

**Minutes, May 17, 2018**

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| **Agenda Items** | **Discussion/Decision Highlights and Next Steps** |
| 1. **Welcome and Introductions** | Present: A. Benjamin, N. Tarwell, G. Warner, M. Patrick, B. Neal, W. Smith, A. Ramiraz, D. McIntyre, J. Mecomber, L. Leatherwood, R. Miller, M.A. Ford, T. Bolton, J. Winkiel, N. Brooks, K. Hollister, D. Ferrell, J. Klemczak, E. Duckett, S. Jackson, M. McKitrick, H. Aemmer, V. Guggemos, P. Mowen, M. Reynolds, T. Lemmer, Z. Ribble  March minutes approved (Motion: A. Benjamin, Second: H. Aemmer) with clarification: discussion on importance of culture of respect as a component of retention include NOT using the term, “unskilled worker” for CNA’s and other staff. Also, it is preferred that the term “care settings” be used to reflect the broader range of health care providers. |
| 1. **Proposal to Continue Combined Groups for LTC Work** | *Discussion/Decisions:*  It was proposed to the Committee that the continuing work related to long term care workforce needs take place in a combined CAHA Healthcare Workforce Committee and LTC Workgroup. The rationale’ is to benefit the process by including stakeholders who can bring resources and support to employers.  Benefit to combined group: learn about resources; contribute fresh perspective to industry discussion  Administrators: Are you looking for something from the group?  Is this problem the same in other states? Arcadia: yes. Staff have worked their way up in the organization.  *Next Steps:* The work will continue in a combined group to determine workforce priorities and potential solutions based on a collaborative of like-minded employers. |
| 1. **Presentation and Discussion of Potential Funding Sources for LTC Employer Collaborative Project** | *Discussion/Decisions:*  Verbal and written presentation of the Civil Monetary Penalties Fund (Luanne Bibbee, LCC/BCI); Skilled Trades Training Fund (Joe Winkiel, CAMWA); Michigan New Jobs Training Program (Luanne Bibbee).  *Next Steps:* Presentation and discussion of WIOA (Joe Winkiel) deferred to next meeting due to time constraints. |
| 1. **Review and Prioritize Highest LTC Workforce Challenges and Solutions** | *Discussion/Decisions:*  There was a group exercise for each attendee to select the three most pressing workforce issues and place their “vote(s)” under one or more category flip sheets (retention, recruitment, attendance, education and support, hiring). Attendees then listed three strategies that might be successful in addressing these workforce challenges.  The results were informally tabulated (actual results are attached to the minutes). The highest number of “votes” were for retention.  Many of the subset of retention issues echoed the earlier listing from work in the fall and early in 2018.  A new focus of discussion was the critical role of supervisors and managers in employee retention. Managers are often not prepared for the leadership role. It was suggested that training leaders to better onboard new employees could be a positive factor in building retention numbers.  There are several models of training for managers to support their success and contribute to employee retention. Employees expect support from their managers. A leadership “course” or “workshop” could be adapted for the region. This type of initiative might be eligible for funding from one of the sources discussed in the meeting.  Another promising initiative brought forward was a renewed discussion of developing **early career entry** for CNAs from CTE programs. An employment pipeline might be developed through “internship” and shadowing programs. There was interest expressed by CTE representatives and several employers. There was emphasis on careful screening of these very young graduates. Some graduates have the maturity and interest to be successful.  Some other potential populations for recruitment as CNAs include experienced family caregivers who might want to build a career path based on their personal family experiences; creative recruitment of populations that may be “rough around the edges”, but for whom the CNA role might be a transformative experience.  The apprenticeship model of workforce development may be a feasible program for CNAs.  *Next Steps:* Jeanette will contact Lori Miller, Lansing CTE and invite her to the next meeting to expand the discussion of early career entry for CNAs.  Note: The CAHA Board received an update on the Healthcare Workforce Committee. The Board inquired whether there was experience in long term care settings with employing college students part time, especially weekends, evenings, summers? What has been the experience, lessons learned, potential for expansion? |
| 1. **Update on CAHA Fall Forum** 2. **Next Meetings** | This item was deferred due to lack to time.  **June 21 and August 16 from 2:30pm to 4:00pm**  **LCC West Campus (More generous space is promised).** |