



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

**Health Workforce Initiative
Directors Meeting Minutes
January 15, 2015, 9:30 am – 5:00 pm
Hawthorn Suites
321 Bercut Drive
Sacramento
916-444-1200**



Recorder: Julie Aguiar

Statewide Director: Linda L. Zorn

Participants: HWI DSN's, Project Monitor, and Statewide Director/Sector Navigator

	Agenda Item	Goal	Action/Discussion
9:30 am	Welcome and Introductions	Members brought to focus	Present: Barbara Brock, John Cordova, Ann Durham, Brenda Fong, Cynthia Harrison, Shari Herzfeld, Sue Hussey, Avanté Simmons, Sue Hussey, Trudy Old , Laurie Sienkiewicz, and Linda Zorn. Visitors/Presenters: Walter DiMantova, Annie Rafferty, TTP, Shannon Sharnberg, TTP, Laura Coleman, COE, Katie Faires, CCCCCO. Linda Zorn opened the meeting at 9:53 am with roundtable introductions.
9:40 am	CCCCO Updates - Brenda Fong SB 1070 Extensions Staffing Budget RFA's BOG Task Force Baccalaureate Degree Pilot Projects Other	Bring HWI directors up to date on current news from the Chancellor's Office.	SB 1070 Extensions: Brenda solicited requests for the extension, advising DSNs to modify an existing objective to fit the augmentation when resubmitting the workplan. She added that you don't need to submit a 6 th quarter (report) for 1402, but you do for 1070. Katie Faires later noted that the face sheets are unlikely to be fully executed before time runs out, so monitors are advocating for a June extension. Linda estimated that the 14-15 SB 1070 augmentations will go out in March or April. There is not a due date yet. SB 1070 projects were discussed. Linda advised the DSNs to save a copy of the SB 1070 guidance email from Debra Jones, which Linda forwarded on 12/19/14. Staffing: Brenda noted that Sharon Wong retired, so Debra Jones is covering for her. Linda Michalowski retired from student services. Her replacement is Denise Nolan from Contra Costa College. Budget: Brenda noted that the CCCCCO proposal requests \$48 million in in one-time CTE funds, and \$25 million ongoing CTE funding. They want \$500K for Adult Ed. Debra Jones will give details at SWAC tomorrow. Brenda was asked about Debra's listserv, as the DSNs aren't getting some of her correspondence. RFA: Linda shared the IDRC, a new TAP grant for career pathways design, which is due on 1/30/15. The award is for two years. A CCC confer will occur on 1/23/15. BOG Task Force: The playbook is on the Doing What Matters site. Regional conversations continue to occur, but the task force meets next week. The process was lengthy and only general ideas were desired. Baccalaureate Degree Pilot Projects: These will be selected next week. 34 schools submitted apps, 11 of which were from Health. Rita Levy will attend



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			<p>SWAC tomorrow and may have more information. Other: Linda noted that the academic senate developed a new CTE leadership committee, using Perkins 1B money, which ends in June. She has reached out to the committee to assist with leadership projects. The five representatives are: Donna Davis, Grant Goold, Catherine Shafer, Monica Thurston, and Conan McKay. Linda noted that Bridget Heyne has not been attending the HWI SWAC meetings, so she has requested the academic senate send a replacement.</p>
10:00 am	<i>DACUM Follow-Up Discussion</i>	De-brief DACUM training, plan for new DACUMs	It was noted that the LVN panel was the most contentious, as duties performed outside the scope of practice needed to be included. The process was discussed. In health, we typically co-facilitate. The DSN job description was also started at the DACUM event. Linda read the list of DACUMS the committee would like to validate.
10:30 am	<i>HWI Planning</i> Review work from November Strategic Planning Bring computers for workplan development	Workplan development for FY 15-16.	Workplan Development: Linda brought the objectives from the San Diego session. The DSNs were broken into three groups to work on the activities for approximately an hour, until 12:06 pm.
12:00 pm	Lunch and Technology Use Break Incumbent Worker Training Opportunities-Butte College The Training Place		At 12:27 pm, Annie Rafferty and Shannon Sharnberg were introduced. They shared that the Contract Ed program, “The Training Place” at Butte College supports 4500 employees and meets with four industry groups of 60-85 members, on a monthly basis. Contract Ed’s Corporate College includes a shared library. They are able to offer DDI courses to clients. Shannon is a certified DDI instructor, for both in-person and virtual courses. Shannon and Annie are also certified in Achieve Global, another well-known leadership development resource. Both programs contain upwards to 60 courses. Additionally, Contract Ed has developed professional training modules internally. Shannon is able to travel to teach and customize programs based on an employer’s needs and budget. In the health sector, they have worked with Fairchild Medical, Enloe Hospital and others. ETP funds can also be leveraged to assist with funding. Linda suggested looking at earning FTEs for your



