



**DRAFT HSCN Advisory Board Subcommittee: Finance and Fees Initiative**

**Meeting Minutes**

Friday, July 2<sup>nd</sup>, 2021, 12:00 PM – 1:00 PM HST

Hawai'i State Center for Nursing

Biomedical Sciences Building - 1960 East-West Rd, Honolulu, HI 96822

And Via ZOOM Teleconference

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**ATTENDANCE:**

<b>Name</b>	<b>Present</b>	<b>Name</b>	<b>Present</b>
Arthur Sampaga	No	Laura Reichhardt, Director HSCN	Yes
Bonnie Castonguay	Yes	Carrie Oliveira, Researcher, HSCN	Yes
Doreen Nakamura	No	Liane Muraoka Hussey, Pgm Lead., HSCN	Yes
Rose Hata	No	Brianne Atwood, Pgm Coord., HSCN	Yes
Anne Scharnhorst	Yes	Amy Ono, Admin & Fiscal Supp., HSCN	Yes
Present total:			<b>7</b>

<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION</b>
Welcome & Introductions Laura Reichhardt	The HSCN Advisory Board Subcommittee on Finance and Fees meeting was called to order at 12:07 PM. Laura Reichhardt extended her gratitude for the members and staff present at the meeting. Member quorum was met for the meeting. Welcome and Introductions concluded at 12:08 PM.	None
Approval of Minutes	The HSCN Advisory Board Subcommittee on Finance and Fees discussed the draft meeting minutes for the June 4 <sup>th</sup> meeting. Meeting minutes were approved with no further changes. Approval of minutes concluded at 12:10 PM.	None

TOPIC	DISCUSSION	ACTION
<p>Committee Priorities</p> <p>Laura Reichhardt</p>	<p>Laura Reichhardt lead a discussion with members on the existing committee priorities and work plan and identified the next steps going forward. Updates to the work plan were made during the session and summarized below.</p> <p><b><u>Communication &amp; Outreach Campaign Update</u></b></p> <p>Laura Reichhardt provided some initial updates on the status of works since the last meeting.</p> <p>The following actions and outcomes were noted;</p> <ul style="list-style-type: none"> <li>● HSCN is continuing to refine draft legislation/Bill.</li> <li>● HSCN is working to create the 1 to 2 page brief. <ul style="list-style-type: none"> <li>○ HSCN will work to include a requirement for the workforce survey as part of license renewal as the COVID pandemic has highlighted/bolstered the need for comprehensive workforce data.</li> </ul> </li> <li>● Budget: Laura has completed budget allocation in the amount of 10K for the Center’s Social media and outreach efforts, to include funds to support expert consultation for strategies for to improve outreach and engagement.</li> <li>● HSCN continues to work on identifying metrics for use in outreach and marketing efforts. Initial data matrix was reviewed and discussed with the following outcomes; <ul style="list-style-type: none"> <li>○ EBP Metrics require completion and update.</li> <li>○ HPIN &amp; HNIP metrics were determined to be unnecessary.</li> <li>○ Leadership Training undertaken by Allison Zecha was added to the ongoing metric matrix.</li> <li>○ HSCN program data will be used to represent “Touch points’ rather than “nurses served” to represent “impact” to ensure data is accurate, sincere and earnestly representative.</li> </ul> </li> <li>● Next Steps; <ul style="list-style-type: none"> <li>○ Complete brief</li> <li>○ Complete draft legislation/Bill</li> <li>○ Complete an infographic</li> </ul> </li> <li>● Bonnie Castonguay and Anne Scharnhorst agreed to review the Policy Brief and Draft Bill to be completed and disseminated by Reichhardt.</li> <li>● Carrie Oliveira requested further discussion on data metrics to determine which metrics to utilize in the creation of outreach materials and requested the committees’</li> </ul>	<p>None</p>

TOPIC	DISCUSSION	ACTION
	<p>feedback on what type of data is impactful to the group and the nursing community at large. A discussion was undertaken with the with the following points and outcomes;</p> <ul style="list-style-type: none"> <li>● The Center needs to be responsive to two things, the overall impact by the Center to the Nursing community and the Centers longevity (Volume and Time).</li> <li>● NRP and CCPS metrics may be good representations of large impact.</li> <li>● The EBP program is an impressive program longevity which promotes leadership and supports organizational change towards evidence-based practice</li> <li>● The 2021 Supply survey collects very meaningful metrics which should be used to supplement the creation of high level data points and inform the creation of an infographic.</li> <li>● The timeline for the production of final data points and an infographic will be moved to October to allow for the inclusion of Supply survey data.</li> <li>● The Center will include some form of data to represent the centers response and support of nursing during the COVID pandemic. CCPS may be a source of information to utilize upon completion of data entry by partners.</li> <li>● The Center’s researcher and Program lead recommended the creation of multiple infographics to support the outreach efforts, such as a COVID specific infographic.</li> <li>● Carrie Oliveira suggested the inclusion of data on extramural funding secured by the center in support of nursing programs. <ul style="list-style-type: none"> <li>○ The group agreed funding which supports the community is meaningful and should be included.</li> <li>○ This data would also be representative of external agency confidence in Center activities.</li> <li>○ Data can be pulled from sources such as HAC reports, budgets and Forum Annual Survey.</li> <li>○ May be best suited for the informational brief.</li> </ul> </li> <li>● Liane Hussey suggested the creation of drill down/supplemental infographics to accompany the high-level infographics. The group agreed that an additional supplemental infographic for each of the Center’s mandates would be impactful.</li> </ul>	

