



ECONOMIC & WORKFORCE DEVELOPMENT
through the
CALIFORNIA COMMUNITY COLLEGES

**Health Workforce Initiative
Directors Meeting Minutes
May 14, 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 DSNs, Project Monitor, and Statewide Director/Sector Navigator

	Agenda Item	Goal	Action/Discussion
9:30 am	Welcome and Introductions	Members brought to focus	Linda Zorn called the meeting to order at 9:30 am.
9:40 am	CCCCO Updates - Brenda Fong <ol style="list-style-type: none"> 1. Budget 2. Legislation 3. BOG Task Force 4. Baccalaureate Degree Pilot Projects 5. Other 	Bring HWI directors up to date on current news from the Chancellor's Office.	<ul style="list-style-type: none"> ▪Brenda noted that the Governor's May Revise was just released. No funds to be allocated to CTE Enhancement. With division reorganization, Debra Jones will oversee Adult Education, Nursing, Fiscal, and Pathways. Gary Adams will oversee Apprenticeships and EWD. Walter DiMantova will oversee Perkins, Training, and Professional Development. Javier Romero will oversee Process Improvement. Dr. Alice Van Ommeren will serve as interim VC for technology (with Patrick Perry's departure to West Ed). Brenda advised that Debra Jones will announce single monitor by sector assignments, to be effective immediately. This will impact the DSNs in July. ▪AB288: Dual enrollment - Van has cautioned that training questions should be resolved before activities continue. ▪SB323: Nurse practitioner scope expansion bill - moving forward. ▪AB1092: MRI required certification bill - in suspense. ▪BOG Task Force: Currently focused on curriculum. Cathy Martin will address tomorrow at SWAC. The 15 baccalaureate pilots will be announced tomorrow. 12 were approved in March, two were under review, and the final pilot was selected from among the 14 second round applications received. DSNs were advised to assist health related pilots in their regions, such as dental hygiene in Fresno, HIT in San Diego, and RT in Modesto. ▪Laurie and Cynthia will join Linda at the annual meeting with CDPH in June. Many issues from the ADNs are CMS-driven (not under state control), however now that many instructors are retiring, colleges are reporting out - to help us build a case about inability to hire (replacements).
10:00 am	Apprenticeships John Dunn, Specialist CCCCO	Provide information on the apprenticeship model, how it applies to the health sector, and the process of accessing the potential new funding.	John Dunn , sector lead for the CCCCCO Advanced Transportation shared: <ul style="list-style-type: none"> ▪State apprenticeship budget: \$22 million – expected to increase to \$52 million with May Revise. ▪Governor wanted apprenticeship funding to be administered under one agency, so it's under the CCCCCO now. CTE continues to be represented, but no longer has funding. ▪Both fed and state have oversight organizations. John recommended starting the approval process with federal (Department of Labor – DOL) and then following up with state (Division of Apprenticeship Standards – DAS). The DOL has \$100 million in grants, while the state has separate funding available for employers to provide Related and Supplemental Instruction (RSI). This pays the employee \$5.04/hr. The DAS component is necessary, in order to obtain Employment Training Panel (ETP) funding. ▪An apprentice typically earns 50% of a tenured employee, but costs must be paid up front. Incremental raises are subsequently awarded to the employee, based on accomplishments. While there is no required