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			college. The curriculum is already developed, so it would be easy to submit through the college's curriculum process.
1:30 pm	IDRC Soft Skills – Statewide Project <ol style="list-style-type: none"> 1. Discussion Prep for Advisory Meeting 2. Intent to participate letters 3. Industry match needed 	Prepare for facilitated discussion to gather data for the IDRC grant submission on soft skills.	<p>Linda shared the RFA and requested the DSNs break into two groups to strategize for facilitating a discussion at tomorrow's SWAC to determine the soft skills desired by industry. Walter agreed to locate the NextSkill binder in his office and share it with Linda. It was noted that the online version is available at Los Rios and 900 people are trained.</p> <p>North: The group planned to have a group discussion utilizing a flip chart. They have props from DOL to help spur discussion.</p> <p>South: The group planned to define soft vs. foundational skills, then do the brainstorming. They wanted to use a flip chart with colored dots to distinguish comments made by industry from those made by educators.</p>
2:00 pm	Continue Workplan Development		The workplan development listed above continued from 2:05-2:56 pm.
3:00 pm	Technology Use Break		
3:15 pm	Discussion Topics <ol style="list-style-type: none"> 1. Career Counselor Workshops – Laurie 2. COE – Laura Coleman 3. Medical Assistant Certification Review Course pilot projects – John 4. Medical Terminology curriculum alignment and articulation – Sue and Trudy 5. HIT Discussion, report and next steps 6. HWI Magazine 7. CNA Conference – June 2015, Santa Barbara <ol style="list-style-type: none"> a. CNA report 	Provide update on various meetings and projects.	<ol style="list-style-type: none"> 1) Career Counselor Workshops (Laurie): Two-day event hosted by the 7 Orange County DSNs. Attendance exceeded expectations, with nearly 340 counselors attending. The fiscal agent was VitalLink. The DOE did e-blasts and registrations. Laurie used \$20K of her SB 1070 funds. The overall concept was CTE awareness for counselors. Guests received breakfast and lunch. The event will be held again in the fall. She will put her agenda and write-up to Van in the HWI Dropbox. 2) COE (Laura Coleman): Laura explained the difficulties encountered while trying to mirror the questions asked in the CHA survey. Their data was only collected for one quarter, so their employment needs were hard to predict. There are also outpatient fields that don't exist in a hospital setting. However, the statewide data is ready for presentation tomorrow. The key findings were presented in a brochure for distribution. All the regional data is expected to be up by next week. Linda requested a list by region of what is completed. DSNs may request a presentation by the COE and questions were invited. The data is available on the COE site under "What's New?" The



