**January Meeting Minutes**

**Location:** Lansing Community College

**Date:** January 19, 2017

**Time:** 2:30 pm – 4:00 pm

**Attendees:**

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| Barbara Ball-McClure | Chad Borodychuk | Mary Ann Ford |
| Michelle Hier | Kathy Hollister | Ronda Miller |
| Marie Patrick | Joe Winkiel | Jeanette Klemczak |
| Ana Hornburg | Stacie Sadowski | Morgan McKittrick |
| Wendy Smith | Lisa Sweet | Eric West |
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**Welcome & Introductions:**Chad welcomed new members and introduced Eric West, who will now succeed him as Committee Co-Chair, along with Jeanette.

**Update on MA Apprenticeship Project:**

Eric reviewed a PowerPoint outlining the progress on the project that grew out of the strategic plan of the Healthcare Workforce Committee. (attached). The MA Apprenticeship group has been meeting to develop the project through engagement of employers, identification of a curriculum that will be certified, provision of support services to recruit potential candidates for employers as needed, collaboration with the U.S. Department of Labor consultants. Five employers have expressed interest.

**Review of Committee’s Strategic Plan**:

Jeanette and Chad reviewed the 4 major areas in the Plan.

**Environmental Scan of Regional Workforce Needs:**

Group discussion and Key Points:

* Some additional areas for the MA curriculum should include training in administrative skills (including meaningful use, EHR, etc.). MA certification testing includes 40% content on administrative skills.
* “Multi-tasking” and soft skills are also an educational need for MAs.
* MA students lack experience in documentation and some clinic experiences (injections, blood draws) because employers hold the liability and not the educational institution.
* Marie and Michelle described an alternative program to meet some of the long-term care need for medical assistants. The program is called “Resident Assist”. It begins to teach some of the skills; cost is paid by the employer with a one year employment payback provision.
* There is an Office Manager group in the area that meets. It may be helpful to gain information on pay ranges in the region.
* Some additional healthcare workforce needs are surgical technicians and sterile processing.
* The group agreed that there is an ongoing need for two-way communication between educators and employers about the skills needed for the healthcare workforce.
* **Nursing Shortage.** Some members described the region nursing workforce shortage in terms of a “crisis”. The need crosses employment settings (inpatient, outpatient, long term care, community mental health). Morgan shared that CMH has had RN vacancies that have not been filled since November, 2016.
  + There was some group brainstorming on potential approaches to recruitment for nurses in the region.
    - One strategy to more rapidly meet nurse workforce needs is to expand the education of existing MAs, CNAs, LPNs. This is a “grow your own” model for employers. Is this something HR professionals can explore for programs of career laddering? Sherry shared some past efforts with offering “career sessions” at Everett HS on Fridays. This is an outreach strategy.
    - Career selection programs as early as middle school are another way to create a pipeline. Ana and Stacie provided information about the HOSA programs in the state and region that offer learning about career opportunities for high school students.
    - Wendy described HOSA in alternative education programs.
  + There was agreement to further explore strategies to address the nursing shortage as a goal of the Committee this year.
    - Additional data are needed to better understand the scope of the shortage and employment projections.
  + ACTION ITEMS
    - Jeanette will contact the state Labor Market Information and request a future presentation on regional market supply and demand for nurses.
    - Stacie and Ana will provide information on local HOSA programs.

**Future Meeting Schedule:**

It was agreed that the size and complexity of the nursing shortage goal would require monthly meetings for the coming year.

**Announcements:**

Kathy announced the CAHA Annual Meeting will take place on March 23 from 8:30am to 11:30am at the Eagle Eye Golf Club in Bath. All Committee members are welcome to attend.

**Next Meeting**

Thursday, February 16 from 2:30pm to 4:00pm at LCC West Campus (room TBD).