



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**ECONOMIC DEVELOPMENT AND INDUSTRY SECTOR (EDIS) COMMITTEE MEETING**

**Thursday, April 3, 2008**

**8:00 A.M.**

South Florida Workforce Investment Board Headquarters  
7300 Corporate Center Drive  
5th Floor - Conference Room 3  
Miami, Florida 33126

**AGENDA**

1. Call to Order and Introductions
2. Approval of EDIS Committee Meeting Minutes
  - A. December 6, 2007
  - B. February 7, 2008
3. State of the Workforce Report / Event Update
4. Employed Worker Training Program (EWTP) Update
5. Small Business Development Center (SBDC) Update
6. National Nursing Education Capacity Summit



2.

**SFWIB - Economic Development and Industry Sector Committee**

*April 3, 2008*

**Minutes of SFWIB Economic Development and Industry Sector Committee Meeting  
December 6, 2007**

South Florida Workforce Investment Board  
Economic Development and Industry  
Sector Committee Meeting  
December 6, 2007, at 8:00 A.M.  
South Florida Workforce Investment Board Headquarters  
7300 Corporate Center Drive, 5th Floor - Conference Room 3

<b>COMMITTEE MEMBERS IN ATTENDANCE</b>	<b>COMMITTEE MEMBERS <u>NOT</u> IN ATTENDANCE</b>	<b>OTHER ATTENDEES</b>
1. Andre (Andy) Perez 2. Bill Diggs 3. Thomas Roth 4. Monica Russo 5. Holly Weidman  <b>OTHER SFWIB MEMBERS IN ATTENDANCE</b>	6. Joe Chi 7. Maria Cristina Regueiro 8. Gregg Talbert  <b>SFW STAFF</b> Beasley, Rick Glancy, Anne Hernandez, Juan Kistner, Ken Pierre, Linda	Cartwright, Jerry, <i>Small Business Development Center</i> Costas, Jorge, <i>Youth Co-Op, Inc.</i> Sanchez, Ofelia, <i>Management Resources, Inc.</i>

Agenda items are displayed in the order they were discussed.

**1. Call to Order and Introductions**

Mr. Andy Perez called the meeting to order at 8:25 A.M. and introductions were made. Mr. Perez noted that a quorum was present.

**2. Approval of EDIS Committee Meeting Minutes October 4, 2007**

Bill Diggs moved approval of the minutes of October 4, 2007. The motion was seconded by Thomas Roth and approved.

**10. Recommendation as to an Allocation of Funds to the University of West Florida for a Region 23 Small business Needs Assessment**

Monica Russo moved approval of an allocation of funds to the University of West Florida for a Region 23 small business needs assessment. The motion was seconded by Thomas Roth and approved.

**3. Recommendation as to an Approval of New Programs for Approved Training Agents**

[Holly Wiedman left the room.]

Bill Diggs moved approval of New Programs for Approved Training Agents Technical Career Institute, and Sullivan & Cogliano Training Centers, Inc. The motion was seconded by Holly Wiedman and approved.

[Holly Wiedman returned.]

**4. Recommendations as to an Approval of Employed Worker Training Program Applications**

Thomas Roth moved approval of Employed Worker Training Program applications from Baptist Health South Florida, Inc. and Tim-Bar Corporation dba Tim-Bar Packaging and Display. The motion was seconded by Holly Wiedman and approved.

**5. Employed Worker Training Program (EWTP) Update**

Mr. Beasley noted that there were no new trainings since the last report.

Mr. Perez urged Members to notify Mr. Beasley if they are aware of training needs.

**6. Florida Career and Professional Education (CAPE) Act Discussion**

Mr. Beasley reported that the Florida Career and Professional Education (CAPE) Act, Chapter 2007-216, passed during the 2007 legislative session which ensures career and technical education programs are academically rigorous and relevant to the work place, and it provides a statutory bond between career and technical education and the workforce development system.

He noted that on December 7, 2007, from 9:00 a.m. to 1:00 p.m., SFW is hosting a meeting at the Robert Morgan Educational Center on the Florida Career and Professional Education Act.