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			<p>retention period, 60% must be retained. The pre-employment screening process should help. The program includes 144 hours of didactic instruction and 1500-2000 hours of on-the-job training.</p> <ul style="list-style-type: none"> ▪ROI Data from a Great Britain auto tech apprenticeship indicated that an employer can rise above the productivity line at 18 months; and stay above it forever. ▪The components of the (DAS) program include: An employer, on-the-job training, a workplace mentor, and classroom instruction (education partner). In Sacramento, American River College (ARC) is the major partner. An apprenticeship program can be approved, prior to employer commitment. The DAS paperwork includes a letter of interest, wherein the school agrees to work with the training partner. The training partner (college) then applies to DAS separately. The fiscal agent must be an educational entity. ▪There is an apprenticeship navigator available to offer technical assistance, but he lacks an adequate travel budget. ▪A 12-month accelerator grant can pay up to \$150K in salary for someone to navigate the paperwork. If you get your apprenticeship program approved now, you can still apply for an accelerator grant to help you along. The new RFA is expected to go out at end of July. The DAS has agreed to process the grantees in timely fashion, to keep them compliant with the one year deadline. ▪John advised that the criteria for either the state or federal program should be compared to the timeline of the proposed rad tech program, which must be 12 or more months in length. The DSNs should be TAPs, helping employers with form completion. This is a hurdle for Sutter. John recommended meeting with the DAS Regional staff to get questions answered prior to pitching the idea to the employer. The DSNs would like to ask Steve Gutierrez (DAS – Sacramento) to offer training on forms completion. ▪Currently, the plan is to accept rad tech grads with an AA from Redwood College. Most of healthcare doesn't qualify for ETP funding, because of non-profit status. Instead, they could be approached with the apprenticeship model. Potential employer partners include: Dignity, Sutter, and UC Davis. ▪The advanced training modalities will become additional college courses, benefitting the college with more FTEs. Currently, there is a move to have colleges report attendance through regular apportionment.
11:00 am	Technology Use Break		
11:15 am	SB 1402 1. Data Elements Defined 2. Common tracking tool 3. Use of Outlook for tracking and	Increase compliance with SB 1402 requirements.	<p>While data element definitions have not been released by the CCCCO, Linda and Brenda advised:</p> <p>Employer/Employee/Student Outcomes</p> <p>2. Number of businesses served: This is intended to reflect technical assistance with businesses. Do not include businesses attending advisory committee meetings unless TA was provided. If the DSN is attending an industry advisory committee that is counted as one business served. Employers of</p>



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	reporting 4. Business Aspect 5. Incumbent worker training		<p>incumbent workers in a workshop are not to be counted again as businesses served, exception would be if TA was provided to develop the training content. This will be a unique number, not duplicated elsewhere in the reporting.</p> <p>3. Number of students served: Only count students using SB 1402 funds. Do not include SB 1070 activities as that is reported separately. CNA testing numbers are included here.</p> <p>4. Number of employees served: Primarily the number of employers participating in training or workshops. This is incumbent workers not faculty. Include these also in #5.</p> <p>5. Total number of completions (i.e. workshops, training, etc.): Total number of all participants in workshops, for credit courses, non-for credit courses, certificates, etc. Faculty can be included in this count.</p> <p>6. Total hours of contract education: Only the hours of training that is contracted and paid by businesses. Some not for credit training would be included. This may not be a large number for HWI.</p> <p>7. Total hours of performance improvement training: Total hours of incumbent worker training and some not for credit training. This will be a unique number, not duplicated elsewhere in the reporting.</p> <p>8. Total hours of credit/non-credit instruction: For programs/courses developed with 1402 funds, count the first cohort to complete. This will be a unique number, not duplicated elsewhere in the reporting.</p> <p>9. How many were placed in jobs:</p> <p>10. How many participated in work based learning (i.e. an apprenticeship, internship, etc.):</p> <p>Note: For the total hours, count just the hours of the training. Do not multiply by the number of attendees.</p> <p>Non-credit instruction areas:</p> <ol style="list-style-type: none"> 1. English as a Second Language 2. Citizenship for Immigrants 3. Elementary and Secondary Basic Skills 4. Health and Safety 5. Courses for Persons with Substantial Disabilities 6. Parenting 7. Home Economics 8. Courses for Older Adults 9. Short-Term Vocational



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			<p>10. Workforce Preparation Quantitative Impact on Businesses 11. How many people were hired? Same as #9. May not have this information to report. 12. How many employees were retained? OK to use the same number as in #4 above, assume all employees served were retained in employment. 13. How much new revenue generated? Usually zero 14. Amount of increase in sales? Usually zero 15. Were there new products developed? This needs to be a business product. Curriculum does not count as a product. 16. Were there new services developed? Example: Transition to practice program – could be counted in three places: 3, 8 and 9.</p>
12:00 pm	Lunch and Technology Use Break		
1:00 pm	SB 1070 1. HASPI Proposal 2. Other	Determine best method of	<p>1. Linda presented a scenario for the DSNs to work with HASPI. Only three were able to commit to the group agreement, so the proposal was tabled. Linda will advise Natalie of the outcome, and DSNs may contract with HASPI on an independent basis. 2. Sue and Linda had reported at the CCPT Year One Event, a collaborative project among CTE, CCCCCO and WIBs. Some had a very strong interest in HASPI.</p>
1:30 pm	HWI Marketing activities 1. Nicole Sherman, consultant 2. Men in Nursing Newsletter 3. Medical Assistant projects a. Next newsletter b. Timeline for interviews		<p>1. Nicole Sherman was introduced to talk about marketing. She is an independent consultant, advanced transportation, ICT. She began with EdNet at Los Rios. ICT is branding pathways to colleges statewide. We are interested in using her to continue the HWI newsletter projects. We are going to create a space on the website for archives of marketing brochures and materials. The Regional Consortia is requesting success stories. These will be sent to Linda to be compiled. She'd like to do two per year. The next issue will highlight either incumbent worker or MA. The DSNs would like to be interviewed together. Good to see how each region addresses them differently, with equally good outcomes. 2. The <i>Men in Nursing</i> newsletter is already at the printer. It will be posted to the left side of the HWI homepage, also. The HWI trifold is also at the printer now. 3. The timeline for publication of the MA projects newsletter was developed as follows. The incumbent worker edition will be published in December. Linda and Nicole will develop interview questions (which may or may not be shared in advance) for the panel on 9/17/15. Photos should be compiled and sent to Linda. If a disclaimer is placed on the event flyer, photos can be used.</p>



