**Meeting Minutes – June 21, 2018**

**Participants:**

Jeanette Klemczak, LCC, Co-Chair

Melissa Aylor, Burcham Hills

Ashley Benjamin, Holt Senior Care and Rehabilitation Center

Craig Donahue, Michigan Health Council

Shonta, Dwyer, LCC

Mary Anne Ford, CAHA Consultant

Katie Kessler

Linda Koning, LCC

Morgan McKitrick, CMH-CEI

Jennifer Mecomber, Medilodge of Capital Area

Marie Patrick, Holt Senior Care and Rehabilitation Center

Cathy Sunlin, Health Care Association of Michigan

Glenys Warner, LCC

Joe Winkiel, Capital Area Michigan Works!

1. Minutes of May 17 meeting. The minutes were amended to include the correct acronym for Capital Area Michigan Works! (CAMW!) and approved as amended.
2. Review of Long Term Care Workforce Key Challenges and Potential Solutions. Jeanette Klemczak thanked committee members who had participated in the May meeting to focus on challenges and potential solutions to LTC staffing issues, and briefly reviewed the summary of that discussion. She identified two areas in which the Healthcare Workforce Committee could begin working to address challenges in recruitment and retention:
   1. Develop training programs for nurses in supervisory and leadership positions. Challenges related to team building, communication and the work environment can be better addressed when those in leadership have training to help them learn and enhance leadership skills. Katie Kessler is joining the Committee discussion to discuss a Model Project for Development of Manager Leadership and Skills Training.
   2. A possible recruitment strategy is to work with the Career Technical Education Centers at the RESAs to explore building a pipeline for LTC positions. Jeanette suggested that we work with the RESA representatives on the Committee to lead a discussion about early career entry for CNAs. Since school is not in session in the summer months and the RESA representatives may not work all summer, this discussion will be held over until the fall.
3. Model Project for Development of Leadership Skills. Katie Kessler joined the discussion to share information about a grant-funded program developed to train nurses in skills needed to serve in management roles. Many people are promoted into management positions, in which they have an impact on employee training, morale, growth, work environment and other factors critical to retention, without training on leadership skills. The model project trained two cohorts of nurses chosen by their health systems to participate. The program involved eight days of onsite training over a six-month period, associated reading and exercises between

sessions, and a project to be completed by each participant in their work setting. The training involved sessions in the art and science of leadership, covering budgeting, human resources management, technology, strategic thinking and other essential leadership skills. Long term care facilities were solicited to participate in the project, but the time commitment and travel were not feasible in those facilities.

The LTC members of the Committee agreed that there would be challenges in scheduling such a program but saw it as something that would bring value to nurses and other clinical managers in their environment and agreed that they would want to participate in planning for a similar program in the Capital Area that would meet their needs. To start this process, it was suggested that they review the slides from the presentation and consider a small group review of the curriculum. Focus groups were suggested as part of the program development process. Members also suggested that training would also be helpful for charge nurses, whose positions require them to supervise the work of other employees but may not require the full array of skills included in the Model Project.

1. Workforce Innovation Opportunity Act (WIOA) funding. Joe Winkiel reported briefly on WIOA funding. CAMWA is the contact for this resource, determination of eligibility is made on an individual basis, and funding levels to states vary each year. The program is intended to support young people and people with barriers to employment find opportunities in the workforce. Joe indicated that reliable information was not available at this time on the amount of money that might be available in Michigan.