Mr. Beasley also noted that the act requires that a strategic 5-year plan be jointly developed between school districts, regional workforce boards and postsecondary institutions and that plan would be reviewed by this Committee.

**7. Annual Recognition Event Discussion**

There was much discussion as to the merits of various recognition events, as well as the need to have the events.

Discussion included: the criteria to select those to be recognized; success stories; showcasing of employees; business leaders bring their leaders; and elevating the SFW brand.

Ms. Russo noted that SFW is a secret, and having participants tell their success stories are the most moving.

Mr. Beasley commented that publicity be arranged when funds are awarded by SFW to an organization. Ms. Wiedman suggested that Mr. Beasley meet with the editorial Board of the Miami Herald.

**8. Workforce Estimating Conference Discussion**

Mr. Beasley reported that as soon as he has a date when the information is due to the State, he would inform the Committee.

**9. Training Reconciliation Discussion**

Mr. Beasley noted that this would be a sub-group to review data to determine if our programs are effective, and to make recommendations to improve where necessary. The group should include one SFW staff person, service providers, training partners, and a Member of this Committee.

Mr. Perez noted that the time commitment would be two to three meetings of an hour each.

Mr. Beasley noted that this would not be a staff driven group. He added that an email message would be sent to request input.

The meeting adjourned at 9:32 A.M.



2.

**SFWIB - Economic Development and Industry Sector Committee**

*April 3, 2008*

**Minutes of SFWIB Economic Development and Industry Sector Committee Meeting  
February 7, 2008**

South Florida Workforce Investment Board  
Economic Development and Industry  
Sector Committee and Workforce Estimating Conference Meeting  
February 7, 2008, at 8:00 A.M.  
South Florida Workforce Investment Board Headquarters  
7300 Corporate Center Drive, 5th Floor - Conference Room 3

<b>COMMITTEE MEMBERS IN ATTENDANCE</b>	<b>COMMITTEE MEMBERS <u>NOT</u> IN ATTENDANCE</b>	<b>OTHER ATTENDEES</b>
1. Andre (Andy) Perez 2. Thomas Roth 3. Monica Russo  <b>OTHER SFWIB MEMBERS IN ATTENDANCE</b> Margolis, Edward Manrique, Carlos	4. Joe Chi 5. Bill Diggs 6. Maria Cristina Regueiro 7. Gregg Talbert 8. Holly Weidman  <b>SFW STAFF</b> Beasley, Rick Glancy, Anne Kistner, Ken Pierre, Linda	Costas, Jose, <i>Youth Co-Op, Inc.</i> Faughaner, Maria, <i>New Professions Technical Institute.</i> Gordon, Barry, <i>Miami Dade College</i> Heit, David, <i>Youth Co-Op, Inc.</i> Mitchell, Carlana, <i>Miami-Dade County Public Schools</i> Ortiz, Ofelia, <i>Total International Career Institute</i> Ramallal, Jose, <i>Compu-Med</i> Sanchez, Ophelia, <i>Management Resources, Inc.</i> Sokolowitz, Vicky <i>Avborne</i> Suarez, Sofia, <i>ATC</i> Zuniga, Veronica, <i>Management Resources, Inc.</i>

Agenda items are displayed in the order they were discussed.

**1. Call to Order and Introductions**

Mr. Andy Perez, Committee Chair, called the meeting to order at 8:21 A.M. and introductions were made. Mr. Perez noted that a quorum had not been achieved.

**2. Approval of EDIS Committee Meeting Minutes of December 6, 2007**

The minutes were not approved due to the lack of a quorum.

**3. Recommendation as to the Approval of New Programs for Approved Training Agents**

Mr. Beasley introduced the item, and noted that Workforce Florida, Inc. and the Agency for Workforce Innovation (AWI) allow each Workforce Region to determine their approved Training

Agents based upon their Region's criteria. The local procedure currently in place, permits training institutions to request approval to become training agents for Educational Scholarships (ITAs) and for current training agents to request the addition of new training programs or facilities. He then directed attention to the attachment which included information regarding the institutions and programs proposed.

Mr. Perez requested, as a Partner of The Academy of South Florida, Inc. that the school's request to add a new program be removed from the list of institutions and programs reflected on the attachment. He noted that a correction must be made to the State by the Academy.

