

New Grant Work Plan/Time Line: will drive Workgroup schedule and all Workgroups are to submit final reports to the HWDS Coordinator by April 15, 2011

- Discussed importance of HWDS Partnerships to complete the Workgroup Charges/Scope of Work and the continuation of these partnerships for future workforce development in the healthcare industry throughout New York State.

Center for Health Workforce Studies (CHWS), SUNY: Jean Moore, Director

- Scope of Work was reviewed by DOL counsel's office and sent with MOU to CHWS for their review.
- CHWS is ready to start their survey.
- Jean gave highlights of New Reports:
 - Annual New York Physicians Workforce Profile, 2010
 - Findings from the New York Registered Nurse (RN) Re-registration Survey
 - The Contribution of New York's Graduate Medical Education Programs to Primary Care Capacity in the State's Neediest Communities
 - Resident Exit Survey Research Brief
 - Findings from the New York Dentist Re-registration Survey

HWDS Vice-Chair nominated:

- SWIB by/laws read
- Deborah King-nominated by Ed Murphy (SWIB member)
- Deborah accepted role as Vice Chair

Primary Care Occupations introduced and discussed:

- The inclusion of additional occupations, such as CNA, HHA, Dentists, Mental Health, Social Workers, may be considered.

Workgroup Team Leaders, Members, Subject Matter Experts and Charges/Scope of Work:

- Team Leaders were identified for each Workgroup:
 - Data Collection: Jean Moore
 - Career Pathways: Denise Brucker & Denise Bukovan
 - Healthcare Credentials: Deborah King
 - Asset Mapping: Caleb Wistar
 - Healthcare Rules & Regulations: Sandi Vito

- HWDS members assigned to each Workgroup
- Assigned the Nominated Subject Matter Experts (SMEs) to Workgroups
- SME Gaps were identified: additional agencies, organizations may be needed.
- Team Leaders to reach out to invite SMEs to participate and HWDS Coordinator to follow up .
- First Workgroup Conference Call Meeting to be held prior to February 11, 2011.
- DOL to provide staff to assist Team Leader & Workgroup:
To arrange and host conference calls, take meeting notes, reporting to HWDS Coordinator. A list of staff names and contact information will be distributed.
- Workgroups are assigned to review charges/scope of work with the Abstract to ensure we deliver all of the foundation elements to build our Strategic Plan
- Workgroups may reach out to additional SMEs after reviewing the Scope of Work
- Workgroup Meeting Schedules are to be sent to HWDS Coordinator by February 18th

Next HWDS Meeting Scheduled: March 16, 2011 (SWIB Meeting in the afternoon)

Coordinator will send a follow up email with these tentative HWDS Meeting Dates for members to verify:

April 12, 2011

May 18, 2011

July 13, 2011