



Hawai'i State Center for Nursing Advisory Board  
 Strategic Planning Session Notes: Saturday, May 19, 2018, 8:00 am to 1:00 pm  
 Oahu Country Club, Room PDR A  
 150 Country Club Rd, Honolulu, HI 96817

**ATTENDANCE:**

Name	Present	Name	Present	Name	Present
Susan Young, Chair	Present	Lynn Milligan	Present	Laura Reichhardt, Director HSCN	Present
Kari Shintaku, Vice Chair	Excused	Julio Zamarripa	Present	Katherine Finn Davis, Assoc. Director EBP	Present
Beth Hoban	Excused	Anne Scharnhorst	Present	Carrie Oliveira, Researcher, HSCN	Present
Susan Lee	Present	Rose Hata	Present	Liane Muraoka, Program Lead, HSCN	Present
Kecia Kelly	Present	Mary Boland, Ex Officio	Present	Brianne Atwood, Program Coord., HSCN	Present
Present total:					13

TOPIC	DISCUSSION	ACTION
Welcome & Introductions  Susan Young	Meeting called to order at 8:32 am by Susan Young, Chair. Welcome and Introduction of Board Members Present. Board Members made round the room personal introductions to the members and HSCN Staff. HSCN Staff Katherine, Liane and Carrie and Brianne were also welcomed to the Advisory Board meeting.  The layout of the Oahu Country Club and was discussed to ensure participants had familiarity with the layout of the facility space to safeguard participant comfort during the Strategic Planning Session meeting session.	
Agenda Review  Lily Bloom Domingo & Jennifer Cornish Creed	Lily Bloom Domingo and Jennifer Cornish Creed introduced themselves and reviewed the planned meeting agenda and timelines to prepare the group for working discussions.	
Context Setting for Strategic Planning	Laura Reichhardt gave a presentation to establish the context for strategic planning initiatives. These included a review and summary of the previous Strategic Plan and HSCN plan work, a	

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<p>Laura Reichhardt</p>	<p>recap of the Community Conversations which were undertaken in September of 2017 and a review of the HSCN mandates.</p> <p>Review of Past Plan:</p> <ul style="list-style-type: none"> <li>• Workforce Research: HSCN has maintained the delivery of the biennial Supply Survey, re-launched the Educational Capacity Survey; <ul style="list-style-type: none"> <li>○ Educational Capacity Survey is currently in the final edit phase. Dissemination of the report to our partners is forthcoming.</li> <li>○ Response rates have improved over time, however there is room to improve rates to better inform HSCN efforts.</li> </ul> </li> <li>• Retention Research: <ul style="list-style-type: none"> <li>○ New Grad recruitment data, for the time in which a new grad received their first nursing jobs, was established in the 2017 Supply Report and HSCN established a one (1) year retention data source for NRP.</li> <li>○ HSCN can do more but will likely take a new direction in the retention research.</li> </ul> </li> <li>• Recruitment and Retention: <ul style="list-style-type: none"> <li>○ Hawai'i has achieved great legislative outcomes for RN's and APRN's</li> <li>○ CCPS' and NRP programs continue to grow with the addition of new partners and the implementation of an APRN CCPS pilot program.</li> <li>○ The growth presents opportunities for HSCN, however challenges in availability of placements remain requiring HSCN to continue efforts in this area.</li> </ul> </li> <li>• Best Practices and Quality Outcomes: <ul style="list-style-type: none"> <li>○ HSCN has maintained the EBP for Clinicians workshop series and demand for the workshop outpaces HSCN capacity.</li> <li>○ It is the only such program for Faculty in the nation and HSCN has moved to expand the EBP team and resources.</li> <li>○ The EBP program continues to garner attention through conference and guest speaker presentations, raising visibility for the program and HSCN.</li> </ul> </li> <li>• Investment and Engagement: <ul style="list-style-type: none"> <li>○ CCPS and NRP program participation and funding continue to be stable</li> <li>○ HSCN has expanded EBP, NRP and CCPS programs to neighbor islands</li> <li>○ There are opportunities to diversify funding models and secure additional funding resources to allow for growth due to increases in program demand.</li> </ul> </li> </ul>	