Mr. Margolis asked if the occupations were in demand and Mr. Beasley responded in the affirmative.

Ms. Russo asked why the Nurses Aides and Patient Care Technicians are Temporary Assistance for Needy Families (TANF) only. Mr. Kistner responded that the wage rate under TANF would not be an issue, but under WIA it would become an issue.

Ms. Russo asked why the wage rates are different for the Radiology Technician occupation on the attachment to this item compared to the wage rate on the attachment to the Workforce Estimating Conference item which is next on the agenda. Mr. Kistner responded that the information on the attachment to the Workforce Estimating Conference item is preliminary information for 2008-2009.

Mr. Roth asked why the Dental Lab Technician occupation is to be dropped from the 2008-2009 Targeted Occupations List (TOL). Mr. Kistner explained the reason for the proposed removal. And as of yet no justification information to keep the occupation on the list has been received from the school. Mr. Perez asked that staff contact the school.

Mr. Roth suggested that if an occupation currently on the 2007-2008 TOL, not identified for removal on the 2008-2009 TOL, then SFW should consider it off the list now, as a lame duck.

Mr. Beasley noted that change information to the TOL is due to the State by the 15<sup>th</sup>.

Mr. Margolis asked what would happen if the occupation was not on the list, and Mr. Beasley responded that the person could be enrolled, but SFW would not pay for the training. The participant could find other funds to pay for the training, such as a loan, or a Pell Grant.

Mr. Beasley added that as long as the training began while the occupation was on the TOL, and if later the occupation is no longer on the TOL, the student would be able to continue with SFW.

Mr. Perez noted that information could be received from employers to show that the occupation should remain on the TOL, and the full Board could then request that the occupation remain on the TOL.

Mr. Margolis noted that Career Center providers must meet the wage rate of \$12 per hour and is it viable to have lower paying occupations on the TOL.

Mr. Carlos Manrique noted that the return on our investment must be reviewed in light of a provider requirement of \$12 per hour average wage rate. He suggests that SFW should probably not include any occupations at less than \$11-\$12 per hour.

Mr. Manrique asked if the investment in training is working, and what are the completion rates and job placement rates after training.

Mr. Beasley commented that providers must not "cherry pick" and all customers must be served. The goal is to strive towards occupations that pay \$12 or more per hour. SFW must get jobs for TANF recipients and wages below the \$12 wage-rate must still be included.

Mr. Beasley added that when the final TOL is received, it would be brought back to the Committee.

He added that the completed program review checklists are is included in the agenda as an attachment.

#### **4. Workforce Estimating Conference**

Ken Kistner reported that this second annual Region 23 Workforce Estimating Conference is in response to the release by the State of the Region 23 Preliminary 2008-2009 Targeted Occupations List. The Conference affords the Region the opportunity to request the addition of high-skill/high-wage occupations or other occupations that are important to the Region's or State economy. In addition, it also allows the Region to request the deletion of occupations from the list.

He noted that an occupation must have at least 25 openings a year, a positive growth rate, an entry level wage of \$9.96, and a mean wage of \$12:25. In order to be a high skills/high wages occupation the entry level wage must be \$12.25 and the mean wage \$19.20.

Mr. Kistner reported that eight requests were received to add occupations to the TOL:

- Customer Service Representative
- Major Appliance Technician
- Avionics Technician
- Aircraft Mechanic
- Electrical Powerline Installer
- Producer/Director Program
- Automotive Technicians and Mechanics

Mr. Beasley explained that SFW last year worked very hard to get the Major Appliance Technician occupation back on the TOL, and again it was recommended for deletion.

Mr. Kistner commented that the definition of an opening is very broad.

He also brought to the Committee's attention that some occupations that meet the State criteria but not the Region's criteria may be added to the TOL.

Mr. Beasley noted that the surveys of employers are very important, and the State surveys them as well.

Mr. Roth commented that the data shows the gap between supply and demand for jobs in an area.

Mr. Kistner noted that if the survey is not completed by an employer, then the data is not necessarily complete.

