



**Health Workforce Initiative  
DSN Meeting Agenda  
May 19, 2016 11 am – 5 pm  
Residence Inn Sacramento Airport Natomas  
Natomas Room  
2410 West El Camino, Sacramento**



**Recorder: Julie Aguiar**

**Statewide Director: Linda L. Zorn**

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

	Agenda Item	Goal	Action/Discussion
11:00 am	<b>Welcome and Introductions</b>	Members brought to focus	Ann Durham called the meeting to order at 11:05 am, welcoming Nicole Sherman to interview the DSNs on the topic "Career Pathway Outcomes".
11:05 am	<b>CCCCO Updates - Brenda Fong</b> <ol style="list-style-type: none"> <li>1. Budget-Update on \$200 million</li> <li>2. Legislation</li> <li>3. Other</li> </ol>	Bring HWI directors up to date on current news from the Chancellor's Office.	<p>Brenda advised that the May Revise was released last week, with no changes to the Strong Workforce bill. Regional applications will be due in October. The DOF wrote a bill to shorten the CCCCCO approval process for curriculum approval, allowing a new course to be offered the following semester or year. This was designed to enable CTE program portability. Further, it allows the CCCCCO &amp; DOF to look at consolidating CTE programs. The Governor may sign the bill by July 2016.</p> <p>The SB 1402 Sunset date was discussed. No renewal information is available. CTE Data Unlocked: Rancho Santiago was funded \$15 million. Folsom was granted the IDRC funds for Imaging. CCCCCO did not select a new Chancellor in the last closed session, but Eric Skinner has been the interim since 4/2/16. Brenda's staff is now to 1.5 FTEs, down from 5.</p> <p>Internally, Jeff Mrizek is the new dean of Adult Ed, Apprenticeships, and the Healthcare Pathways Project, as of 5/16/16. He came from Cal HR. Matt Roberts is now in charge of Data, Regional Coordination, STEM Pathways, K-12 Pathways and Perkins. Javier Romero is now a Dean, overseeing Brenda's department, WIOA, grant administration, Key Talent Performance and Internal Reporting Systems. Cynthia McFarland is leaving the Nursing department to monitor the Bay Region. Nicole Alexander will join the CCCCCO part time in the nursing division.</p> <p>SB 66 (data sharing): This is the bill mandating the department of consumer affairs to share with the CCCCCO data for tracking student outcomes.</p> <p>AB 2017: College Mental Health Services program. Existing law, an initiative enacted by voters as Prop 63, funded a system of county mental health plans. The new act will establish a trust account to appropriate funds to higher learning institutions via grants to provide mental services on campus.</p> <p>Linda suggested signing up for Mike Magee's listserv, for legislative activity updates.</p>



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11:30 am	<b><i>Career Pathway Newsletter Interviews</i></b> Nicole Sherman	Content developed for Fall HWI News Magazine-SB 1070 Career Pathway Projects	Nicole asked the DSNs to frame responses to answer the question: What issues/problems does this activity help to address? DSNs provided an overview of activities.
12:00 pm	<b><i>Working Lunch – Interviews continue</i></b>		
1:00 pm	<b><i>Linked Learning Overview</i></b> Annie Johnston, Ed.D. Coordinator of Public Programs and Principal Investigator College and Career Academy Support Network (CCASN) Graduate School of Education UC-Berkeley	Overview on how DSN's can collaborate with Linked Learning initiatives.	Annie Johnston explained the Linked Learning process. <a href="#">See power point presentation.</a> She incorporates free web resources from CCASN.
2:00 pm	<b><i>Technology Use Break</i></b>		
2:15 pm	<b><i>Grant Management – Brenda Fong and Linda Zorn</i></b> <ol style="list-style-type: none"> <li>1. On-line reporting</li> <li>2. Fiscal management</li> <li>3. Narrative reports</li> <li>4. Other</li> </ol>	Overview of essentials for grant management	Data Entry: Linda advised that the DSN is responsible for quarterly data entry. The grant contract page should reflect this. Budget changes: Editing is locked the day following the quarterly due date. Narrative and financial entry: you may continue to edit the file until your college certifies it. Reasons for falling below expenditure guidelines: N/A, unless the system forces you to answer the question. In that case, prior FY extended is a good reason. The match form to be completed at the end of the FY was also discussed. Budget changes. The system only requires you to use this process when transferring to a new budget category that was previously zero (or to decrease to zero). However, Brenda would like to receive a budget change transfer any time you move money from one category to another (IE: from salary to supplies), prior to quarter end. Julie resent the quarterly activity reporting template to the DSNs on 5/24/16. Linda advised that it is better to request an extension than spend funding randomly. The CCCCCO is trying to limit extensions, but they will continue to