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	<ul style="list-style-type: none"> b. Testing 8. Mental health curriculum request 9. COADN <ul style="list-style-type: none"> a. March 4-6, 2015 US Grant San Diego b. April 15-17, 2015 Granlibakken Professional Development Conference c. September 29-October 2, 2015 Portola Hotel and Spa Monterey 10. CHWA Meeting – February 5, Oakland 11. CINHC Meetings –January 27 Nursing Education Redesign 12. ETPL for allied health college programs 13. Calendars 14. Other meeting and conference attendance 15. Other 		<p>DSNs requested a power point template be created by the COE for the purpose of sharing the findings. Laura agreed.</p> <ul style="list-style-type: none"> 3) MA Curriculum (John): John advised that he has adapted 3 of the 8 models and will post the proposed course schedule to the Dropbox. He will also add a cover page so that it can be posted to the HWI site. He may also add a section on test-taking strategies. Laurie and Cynthia are waiting on it. 4) Medical Terminology Curriculum (Trudy & Sue): Because rural schools have few CTE academies, Ellese Mello is collaborating with another teacher to develop the course online. The teacher will be Beth Chaney. The course is a piece of the Hospital and Medical Occupations class in the high school setting, requiring 3 CTEs and 2 Pathways. 5) HIT Discussion: Linda advised that the report from the October meeting had not been sent out yet. John will send an interim email to explain that the process took longer than expected. Linda reduced the consultant's 60 page report to five. Paula Hodge's report will be expected by 3/1/15. She was pulled to help write the IDRC grant based on the skill set which came out of that meeting. The five course foundational start will be comprised of the following: medical terminology, SQL for Healthcare, Business, HIT, and Intro to CIS. 6) Sean Murphy is still working on the MIN story for our HWI magazine. His next feature will be Incumbent Worker Training. 7) CNA Conference: a) UCSF CNA Report: Feel free to share the report. It's also posted on the HWI site. The Arthur Root foundation will again hold its conference in Santa Barbara in June. b) Testing Centers: These are problematic. It's best that we decide as a group not to do them. 8) Mental Health curriculum request: John has received a request for frontline ER staff to obtain mental health training. Kimberly Mayer, Laurie and Cynthia have contacts. 9) COADN: <ul style="list-style-type: none"> a. Ann and Avanté are sponsors and will represent HWI in March. Linda will



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			<p>attend the 3CNAC portion only.</p> <p>b. April 15-17: Granlibakken with Rushton. We gave up our table to another vendor.</p> <p>c. Sept 29th – Oct 2nd: COADN with BRN updates.</p> <p>10) CHWA: Cynthia will attend on behalf of HWI.</p> <p>11) 1/27/15: Linda is now on the CINCH board because she was on the action coalition. They have a grant to talk about the progress of their white paper: Nursing education redesigned advisory meeting (5 organizations including the BRN). In Oakland. Then they will bring together BOT leaders. They asked Linda to suggest participants. She suggested Marshall, Ida and Marlene.</p> <p>12) ETPL – postponed.</p> <p>13) Calendars: Feb 19th is the date for our curriculum academy in Sacramento. Linda is trying to schedule it at the CCCCCO, and will continue to work on the details over her vacation.</p> <p>14) Other Meeting/Conference Attendance: a) Trudy's region has requested a class on different styles of learners. She's bringing in Michelle Deck on 3/20/15, if anyone else wants to book her. b) Cynthia is looking for a presenter on the topic of using the iPad in the classroom. c) John is bringing Starla back for high school teachers in partnership with the Chamber of Commerce on 8/5/15. d) Laurie and Shari are doing Emerging Care Models (LA/Orange). Judy and Mary are working together to present on 4/8-9/15. e) Cynthia is hosting Rushton Hurley on 2/28/15. f) Cynthia's Men in Nursing Conference will be 4/25/15. Ann is offering a test writing workshop for nursing faculty through ATI, and Rushton Hurley on 4/10/15.</p> <p>Other: a) Julie and Jessica are updating the list of brochure revisions. There were questions on terminology used for rad tech. Regular updates requested. b) Avanté needs a preceptor evaluation tool. She was directed to the ADN curriculum to get started. c) Linda has been working with Mike and Dan to change our curriculum format. d) Carrie Portis with the Irvine Foundation is</p>



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			interested in linked learning pathways. She would like to hear about projects and can be contacted at: cportis@irvine.org .
5:00 pm	Adjourn		The meeting was adjourned at 5:00 pm.