Mr. Manrique added that a past SFW Board Member, Dr. Nora Hernandez-Hendrix considered this process her pet peeve. She and Mr. Beasley worked very hard to try to improve this process.

There was discussion as to the occupational titles and the number of career areas that might be included an occupational title.

Mr. Margolis was of the opinion that airport/transportation jobs were increasing.

Mr. Perez noted that there was consensus of the Committee to submit the information to the State to add the occupations as presented to the TOL.

Mr. Beasley announced that if any information changes the item would be brought to the Board.

[Mr. Manrique left.]

Mr. Kistner presented the request to remove Self Enrichment Teachers that includes such occupations as: Dance Teacher, Tae Kwon Do Instructor, Dive Instructor, etc. from ~~on~~ the TOL.

Mr. Beasley noted that the requested occupations would be submitted for inclusion on the TOL.

#### **5. Employed Worker Training Program (EWTP) Update**

This item was not discussed, as it was an informational item.

Mr. Perez noted that the agenda had been completed, and asked for questions ore comments.

Mr. Beasley briefed the Committee on the *Region 23 State of the Workforce Report* that staff has spent much time preparing. The report includes information on the status of workforce in Miami-Dade and Monroe counties. He added that there is a considerable problem with under education of the population compared to the occupations to be filled.

He added that the un-employment numbers are increasing.

Mr. Perez asked that Ms. Russo and Mr. Roth to put together a breakfast meeting focused on economic development and to include unions, legislators, chambers, and construction.

Mr. Margolis noted that having a breakfast meeting is fine, but the organizations that participate with SFW must be accountable. In addition, realistic goals must be developed for one, two, and three years from now.

The meeting adjourned at 9:55 A.M.



3.

**SFWIB - Economic Development & Industry Sector (EDIS) Committee**

*April 3, 2008*

**State of the Workforce Report**

**Informational Item**

**BACKGROUND**

Andy Perez, Chair, EDIS Committee, and SFW staff has been working with the Mayor's office on the release of the State of the Workforce Report. The release of the Report will provide a forum for members of the economic development, education and workforce training and legislative communities to participate in a roundtable discussion.





4.

**SFWIB - Economic Development & Industry Sector (EDIS) Committee**

*April 3, 2008*

**Employed Worker Training Program (EWTP) Update**

**Informational Item**

The attached chart provides information on approved Employed Worker Training Programs (EWTP) allocated from the SFW EWTP pool.

*Attachment*

**Summary of EWTP Projects**

Company Name	Funds Awarded - Appropriated from SFW Pool (\$800,000.00)	Training Area(s) Provided	# of Employees to be trained	Average Wage	Total Number Trained	Service Partner Requesting Funds	Cost Per Trainee	Remaining Balance from the SFW EWTP Pool - (\$800,000.00)	Approved	Comment
ACE American Insurance Company dba ACE International -- Regional office for Latin America - The company is involved in financial services, provides insurance for private and corporate clients in Latin America	\$ 20,850.00	MS Bootcamp - EXCEL and PowerPoint	15	\$ 28.13	15	SER-Jobs for Progress	\$ 1,390.00	\$ 779,150.00	Aug-07	Training Completed
		MS 2003 Server Admin., CISSPBC Exchange 20								
		MS SQL 2005 Admin., MS C# Programming								
Atlantic Dental, Inc.- The company is a provider of dental insurance services and claims processing.	\$ 29,456.25	Excel, PowerPoint, Word, Access, QuickBooks, Great Plain	37	\$ 19.35		SER-Jobs for Progress	\$ 1,061.49	\$ 749,693.75	Oct-07	
Tradewinds Power Corporation. - The company is a Original Equipment Manufacture (OEM) of pump sets, generators and control panels.	\$ 38,443.75	Lean (1) 3 Workshops (2) 1	60	\$ 20.71		Youth Co-Op	\$ 833.23	\$ 711,250.00	Oct-07	
		Lean Dev. VSM (3)								
		3 Rapid Improvement Events (RIE)								
Bella Automotive Group, LTD dba Headquarters Toyota - The company is an automotive car dealer that services new and used vehicles.	\$ 19,975.00	Automotive training: Electrical and Electronics Technology	25	\$ 14.46		Arbor E&T	\$ 799.00	\$ 691,275.00	Oct-07	
Palms Springs General Hospital, Inc. - Provides healthcare services.	\$ 22,850.00	Nurse Legal documentation	207	\$ 20.30		City of Hialeah	\$ 110.39	\$ 668,425.00	Nov-07	
		OSHA compliance								
		Customer Service and leadership								
Baptist Health South Florida, Inc. . Provides healthcare services.	\$ 95,854.00	Healthcare Professional Training Program	224	\$ 21.37		Youth Co-Op	\$ 472.92		Dec-07	Baptist Health South Florida, Inc. withdraw it application after approval. Funds returned to pool.
		School at Work for Entry Level Employees								
		Certified Nursing Assistant								
Tim-Bar Corporation dba Tim-Bar Packaging and Display - a manufacturing company that converts rolls of paper into corrugated (carboard) sheets.	\$ 94,500.00	Lean Fundamentals	158	\$ 17.70		Youth Co-Op	\$ 598.10	\$ 573,925.00	Dec-07	
		Kaizen Training								
		Value Stream Mapping								
University of Miami - provider of educational services	\$ 9,600.00	A+/N+	12	\$ 14.86		SER-Jobs for Progress	\$ 800.94	\$ 564,325.00	Jan-08	
Esserman Nissan Inc., - The company is an automotive car dealer that services new and used vehicles.	\$ 15,181.00	Automotive training: Electrical and Electronics Technology	19	\$ 15.26		Arbor E&T	\$ 799.00	\$ 549,144.00	Mar-08	

