



New York State
Workforce Investment Board

***Healthcare Workforce Development Subcommittee
HRSA Planning Grant (HRSA 10-284)
Meeting: January 27, 2011
10:30 a.m. -12:30 p.m.***

AGENDA

- 10:30 – 10:40 *Welcome and Introductions*
Bruce Herman, Deputy Commissioner for Workforce Development
Sharlene Vanderbilt, HWDS Coordinator
- 10:40 – 11:00 *Updates:*
- *Agenda and Materials Review*
 - *Center for Health Workforce Studies, SUNY*
 - *Review of Healthcare Reports Jean Moore, CHWS*
 - *Work Plan/Time Line*
- 11:00 – 11:30 *New Business:*
- *Nomination of HWDS Vice-Chair*
 - *Introduction of Primary Care Occupations*
 - *Workgroup Charges/Scope of Work*
- 11:30 – 12:00 *Workgroups:*
- *Identify Team Leaders for each work group*
 - *Review List of Subject Matter Experts (SMEs) and Assign to Work Groups (wall exercise)*
 - *Identify any SME Gaps*
 - *Determine Process for Inviting SMEs to Participate*
- 12:00 – 12:20 *Workgroup Meetings:*
- *Grant Work Plan/Time Line will Drive Workgroup Schedule*
 - *First Conference Call Meeting on or prior to February 11, 2011:*
 - *Intros and Charge of Work Group*
 - *Progress on Recruiting Additional SMEs*
 - *Meeting Schedule (Deliverables due April 15)*
 - *Meeting Schedule shared with HWDS Coordinator by February 18*
- 12:20 – 12:30 *Preparation for next HWDS meeting and State Workforce Investment Board Meeting (March 16)*
- *Work Groups Prepare Brief Updates*
 - *HWDS Vice Chair Report to SWIB*