese and Cindy Lindsay will be her speakers.
			14. "Allied" was misspelled on the recently completed/shipped Rad Tech brochure. Mark
	14. Other		Hendry/Creative Comp will work with us.
4:30 pm	Quick Round Robin		
5:00 pm	Adjourn		Linda Zorn adjourned the meeting at 4:52 pm.