Funds Awarded - Appropriated from SFW Pool (\$800,000.00)*	# of Employees to be trained	Average Wage	Cost Per Trainee
\$ 250,856.00	533	\$ 18.85	\$ 470.65

\*Baptist Health South Florida, Inc. information not included.



5.

**SFWIB - Economic Development & Industry Sector (EDIS) Committee**

*April 3, 2008*

**Small Business Development Center (SBDC) Update**

**Informational Item**

The Board at its December 13, 2007, meeting approved an allocation to fund a Region 23 Small Business Needs Assessment by the Florida Small Business Development Center (SBDC).

The Florida Small Business Development Center (SBDC) Network is a statewide partnership between higher education and economic development organizations dedicated to providing emerging and established business owners with assistance enabling overall growth and increased profitability that contributes to the economic prosperity of the state.

The below activity schedule was developed.

<b>Activity</b>	<b>Not Later Than Date</b>
1. Primary Chamber Contact mailing information to Ken Kistner, SFWIB	<b>February 8, 2008</b>
2. Primary Chamber contact mailing information forwarded to Jerry Cartwright, Small Business Development Center	<b>February 12, 2008</b>
3. Previous survey form forwarded to the contact persons for comment	<b>February 14 -15, 2008</b>
4. Previous survey form comments and suggested modifications returned to Jerry Cartwright.	<b>February 29, 2008</b>
5. Jerry Cartwright emails modified survey along with a facilitators guide for final review.	<b>March 14, 2008</b>
6. Final OK from organizations to Jerry Cartwright	<b>March 17, 2008</b>
7. Final Survey Instrument and link to “survey monkey” forwarded to all contact persons.	<b>March 17, 2008</b>
8. Survey Instrument Period (includes roundtables, etc)	<b>March 18 – April 14, 2008</b>
9. Report Drafted	<b>April 14 – 30, 2008</b>
10. Final Report to SFWIB Executive Director	<b>May 1, 2008</b>

The survey can be accessed on survey monkey through the following link:

[http://www.surveymonkey.com/s.aspx?sm=\\_2btIy2ml8AoWsMEd7NWVWuA\\_3d\\_3d](http://www.surveymonkey.com/s.aspx?sm=_2btIy2ml8AoWsMEd7NWVWuA_3d_3d)



6.