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			<p><i>HWI Presentation Folders will be ordered by Linda.</i> A quantity of 5000 is the least expensive option. Linda will review her budget and determine if she will invoice the DSNs.</p> <p><u>Cindy Clark Workshop</u> – Julie displayed the new HWI event registration page site. She will delete credit card data upon registration. If you are not allowed to have an income account, you can abate your grant (reimburse the grant), even if Julie collects for you. Linda is contracting with ATI for Dr. Clark’s services. We will impose a one week registration deadline. Avanté can accommodate 175 attendees, Shari: 100, Laurie: 80, and Trudy: 40-60. Julie will order up to 800 lanyards.</p> <p><u>HWI Health Occupations update for website:</u> Julie will update site, then let everyone know to evaluate their regions. She will share the contact info she has available. Links: Use only salary surfer, governing/certifying body and a YouTube video from Valerie</p>
2:00 pm	Statewide Group Project Innovative Practices Workshops		John would like to collaborate on an innovative practices workshop on teaching strategies. It was suggested it be infused into Granlibakken (North) and the Educator’s Workshop (South). Speaker suggestions will be sent to John, Cynthia and Ann. Susan Craig and Marshall Alameida will be approached about expanding the Granlibakken guest list to other allied health professionals.
2:30 pm	CHW 1. DACUM 2. Faculty Forum		<p>CHW DACUM: Not being hired; non-paid occupation (not reimbursable). There are different programs and two papers on the role (by Kevin & Jeff of the Ca Workforce Alliance) are good. Competencies are not defined. Job titles are all over the map. The DACUM will be restricted to the Bay and Sacramento. Teresa Milan is doing a labor market study. Sierra Foundation is funding the COE research.</p> <p>2. Cynthia’s Faculty Forum: This cohesive group with a structure similar to the MA forums, wishes to continue convening. The next meeting is a conference call on May 26th. There is interest in a DACUM.</p> <p><u>SWAC Membership:</u> Linda suggested removing Jonathan Androus, as he has not attended. An additional imaging modality such as sonography was recommended. Sue agreed to ask Marty Khatib for a reference. BRN was another recommendation. Lab was also suggested, prompting Ann to offer to speak with Peggy, while Cynthia agreed to talk to Dory (laboratory personnel contacts).</p>
3:00 pm	Technology Use Break		
3:15 pm	Discussion Topics 1. Launchboard Demo 2. Nursing Model Curriculum 3. Demonstration of new curriculum format	Provide update on various meetings and projects.	<p>1. Cal Pass Plus (Launchboard Demo): Linda advised that launchboard upgrades, such as “program snapshot” were shared at Extended Ops. 6 digit TOPs codes were also implemented. Contract Education is being tracked, but not K12 events. CTE data has its own page and the CCCCO is working on decreasing the list of metrics to 10 or less.</p> <p>2. Nursing Model Curriculum was approved and presented to 3CNAC. However, there are neither requirements, nor benefits to using it. This Academic Senate project is an attempt to mimic SB1440</p>