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			<p>be approved on a case by case basis.</p> <p>Avanté requested a site visit. After a change in administration, she would like assistance in obtaining college compliance with CCCCCO reporting deadlines. DSNs were advised to keep a second set of books in case of audit. Keep all finances organized by fiscal year (including extensions) together. Your business office maintains records differently. Your binders may be needed in case of audit. However, activities included in the final report are strictly based on the FY (no extensions). Report outcomes on the CCCCCO system in the quarter where the funds were truly spent.</p>
3:30 pm	<p><b>Statewide Update</b></p> <ol style="list-style-type: none"> <li>1. Marketing Strategies – 2016-17</li> <li>2. Innovative Practices Workshop</li> <li>3. Nursing Education Redesign</li> <li>4. Healthcare Academy</li> <li>5. Other updates               <ol style="list-style-type: none"> <li>a. Pathway to Medical School</li> <li>b. BVNPT Meeting</li> <li>c. Multi-criteria</li> <li>d. Updated TEAS Guidelines</li> <li>e. <i>Leading in a Healthcare Environment</i> – incumbent worker training series. Need names of interested facilities for ETP.</li> </ol> </li> </ol>	Update on various Sector Navigator projects and initiatives	<p><b>Marketing:</b> the HWI website is coming along. Linda will contract for quarterly e-blasts, after having our e-lists updated.</p> <p>Partnership GIS: Map of state, click on region to find potential partners. Walt Kim from the Foundation recently presented this tool.</p> <p><b>Innovative Practices Workshop:</b> Scheduled for January 12, 2017. John and Avanté will secure the Ontario Doubletree and a small block of rooms (20). Conference room capacity is 250. We will need two smaller breakout rooms as well. We will market the save the date in early fall. We will do a keynote, lunch and 3-4 breakout sessions. Cynthia's BRN number will be used for the CEUs. <i>See separate file on the event.</i></p> <p><b>Nursing Ed Redesign:</b> The white paper was released to the committee. Edits were suggested and the final should come out soon.</p> <p><b>Health Care Academy:</b> CHA workforce group met today, and included Cathy Martin, Terrie Hollinsworth, Walt, Van and Brenda, to name a few. The purposed was to vet Van's Healthcare Academy, which is to scale healthcare workers. Van promoted the \$200 million as a window of opportunity for this project, but we need to know how to apply for funding and have the project prioritized. The group jumped at nurse specialty training. Health Impact is doing a root cause analysis. Walt is the lead, but he is leaving. Whether HWI gets to participate in the Healthcare Academy, we will continue to sponsor nurse specialty training.</p>



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			<p><b>Other Updates:</b></p> <ul style="list-style-type: none"> <li>a. Pathway to Medical School: The committee will meet again at Stanford on Monday. Lots of UCs are represented. Linda has been tasked with a paper.</li> <li>b. BVNPT Meeting: Brenda &amp; Linda met with Dr. Brown, director of BVNP. Consultants are encouraging schools to utilize multi-criteria screening, which is only allowed for RN. Lottery (and prerequisites) is the only acceptable way. Some directors weren't aware of the Breeze online system. They only have 3 consultants in the state now, including Cheryl Anderson. They don't combine the CNA and LVN registries because of volume.</li> <li>c. Multi- Criteria: Brenda said that 34 colleges are using it. She requested that (their college policy?) sent to her and Tammy. A memo needs to be sent to LVN programs, reminding them that the only legal thing is lottery, per Title 5.</li> <li>d. Updated TEAS Guidelines: TEAS is changing to ATITEAS.</li> <li>e. Leading in a Healthcare Environment: Trudy is offering this DDI series. ETP normally doesn't fund nonprofits, as its revenue comes from payroll taxes. However, there is another funding possibility. Linda requested names of for-profit hospitals by region that would be interested. The event will be held in October at Butte College.</li> <li>f. Health Impact: A presentation on simulation was done. It was called a "fad" and was not well received at that venue.</li> <li>g. Psych Tech: 4 proprietary schools have closed, and the Mission College program is on probation. The prison is an enclosed system, which is pushing for students to have dual licensure as LVN. HWI will want to meet with the BRN when the new director comes aboard.</li> </ul>
4:15 pm	<i>Advisory Meeting Preparation</i>	Provide update on various meetings and projects.	The DSNs were instructed to meet again with their regions, share their workplan one-pagers, and discuss activities and how the advisory committee's suggestions were incorporated into workplan development.



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4:30 pm	<b><i>Discussion Topics</i></b> 1. DACUM updates 2. COADN a. October 19-21, 2016 Embassy Suites, Burlingame b. March 1-3, 2017 San Diego 3. Calendars 4. Other meeting and conference attendance 5. Other		John advised that the “Healthcare Optimization Specialist” DACUM was on its way to completion. Location was discussed. Linda will ask Joanne Spetz to speak, but a keynote is still needed.
5:00 pm	<b><i>Adjourn</i></b>		The meeting was adjourned at approximately 4:15 pm.