**SFWIB - Economic Development & Industry Sector (EDIS) Committee**

***April 3, 2008***

**National Nursing Education Capacity Summit**

### **Discussion Item**

The U.S. Department of Labor, Employment and Training Administration, the Robert Wood Johnson Foundation, the Center to Champion Nursing in America, and the U.S. Department of Health and Human Services, Health Resources and Services Administration, will be hosting an upcoming event that addresses the critical issue of expanding nursing education capacity. Nationwide, many college and university nursing programs do not have the physical space, faculty, clinical resources, or funds to enroll and educate the numbers of students needed to meet future nursing demands. To address this challenge, state and regional stakeholders are working together to develop creative strategies to help expand nursing education capacity in their states. In recognition of the importance of these efforts, a national Nursing Education Capacity Summit will take place June 26-27, 2008 in Washington, DC.

The Nursing Education Summit will provide a forum for state teams to share best practices, consult with experts, learn about innovative strategies, and develop and refine their own plans to effectively address the growing issue of nursing education capacity. The first day of the meeting will be devoted to an engaging discussion of four key aspects of increasing nursing education capacity: 1) Strategic Partnerships and Resource Alignment; 2) The Role of Policy and Regulation; 3) Increasing Faculty Capacity and Diversity; and 4) Education Redesign. On the second day, teams will gather individually to discuss what they learned and develop action plans.

All interested states are invited to assemble a team and submit a letter of application to the Employment and Training Administration by April 18, 2008. Participation in the Nursing Education Summit will be selective. Please see attached:

1. An invitation letter from the Summit sponsors
2. Application guidelines and team selection criteria
3. An agenda for the Nursing Education Capacity Summit

The Committee may wish to discuss bringing together interested parties from the nursing field, hospitals, education and workforce development to discuss the Region's participation in the national Nursing Education Capacity Summit.

*Attachment*



Dear Colleague:

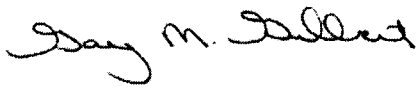
We are pleased to inform you of an upcoming event that addresses the critical issue of expanding nursing education capacity. Nationwide, many college and university nursing programs do not have the physical space, faculty, clinical resources, or funds to enroll and educate the numbers of students needed to meet future nursing demands. To address this challenge, state and regional stakeholders are working together to develop creative strategies to help expand nursing education capacity in their states. In recognition of the importance of these efforts, the Robert Wood Johnson Foundation; the U.S. Department of Labor, Employment and Training Administration; the Center to Champion Nursing in America; and the U.S. Department of Health and Human Services, Health Resources and Services Administration, are hosting a national Nursing Education Summit on June 26-27, 2008.

The Nursing Education Summit will provide a forum for state teams to share best practices, consult with experts, learn about innovative strategies, and develop and refine their own plans to effectively expand nursing education capacity. The first day of the meeting will be devoted to an engaging discussion of four key aspects of increasing nursing education capacity: 1) Strategic Partnerships and Resource Alignment; 2) The Role of Policy and Regulation; 3) Increasing Faculty Capacity and Diversity; and 4) Education Redesign. On the second day, teams will gather individually to discuss what they learned and develop action plans. Teams will benefit from the experience of their peers and the perspectives of experts in the field. A full meeting agenda is attached.

We invite all interested states to assemble a team and submit a letter of application to the Employment and Training Administration's Business Relations Group by April 18, 2008. Participation in the Nursing Education Summit will be selective. Detailed guidance on the content of your letter of application and the team selection process is attached. Please note that financial support for hotel and travel costs will be provided on an as needed and as requested basis.

To support states' efforts to assemble teams, we are sending this letter to regional, state, and local workforce agencies, state hospital associations, and state nursing workforce centers. Your governor will also receive a letter sharing information about the Summit. As you prepare your letter of application, we urge you to reach out to your counterparts in higher education, key workforce entities, and healthcare organizations to share information about the Summit and obtain their support and participation. If you have any questions, please contact the Employment and Training Administration's Business Relations Group at (202) 693-3949 or [businessrelations@dol.gov](mailto:businessrelations@dol.gov). We look forward to engaging with you around this important issue.