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	4. Men in Nursing-John's request for conference support 5. Information dissemination 6. Career Brochures 7. HIT Projects 8. CNA Conference – June 11, 2015, Santa Barbara a. CNA report b. Testing c. COADN November 2-5, 2015 Portola Hotel and Spa Monterey 9. CHWA Meeting – TBD 10. CINHC Meetings – Nursing Education Redesign 11. Calendars 12. Other meeting and conference attendance 13. Other		Funds. Regional agreements for articulation were already in existence. 3. Linda demonstrated the new HWI curriculum format, which uses Scribe, a web based program. Files will be easier to navigate, with no need to unzip. 4. Men in Nursing: John has an OSPHD grant to use for some of his conference expenses and will request additional DSN support/funding at the next meeting. 5. Information Dissemination: a. <i>Role of HWI on Advisory Committees:</i> It was affirmed that TEAS is only used for nursing criteria, not other allied health programs. DSNs can offer a workshop on proper use of multicriteria. Brenda agreed to request a strong memo from the CCCCCO to explain this. b. <i>Valerie shared that she is facilitating/funding a hybrid course on teaching and learning strategies.</i> The curriculum was developed by San Joaquin Leadership Development. Stephanie (CCCCO) would be asked to include it and send out on the listserv. 6. Career Brochures: A report of the brochure revision/reprinting process was provided. MA and RT are currently at the printer. CNA, MLT and RN are near completion. 7. HIT projects: Tabled for John to be present. 8. CNA Conference: The Arthur N. Rupe Foundation is holding a CNA conference on 6/11/15. The panel includes Cynthia, Laurie and Linda. a. CNA Report: 3CNAC worked on the Nursing Education Redesign (CINHC). The lengthy process resulted in a white paper revise. More CSU dialogue is needed. A fall session will be added to brainstorm regarding the ADN and BSN roles. 80% of workforce is to have a BSN by 2020. Linda is in the subgroup. She may hire a researcher to assign numbers to the options in terms of cost to the taxpayer. Marshall Alameida is confident that community colleges will be able to offer a BSN in Nursing. The interim report on the BSN pilot is due in 2018, and evaluations are due in 2020. b: Testing: n/a c: COADN: The BRN meeting scheduled in Monterey in November may be shortened, as the room rate is high. COADN will meet March 2 nd - 4 th , 2016, at the Embassy Suites in San Diego. We're negotiating a contract for same site for 2017. Granlibakken is scheduled for April 27 th – 29 th , 2016. 9. CHWA: no update. 10. CINHC: Cynthia attended the Seismic Shift Meeting. On the panel, Peter Beerhouse (MN) affirmed the nursing shortage, while Joanne Spetz disagreed. Various breakouts occurred, and the attendance was 90% Kaiser. Judee Berg is writing the resulting white paper on roles. Linda is a co-



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			<p>leader on new roles. The reimbursement model is shifting from fee-for-service to value-based. Valerie's reports on the same meeting indicated that nurses were needed to get involved in the direction of the profession. It has been difficult to obtain BRN involvement with curriculum revision and simulation, but Linda has a new contact with the BRN. She will find out how to make headway. CCCAOE: Scheduled for Oct. 20th – 22nd, 2015 at the San Diego Hilton Resort.</p> <p>11. Calendars: Vacation schedules: TBA</p> <p>12. OSHPD advised of 16 vacancies (for two year terms) on its Nursing Advisory Council. Linda will submit nominations. Currently only one representative is serving from the West Coast. Suggestions included: Ida Danzey, Marshall Alameida and Cindy Collier.</p> <p>13. Other:</p> <p>a. Walter DiMantova is working CCCCCO <i>innovative projects</i>. He agreed with imaging. Linda will use the funds for curriculum development for the modalities, to be available statewide.</p> <p>b. HWI DSN <i>professional development</i>: The EWD staff in Chico did Colors (personality assessment). Compression Planning is being promoted by the CCCCCO. General consensus was reached to schedule a <i>fall planning session</i>, Dec. 9th – 11th, to include training on better marketing to business.</p> <p>c. DACUM: Laurie Sienkiewicz will facilitate a Mortuary Science DACUM for Cypress College.</p> <p>d. <i>Grant Writing</i>: Valerie is writing a grant for Indian Health.</p>
5:00 pm	Adjourn		The meeting was adjourned at 4:52 pm.
6:00 – 8:00 pm	Dinner IDRC Soft Skills – Statewide Project	Susan Craig and Stacey Bartlett, Butte College faculty will provide a project update. Feedback needed.	Susan and Stacey presented an overview of the Soft Skills curriculum and process. Shelly Presnell, from Shasta College (not present), is also a contributing faculty member.