



AGENDA & MEETING NOTES

MEETING INFORMATION

MEETING TITLE:	Training and Resources Workgroup	
DATE/TIME:	December 2, 2015	1:00pm – 2:00pm
LOCATION:	Conference Call	
NEXT MEETING:	TBD	

ATTENDEES

WG Leader: Diane Wildey, SUNY Adirondack

Donna Healy, SUNY Adirondack
 Tamara Hill, NAHEC
 Kathy Jo McIntyre, Washington County Public Health
 Megan Murphy, AHI
 Sylvie Nelson, North Country Workforce Investment Board
 Leza Wood, Hudson Mohawk AHEC
 Lana Wydra, Nathan Littauer Hospital

AHI Staff:

Kelly Owens

Unable to attend:

Tracey Aust, Glens Falls Hospital
 Marti Burnley, Hudson Headwaters Health Network
 Susan Delehanty, Citizen Advocates, Inc.
 Greg Hart, Workforce Development Institute
 Robert Kleppang, Hamilton County Community Services
 Michelle Law, Franklin-Essex-Hamilton BOCES
 Rebecca Leahy, North Country Home Services
 Mary Randall, Glens Falls Hospital
 Cyndi Reynolds, Hudson Headwaters Health Network
 Mary Wilsie, 1199 SEIU

AGENDA OVERVIEW

TOPICS:

Welcome

Diane Wildey welcomed the members on the call.

Updates

Updates provided on training/new hire survey sent to 135 individuals. Currently, 16 organizations have returned the survey in addition to AHI Project Managers. Based on these projections, it would appear that the AHI PPS will be able to achieve the DSRIP required workforce budget spend.

Policy Review

Detailed discussion of the policy to request funding and the application to request this support occurred. Becky Leahy, Sylvie Nelson, Mary Wilsie & Kelly Owens met on 11/20/15 via conference call to discuss a draft policy needed to request funds and a policy for the workgroup to review such applications. Based on discussions, draft policies and request application were developed and sent to the workgroup for review. Some changes were suggested along with some points to consider, including visual guidance of a calendar when documents may be needed to be reviewed and spending limits.



In addition, another small group met on 11/12/15 and 11/20/15 to prepare, review and finalize a draft rubric that would be used in scoring training funding requests- this group included Megan Murphy, Sue Delehanty and Michelle Law. A draft was sent to the workgroup and recommendations were made for consideration of setting a minimum score on the rubric as well as decreasing ranges.

Discussion also occurred regarding participation in the workgroup and the votes needed for an application to be approved. As applications are reviewed and discussed, it will be very important that the workgroup be comprised of members who can participate in the majority of meetings. There may be discussion with members who have been unable to participate in many meetings as to their ability to participate on this workgroup.

Next Steps

The group felt more time and consideration is needed to review and update the policies, application and rubric. Members were asked to continue to review and prepare for discussion at the next meeting.

Next Meeting

All on the call felt it would be preferred to plan all meetings for 2016 at once. Meetings will continue to be held the 4th week of each month. A survey will be sent to determine the best day and time and a meeting schedule will be sent to all in early January.