Sincerely,



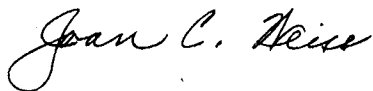
Gay Gilbert  
Administrator, Office of Workforce Investment  
U.S. Department of Labor, Employment and Training Administration



Susan Hassmiller  
Robert Wood Johnson Foundation



Susan Reinhard  
Center to Champion Nursing in America



Joan Weiss  
Chief, Nursing Education and Loan Repayment Branch  
U.S. Department of Health and Human Services  
Health Resources and Services Administration

## Nursing Education Capacity Summit

### ----- Application and Team Selection Process

*The Robert Wood Johnson Foundation; the U.S. Department of Labor, Employment and Training Administration; the Center to Champion Nursing in America; and the Department of Health and Human Services, Health Resources and Services Administration are pleased to host a 2-day summit exploring strategies to increase nursing education capacity. The meeting will focus on understanding strategies to expand nursing education capacity and fostering action at the state level around four issue areas: 1) Strategic Partnerships and Resource Alignment; 2) The Role of Policy and Regulation; 3) Increasing Faculty Capacity and Diversity; and 4) Education Redesign. States are invited to assemble teams and apply to participate in the meeting. More information about the Summit will be available at [www.workforce3one.org](http://www.workforce3one.org).*

#### **Team Recruitment:**

All states are invited to assemble a team and submit letters of application to attend the Nursing Education Capacity Summit. The Summit was marketed directly to state nursing workforce centers<sup>1</sup>, regional, state, and local workforce agencies, and state hospital associations, as well as Governors.

#### **Team Composition:**

Teams will be composed of those individuals who are critical in developing a strategic plan and vision for action. Team composition may vary by state, based on priorities and resources, and may take the form of regional teams, as necessary. Teams may bring up to 10 participants, and should include representation from each of the following seven categories.

- 1. The nursing education system.** The team should reflect the full spectrum of nursing education capacity within the state, including Diploma, Associate, Baccalaureate, and Graduate education.
- 2. Employers of nurses.** Employers are a critical resource in addressing bottlenecks in nursing education, both because they feel the strain of the nursing shortage and because they can be an important part of the solution. Representation could come in the form of a hospital CEO, Chief Nursing Officer, or administrator; a state hospital association representative; community-based organizations; long-term care representatives; and/or a public health representative.
- 3. The Workforce Investment System.** The Workforce Investment System acts as a catalyst at the state and regional level to engage partners and leverage resources to address critical workforce challenges. Representation could come from the state

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<sup>1</sup> State Nursing Workforce Centers are in all states except Montana, Wyoming, Utah, Minnesota, Kansas, Missouri, Arkansas, Louisiana, Kentucky, Georgia, South Carolina, Delaware, New York, Rhode Island, New Hampshire, Maine

workforce agency, the state Workforce Investment Board, and/or local Workforce Investment Board membership or staff.

4. **Regulatory bodies** such as the state board of nursing can facilitate innovative solutions by interpreting regulations, dispelling myths, and addressing barriers.
5. **Nursing leadership.** Nursing leadership organizations have access to creative ideas, human capital, and other critical stakeholders. The partnership may include a representative of the state's nursing workforce center, the state nurses association, and/or a union representative.
6. **Government agencies, policymakers and policy and consumer advocates.** Within each state, there are a range of government actors who can support expanded education capacity through funding and policymaking. The partnership may include state government agencies, legislative staff, and/or the state AARP representative.
7. **State or regional philanthropic organizations.** Understanding the range of public and private sector assets available within the state to fund the expansion of nursing education capacity is a critical component of success. Teams should include philanthropic organizations that may be interested in supporting new or expanded state initiatives.

Each team will select a lead, who will serve as the point of contact. The team lead will also organize efforts to achieve team goals, provide consistent follow-up with team members, and act as the point of accountability for following through with the team strategic plans.

Please note that states are encouraged to submit only one letter of application. Should we receive multiple letters of application from a state, we may contact the team leads and discuss opportunities for collaboration.

### **Application Process:**

Interested teams should submit a letter of application to the Employment and Training Administration's Business Relations Group by April 18, 2008. Letters should be submitted by email to [businessrelations@dol.gov](mailto:businessrelations@dol.gov). Please specify "Nursing Education Capacity Summit" and your team name in the subject of your message.