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	<p>Community Conversations:</p> <ul style="list-style-type: none"> <li>• Comprehensive community Conversations were undertaken through focus group dialogues to identify individual priorities and inform snowflake priorities.</li> <li>• Community Conversations were focused on the HSCN Strategic Plan priority areas of Research, Quality Outcomes and Best Practices and Recruitment and Retention.</li> <li>• Conversations were systematically reviewed and synthesized and thematic areas were identified.</li> <li>• Stakeholders identified strategic priority areas of: <ul style="list-style-type: none"> <li>○ Responsive Education</li> <li>○ Leadership Development</li> <li>○ Evidence-based Practice</li> <li>○ Actionable Data</li> <li>○ Home Health and Community-Based Nursing</li> <li>○ Nursing Promotion</li> </ul> </li> <li>• Proposed continued HSCN priorities include; Workforce Research, Quality Outcomes and Best Practices, Recruitment and Retention and Retention Research.</li> </ul>	
<p>Setting Strategic Priorities</p> <p>Lily Bloom Domingo &amp; Jennifer Cornish Creed</p>	<p>The Strategic Planning Facilitators lead a discussion to engage Advisory Board members in dialogue to identify HSCN priorities and how to best leverage the HSCN resources in the next 2-3 year's.</p> <p>Through discussion, two new priority areas were identified. These include;</p> <ul style="list-style-type: none"> <li>• Strategic Priority 2: Transition to Practice Support for APRNs</li> <li>• Strategic Priority 1: Community-Based Health Care Management Teams</li> </ul>	
<p>Advisory Committee Engagement in Priorities and Identification of Challenges</p> <p>Lily Bloom Domingo &amp;</p>	<p>The Strategic Planning Facilitators lead a discussion to engage Advisory Board members in dialogue to identify Advisory Board roles in support of the priorities and identify potential challenges, constraints and barriers.</p> <p>Advisory Board members identified considerable supports and potential barriers for both new priority areas. (see attachment Strategic Planning Notes)</p>	

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Jennifer Cornish Creed		
<p>Summary of Next Steps, Evaluation and Networking</p> <p>Susan Young, Lily Bloom Domingo &amp; Jennifer Cornish Creed</p>	<p>Summary of Next Steps:</p> <ul style="list-style-type: none"> <li>• Lily Bloom Domingo will prepare detailed notes of the dialogue.</li> <li>• HSCN and Lily will work to consolidate meeting discussion and develop a comprehensive post-meeting packet for Advisory Board dissemination</li> </ul>	<p>Materials will be prepared by HSCN staff and disseminated to the Advisory Board</p>
Board Leadership Position Elections	<p>Laura discussed the need to undertake elections to fill the position of the Advisory Board Chair and Vice Chair. The Board Chair position termination and vacancy created when Kari Shintaku resigned from the Vice Chair position, requires elections to be undertaken by the Board.</p> <p>The Board discussed the proposed election of Susan Young as Chair, renewing the Chair term and the proposed election of Julio Zamarripa to serve as the New Vice Chair. Ballots were distributed to present voting members.</p> <ul style="list-style-type: none"> <li>• Chairperson: By unanimous vote of seven (7) of 7 present voting members, the Advisory Board voted to re-elect Susan Young as Chairperson.</li> <li>• Vice Chairperson: Julio Zamarripa was voted to serve as Vice Chairperson with a unanimous vote from members present.</li> </ul> <p>A quorum of 50% + one (1) was met for election confirmation as required by Board guidelines. The Chair and Vice Chair will serve for a term of two (2) years in 2020 and until a successor is elected. The terms are effective, as of May 19<sup>th</sup>, 2018.</p>	<p>HSCN Staff will update Board Rosters per the election outcome</p>
<p>Conclusion &amp; Closing Words</p> <p>Susan Young</p>	<p>Susan Young thanked the present participants for their time and thoughtful engagement in the Strategic Planning Discussion.</p>	

TOPIC	DISCUSSION	ACTION
Adjournment	The HSCN Strategic Planning Session meeting was adjourned at 12:34 pm.	
Next Meeting	Next Board Meeting will be on <b>Tuesday, Aug 14<sup>th</sup>, 2018</b> 5:00 pm-6:00 pm, location: HSCN Conference Room	Approved

Please contact Brianne Atwood at 808-956-0545 or [batwood@hawaii.edu](mailto:batwood@hawaii.edu) for questions and additional information.