

Minutes
WV Center for Nursing
Recruitment & Retention Initiatives Subcommittee
February 24, 2006

Attending: Amy Campbell, Chair; Dr. Shelia Kyle
Attending via teleconference: Pam Alderman, Denise Campbell
Guests: Duane Napier, Alicia Tyler, Janet Caruthers, RN, Judy Kee and Celia Vanater

Agenda

I. Call to Order and Review of Minutes

The meeting was chaired and called to order by Amy Campbell. The minutes of the September 23, 2005 meeting were reviewed and approved unanimously.

II. Strategic Plan Review Recommendations

The subcommittee discussed the draft strategic plan, as requested by the WVCN Board at its last meeting. The only suggested change was on page 3, under Implications, bullet "Other"; suggested deleting set percentages. This change was approved unanimously.

III. Executive Director's Report

Duane Napier reviewed the data he had gathered on scholarship programs, student financial needs not met by financial aid, recruitment, and retention needs offered by area agencies. He noted that United Hospital in Clarksburg and Raleigh General offer loan forgiveness as a recruitment tool. Mr. Napier also contacted Jim Kranz of the Hospital Association for information on loan forgiveness offered by hospital association members. Mr. Kranz stated he didn't have this information, but was willing to send out an e-mail survey to ask his member hospitals, and should have information in a couple of weeks. Mr. Napier supplied three questions to Mr. Kranz: 1) Do you offer a loan forgiveness program as a recruitment and retention strategy? 2) If yes, would you be willing to discuss your program with a Center for Nursing representative? 3) Would your agency consider a partnership agreement?

IV. Implementation Plan for Scholarship Program

With an overview by Mr. Napier, members reviewed the meeting packet, which contained: Region 1 Workforce Investment summary of services offered; student financial needs list; draft application; a sample of the HEAPS participation agreement; finance office information regarding costs for issuing individual checks to applicants; and legislation requirements for scholarships. A discussion regarding the type of program to be offered commenced. Members agreed that the WVCN doesn't want to supplant any current financial aid students may already be receiving and doesn't see this program as traditional financial aid. However, member agreed that with the current staffing level, developing a program based on ranking individual applications from students will not be feasible. The discussion then centered on the idea of

developing a scholarship program that would be offered, via application from and a participation agreement with, each institution which offers LPN or RN programs. Ms. Alderman stated that, “whatever we do in the beginning – has to be right from the start and has to have a positive outcome.”

- Allocation of funding of scholarship programs for RNs and LPNs: Meeting materials proposed a 70% RN/30% LPN split. Denise Campbell stated that the LPN programs are less expensive than RN; so even with the funds split 80% RN/20% LPN; the LPNs would still be getting benefit. Dr. Kyle stated that the Nursing Shortage Study Commission report shows there will be a surplus of LPNs; so if the main problem is the deficit of RNs by 2008 – need to focus on RNs. She continued that the WVCN needed to work on getting funding to the schools first, make sure the process works, and then think about developing a loan forgiveness program. Mr. Napier asked Ms. Kee if LPNs are getting their needs met through the HEAPS program; she said yes. She also said that the WVCN needs to make sure that funds can be carried over fiscal years, if schools don’t use all of their allotment. Amy Campbell agreed; we need to have stipulation to return money so it can be reallocated to get the 1/3 expended per legislation. There was discussion involving holding a cushion; however, as the legislation is clearly written to expend 1/3 of the funding, this idea was dropped from consideration.

Action Item: Do we want to request funds not spent be returned?

- Financial needs list on application form: Amy Campbell asked if there were any additions to the list of possible financial needs. None were added during the meeting; however, she requested that the members e-mail, within two weeks, any ideas to her or Marilyn Bowe.
- WIA Information: Amy Campbell reviewed the information received from Melissa Aguilar on the educational and financial support provided by the regional workforce boards. Packets of the information will be obtained for all WVCN Board members.

Action Item: Packets by provided by Region 1 Workforce office

- Draft Application and Participation Agreement. The members reviewed the draft application. Suggestions for changes: remove cap; let the schools decide how to spend. Dr. Kyle opposed funding travel to conferences, as people don’t always attend and abuse occurs. Amy Campbell agreed; but stated that some conferences now, especially those which offer CEUs, now have a double sign-in to make sure people attend. Mr. Napier stated that suggestion came from a dean of an MSN program. Judy Kee suggested that it could be put into a participation agreement and not offered to all institutions. On discussion of the participation agreement, Mr. Napier also stated that by allowing each school to apply, WVCN will be able to attain geographic coverage more easily than awarding by individual applications.

