



DRAFT HSCN Advisory Board Subcommittee: Finance and Fees Initiative

Meeting Minutes

Friday, June 4th, 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:

Name	Present	Name	Present
Arthur Sampaga	Yes	Laura Reichhardt, Director HSCN	Yes
Bonnie Castonguay	Yes	Carrie Oliveira, Researcher, HSCN	Yes
Doreen Nakamura	Yes	Liane Muraoka Hussey, Pgm Lead., HSCN	Yes
Rose Hata	Yes	Brianne Atwood, Pgm Coord., HSCN	Yes
Anne Scharnhorst	Yes	Amy Ono, Admin & Fiscal Supp., HSCN	Yes
Present total:			10

TOPIC	DISCUSSION	ACTION
Welcome & Introductions Laura Reichhardt	The HSCN Advisory Board Subcommittee on Finance and Fees meeting was called to order at 12:06 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 12:07 PM.	None
Approval of Minutes	The HSCN Advisory Board Subcommittee on Finance and Fees discussed the draft meeting minutes for the May 7 th meeting. An error was noted by Bonnie regarding the attendance. Meeting attendance was updated. Meeting minutes were approved with no further changes.	None

TOPIC	DISCUSSION	ACTION
	Approval of minutes concluded at 12:08 PM.	
<p>Committee Priorities</p> <p>Laura Reichhardt</p>	<p>Members discussed 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><u>Communication & Outreach Campaign Update</u></p> <p>Laura Reichhardt provided some initial updates on the status of works since the last meeting.</p> <p>Recent issues encountered with the DCCA nursing license renewal website and the accessibility of the HSCN Supply Survey, caused a marked decline in response rates compared to prior years. Communication with DCCA about the errors identified that an immediate remediation of the underlying technical issue was unlikely. This issue forced HSCN to work on an alternative strategy to reach nurses undertaking license renewal and thus potential survey respondents. The following actions and outcomes were noted.</p> <ul style="list-style-type: none"> ● HSCN reached out to partner organizations, such as employers and nursing organizations, with a “call to action” communication campaign, for dissemination to their nurse contacts. ● Partners were willing to reach out on the HSCN’s behalf to communicated to the nursing community. ● While overall response rates are lower than the previous year, the partner outreach campaign produced a marked increase in the daily response rate since initiation. ● Partner initiated communication is effective. ● Additional outreach through a direct postcard mailing, with the support of DCCA, to all or a portion of the nurses in Hawaii, will further increase exposure. ● An MOA is in process with DCCA for the Hawaii Nurse Licensure contact list, which may impact HSCN’s direct reach further. <p><u>Committee Priorities, Work Plan and Next Steps</u></p> <p><u>Updates</u></p> <p><u>Phase 2</u></p> <ul style="list-style-type: none"> ● Develop Tactical Plan 	None

TOPIC	DISCUSSION	ACTION
	<ul style="list-style-type: none"> ● Develop Timeline ● Assign Duties/Work ● Identify Stakeholders ● Identify contact resources -UPDATE <ul style="list-style-type: none"> ○ Final contact list is near completion, including Deans, Directors and Nursing organizations. ○ The contacts for remaining Union and state and local government officials requires completion. ● Nurses Month (May) Resources/Plan - C ● Social Media Strategy Project Investigation (HSCN) - Ongoing <p><u>Phase 3 (April/May)</u></p> <ul style="list-style-type: none"> ● Refine Bill <ul style="list-style-type: none"> ○ HSCN may work further to draft legislation to require workforce survey as part of license renewal as the COVID pandemic has highlighted/bolstered the need for comprehensive workforce data. ○ Public health concerns may change ongoing refinement of Draft bills ○ A working draft during this time may need to be developed to start communications with champions and legislators ● Initiate Plan - Ongoing ● Begin Cultivating Support ● Talking Points / Policy Brief <ul style="list-style-type: none"> ○ *NEWLY ADDED: Agreement to create a simple, digestible 1 page document that includes some data metrics. ○ Laura Reichhardt inquired as to what type of resources are preferred and reviewed an example by the North Dakota Center for Nursing Policy Brief, which includes a brief overview of the issue followed by the request, including substance on while their organization is uniquely positioned. ○ Final points to be available for use by Social Media marketing efforts. ● Amy Ono Presentation - Complete ● Identify Marketing Resources - Complete <ul style="list-style-type: none"> ○ Marketing Resource Presentation - Complete 	

TOPIC	DISCUSSION	ACTION
	<ul style="list-style-type: none"> ● Update/Detail Plan ● Develop Gap/New Resources <p>Create slide deck for Adv. Board presentation on options</p> <p><u>Phase 4 (June-Nov)</u></p> <ul style="list-style-type: none"> ● Outreach <ul style="list-style-type: none"> ○ Timeline moved forward as part of a response to issues with low Supply Survey response rates (* see updates above) ● Support Cultivation ● Continue investigation into CNAs inclusion in Draft Bill; ● Investigate alternate funding mechanism for CNA and MA inclusion ● Investigate interprofessional workforce center potential ● A presentation will be prepared for the next ● Locate more than 1 champion/advocate in the House and Senate ● Talking Points (audience specific) ● *NEWLEY ADDED; Develop Communication templates for use by Board and Staff in outreach efforts. <p>The Committee Priorities concluded at 12:35 PM.</p>	
<p>Next Steps</p> <p>Laura Reichhardt</p>	<p><u>Next Steps</u></p> <p>HSCN will work to develop data metrics and create a 1page document for use in outreach campaign efforts.</p> <p>Arthur Sampaga noted outdated contact information on the contacts list and updates were made to the contacts for Kahuku and Kona Community Hospital.</p> <p>The HSCN Instagram link was noted by Arthur Sampaga to be missing from the HSCN website.</p> <p>Next Steps concluded at 12:41 PM.</p>	<p>HSCN will synthesize the current work plan begin work on outreach documentation.</p>
<p>Adjournment</p>	<p>Meeting adjourned by Laura Reichhardt at 12:42 PM.</p>	

Next Meeting

The next HSCN Advisory Board Subcommittee on Finance and Fees Initiative Meeting will be held on Friday, July 2, 2021. Administered by the HSCN, from the HSCN office and available via remote access due to possible COVID-19 restrictions.

Please contact Brianne Atwood at 808-956-0545 or batwood@hawaii.edu for questions and additional information.