### **Critical Elements of the Letter of Application:**

Letters of interest should be no more than five pages in length and should include the following information:

1. The team lead and contact information.
2. A list of team members, their organizations, and the strategic role they play in the team.
3. Brief descriptions of the following:
  - The nature of the state's current or projected nursing shortage, including relevant data and barriers and challenges.
  - The state's nursing education capacity challenges.



- The state's current activities designed to expand nursing education capacity, with particular emphasis on promising approaches and best practices.
  - The team's current level of activity/depth of partnership.
  - The team's/state's future goals and objectives for expanding nursing education capacity, and how those goals will be shaped by participation in the summit.
  - The team's demonstrated commitment to a) work together after the summit to develop an action plan and leverage resources to implement solutions; and b) stay in contact with the sponsors and participate in occasional webinars and conference calls for a year following the summit.
4. A request for travel funds, if needed.

In addition, Letters of Support from key partnership organizations will be encouraged but will not count towards the five page limit.

### **Team Selection:**

Sponsors will review all letters of application and invite 12 – 15 teams to participate in the Summit. Team selection will be based on the following factors:

1. **Depth of partnership.** Are all of the required partners at the table? Is each partner committed to playing a clear, specific strategic role(s) in the partnership?
2. **Level of engagement with the nursing capacity issue.** Does the team articulate a sophisticated understanding of nursing workforce and education capacity issues in the state? Does it have a demonstrated track record of experience and success in developing strategic responses?
3. **Commitment to action following the summit.** Has the team demonstrated its commitment to developing action plans and implementing solutions after the summit? Is the team prepared to engage with the Sponsors and their peer teams through periodic webinars and conference calls for one year after the forums?
4. **Demonstrated Best Practices.** Does the team have a demonstrated track record of best practices to share with peer teams? Has the team demonstrated its openness to exploring new evidenced based solutions and creative practices?

Team leads will be notified via email by April 28, 2008, that they have been accepted to attend the summit.

### **Team Registration:**

Upon notification of selection, team leads will be provided a link to the registration Web site. The team lead will share the registration link with the entire team who will then self-register individually by Friday, May 23, 2008. Team members will also individually make hotel reservations at the Hyatt Regency Crystal City in Arlington, VA by May 30, 2008. All team members should plan to attend a pre-conference Webinar on Wednesday, June 4, 2008.

### **Team Follow-up:**

Please note that after the summit, team activities will be tracked and monitored for one year. Technical Assistance will be provided to teams, via conference calls and Webinars. Team leads will act as the point of contact throughout the year, providing evaluation of team activities and assessing progress towards established goals and objectives.

## **Nursing Education Capacity Summit**

June 26-27, 2008  
Hyatt Regency Crystal City  
Arlington, VA

### ***Thursday, June 26, 2008***

<b>7:00 a.m. – 8:00 a.m.</b>	Continental Breakfast
<b>8:00 a.m. – 9:00 a.m.</b>	Opening Plenary Session Welcome, opening remarks, and goals for the symposium.
<b>9:00 a.m. – 9:15 a.m.</b>	Break
<b>9:15 a.m. – 10:45 a.m.</b>	Morning Break-out Discussions Teams will attend one of four discussions: 1) Strategic Partnerships and Resource Alignment; 2) The Role of Policy and Regulation; 3) Increasing Faculty Capacity and Diversity; and 4) Education Redesign
<b>11:00 a.m. – 12:30 p.m.</b>	Morning Break-out Discussions
<b>12:30 p.m. – 1:30 p.m.</b>	Luncheon
<b>1:45 p.m. – 3:15 p.m.</b>	Afternoon Break-out Discussions
<b>3:30 p.m. – 5:00 p.m.</b>	Afternoon Break-out Discussions
<b>5:00 p.m. – 6:00 p.m.</b>	Attendee Networking Reception

### ***Friday, June 27, 2008***

<b>8:30 a.m. – 9:00 a.m.</b>	Opening Plenary Session
<b>9:00 a.m. – 12:30 p.m.</b>	State Team Planning Sessions
<b>12:30 p.m. – 2:00 p.m.</b>	Closing Session Closing remarks and next steps beyond the meeting.