Dr. Kyle also stated there should be a stipulation that the students remain in the state. Mr. Napier asked how could that be enforced or tracked. Dr. Kyle asked other attendees their thoughts. Ms. Tyler stated that she has found in other scholarship programs it is hard to get funds returned by the students. She

suggested that initially to ask for that information in quarterly reports submitted by the institutions and that might be a way to see where the money is going. Ms. Tyler also stated that HEPC is trying to develop a way to track students, possibly through the State Tax Department to see if people are staying in the state, for another scholarship program.

- Ms. Kee pointed out that there really isn't a way to prevent funding from WVCN scholarship program from being included in a student's total financial aid package. Each student has a "budget" and all incoming funds are subtracted from the total package. Any needs-based funding the student receives will be reduced if they also receive funding from WVCN. Mr. Napier stated that we needed to make clear that it might reduce overall financial aid package. It was suggested that this information be added to the participation agreement to be used for the institutions.

Action Item: 1) Requirement for working in the state after graduation; 2) Timeframe to work; 3) How to track.

- Non-traditional students: Federal financial aid for a 4-year program is based on 8 cycles of funding; with the student attending just spring and fall semesters. There is no aid for summer classes in that formula. Ms. Kee stated that once a BA degree is earned; the student is ineligible for any further federal monies; however HEAPS and the workforce programs give funding on a calendar year basis. WVCN could consider allowing schools who have summer programs to reapply, especially if funds are returned.
- Reports: Ms. Tyler asked Ms. Kee what type of reports the HEAPS program receives. Ms. Kee responded that the institutions supply a report each fiscal year on the number of students assisted, type of assistance, degree, number of hours taken, age and average award amount.

V. Emergency Fund

Amy Campbell asked Ms. Kee if there was any area that the WVCN should be especially cautious. Ms. Kee stated that she felt the emergency funding was an area that really had the potential to be problematic. Mr. Napier stated that the schools are very careful with this type of funding; that WVCN would have to have tight stipulations on the use of the funds.

Ms. Alderman stated that she'd prefer that the emergency funds remain with the WVCN, and that each school then would make contact/application for them on an individual basis. Mr. Napier stated that perhaps we needed to contact the schools to see if they are able to keep emergency funds. Ms. Tyler suggested leaving this category off of the application for now. Mr. Napier agreed and stated that he would contact the schools to see how they handle an emergency fund and their process.

Amy Campbell then asked all of the members to bring to the next meeting their ideas on how emergency fund should look.

Action Item: Executive Director to report from schools regarding emergency/contingency funds.

VI. Plan for Matching Grants with Employers

Ms. Campbell asked that since time was short, if discussion of the matching grants could be tabled until the next meeting. Passed unanimously.

Action Item: Loan forgiveness

VII. Set Aside Fund

A short discussion ensued, but there was confusion about what the WVCN Board meant by this category – a set aside for the agency – or for scholarship funding? Ms. Campbell asked that since time was short, if discussion of the set aside funds could be tabled until the next meeting and that Mr. Napier try to clarify the Board's intention. Passed unanimously.

Action Item: Set-aside funds.

VIII. Announcements

Duane Napier updated the subcommittee on the WVCN website which may go live as soon as March 1st. He provided the link and asked for members to review and comment. (www.wvcenterfornursing.org/wvcn/home.aspx.)

Amy Campbell asked for any further announcements. With none forthcoming she then concluded the discussion and called for votes on the following questions, which will be recommended to the full WVCN Board:

1. Will the R&RI Subcommittee recommend that the full \$192,000 be expended for the Fall 2006 semester? Passed unanimously.
2. Does the R&RI Subcommittee agree with using a one page application for the institutions to apply for funding? Passed unanimously.
3. Does the R&RI Subcommittee agree with using other two categories currently on the draft application form and delete the emergency funds category? Passed unanimously.
4. Does the R&RI Subcommittee agree that there will only be one person per school for students to contact for information on the WVCN scholarship program? Passed unanimously.
5. Does the R&RI Subcommittee agree to use the sample participation agreement, provided by Judy Kee, as the basic document for contracting with each institution? Passed unanimously.

VIII. Next Meeting Date and Adjourn

The next meeting of the Recruitment & Retention Initiatives Subcommittee was scheduled for March 24, 2006 at 1:30 p.m. Ms. Campbell then asked for a motion to adjourn; moved by Dr. Kyle; seconded by Pam Alderman and the motion passed unanimously.

Signatures:

Chair

Date

Executive Director

Date