TOPIC	DISCUSSION	ACTION
	<p data-bbox="386 147 1073 180"><b><u>Committee Priorities, Work Plan and Next Steps</u></b></p> <p data-bbox="386 193 506 225"><b><u>Updates</u></b></p> <p data-bbox="386 284 495 316"><b><u>Phase 2</u></b></p> <ul data-bbox="436 329 1331 634" style="list-style-type: none"> <li data-bbox="436 329 785 362">● Develop Tactical Plan</li> <li data-bbox="436 375 726 407">● Develop Timeline</li> <li data-bbox="436 420 768 453">● Assign Duties/Work</li> <li data-bbox="436 466 768 498">● Identify Stakeholders</li> <li data-bbox="436 511 831 544">● Identify contact resources</li> <li data-bbox="436 557 1041 589">● Nurses Month (May) Resources/Plan - C</li> <li data-bbox="436 602 1331 634">● Social Media Strategy Project Investigation (HSCN) - Ongoing</li> </ul> <p data-bbox="386 647 680 680"><b><u>Phase 3 (April/May)</u></b></p> <ul data-bbox="436 693 1251 1128" style="list-style-type: none"> <li data-bbox="436 693 625 725">● Refine Bill</li> <li data-bbox="436 738 793 771">● Initiate Plan - Ongoing</li> <li data-bbox="436 784 835 816">● Begin Cultivating Support</li> <li data-bbox="436 829 877 862">● Talking Points / Policy Brief</li> <li data-bbox="436 875 953 907">● Amy Ono Presentation - Complete</li> <li data-bbox="436 920 1041 953">● Identify Marketing Resources - Complete <ul data-bbox="529 966 1184 998" style="list-style-type: none"> <li data-bbox="529 966 1184 998">○ Marketing Resource Presentation - Complete</li> </ul> </li> <li data-bbox="436 1011 751 1044">● Update/Detail Plan</li> <li data-bbox="436 1057 890 1089">● Develop Gap/New Resources</li> <li data-bbox="436 1102 1251 1135">● Create slide deck for Adv. Board presentation on options</li> </ul> <p data-bbox="386 1141 663 1174"><b><u>Phase 4 (June-Nov)</u></b></p> <ul data-bbox="436 1187 1545 1479" style="list-style-type: none"> <li data-bbox="436 1187 611 1219">● Outreach <ul data-bbox="529 1232 1545 1304" style="list-style-type: none"> <li data-bbox="529 1232 1545 1304">○ Timeline moved forward as part of a response to issues with low Supply Survey response rates (* see updates above)</li> </ul> </li> <li data-bbox="436 1317 751 1349">● Support Cultivation</li> <li data-bbox="436 1362 1255 1395">● Continue investigation into CNAs inclusion in Draft Bill;</li> <li data-bbox="436 1408 1411 1440">● Investigate alternate funding mechanism for CNA and MA inclusion</li> <li data-bbox="436 1453 1222 1485">● Investigate interprofessional workforce center potential</li> </ul>	

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	<ul style="list-style-type: none"> <li>● A presentation will be prepared for the next</li> <li>● Locate more than 1 champion/advocate in the House and Senate</li> <li>● Talking Points (audience specific)</li> <li>● Develop Communication templates for use by Board and Staff in outreach efforts.</li> <li>● <b>*NEWLEY ADDED</b>; Creation of Budget Related Data for use in Brief development</li> <li>● <b>*NEWLEY UPDATED</b>; Infographic completion to be moved to October to allow for the inclusion of Supply Survey Data</li> <li>● <b>*NEWLEY ADDED</b>; Creation of Center mandates supplemental infographics</li> </ul> <p>The Committee Priorities concluded at 12:49 PM.</p>	
<p>Next Steps</p> <p>Laura Reichhardt</p>	<p><b><u>Next Steps</u></b></p> <ul style="list-style-type: none"> <li>● Laura will work to complete and disseminate the draft bill.</li> <li>● Forum and HAC financial data will be consolidated by Laura for use in data point development.</li> <li>● HSCN will follow-up on the potential of establishing UH email addresses for Advisory Board members to facilitate better data sharing if possible.</li> </ul> <p>Next Steps concluded at 12:54 PM.</p>	<p>HSCN will synthesize the current work plan and continue work on outreach documentation.</p>
<p>Adjournment</p>	<p>Meeting adjourned by Laura Reichhardt at 12:56 PM.</p>	

Next Meeting

The next HSCN Advisory Board Subcommittee on Finance and Fees Initiative Meeting will be held on Friday, August 7<sup>th</sup>, 2021. Administered by the HSCN, from the HSCN office and available via remote access due to possible COVID-19 restrictions.

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