|  |  |
| --- | --- |
|  | **SIM X Subcommittee**  **Date: July 16, 2014**  **Time: 3-4PM**  **Location: Phone/Adobe Connect** |

**Chair and Staff: Barbara Ginley and Jim Braddick**

**Member Attendance (A-Z): Vicki Foster, Patty Hamilton, Becca Matusovich, Theresa Mudgett, Karen O’Rourke, Abdulkerim Said**

**Ad Hoc Attendance:**

**Interested Parties:**

**Members Absent:**

*Subcommittee documents available at***: (**insert web address)

|  |  |  |  |
| --- | --- | --- | --- |
| **Agenda Item/Related SIM Objective (if applicable)** | **Obj. SST ID** | **Risk/concern discussed** | **Escalation to Steering (y/n)** |
|  |  |  | N |
|  |  |  | N |
| **Agenda Item** |  | **Discussion Points and Decisions** | |
| **1** | CDC-11 | 1. Introductions and Announcements 2. UNE/AHEC- The workforce development grant that was submitted to HRSA with regional collaborators (including the Central Mass AHEC) is likely to be funded and will have a start date of September 1, 2014. The grant will include a focus on CHW curriculum development. 3. ME-DOL- received funding for long-term unemployed to receive funding support for on the job- training. More information will be forthcoming on this grant/project. | |
| **2** |  | Review of Meeting Notes from May- Notes reviewed and accepted as is. | |
| **3** |  | Review of CHW Recruitment Guidance (15 Minutes)   1. Are the resource listings thorough enough? Others to be included?   We may want to differentiate between the career centers and the workforce development programs they may not necessarily be co-located. Recommendation to make sure the link for Adult Education is inclusive of all programs across the state. It may make sense to treat the CEPAC resources the same (i.e. embed a link).   1. Dissemination and Sharing?   Sharing these recommendations at the Maine Healthcare Workforce Forum Meeting in October may be an effective way to engage others, especially employers. | |
| **4** |  | Review of Logic Models for evaluation/assessment design  No substantive changes were recommended, Requests to spell out abbreviations/acronyms and to check to make sure the lists of inputs were consistent on both models. | |
| **5** |  | Meeting Evaluation  +: Adobe Connect, having documents ahead of time, being able to see documents at the same time, utilizing the functions of the chat box | |
| **Public Comment** |  |  | |

**New Actions**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Agenda Item** | **Action Items** | **Status** | **Who** | **Due By** |
|  | Make final changes to Recruitment Guidance and edits to the Logic Models. | completed | BG | 8/15 |
|  |  |  |  |  |

**Outstanding Actions**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Reference** | | **Action Items** | **Status** | **Who** | **Due By** |
|  |  |  |  |  |