

**Healthcare Workgroup
Meeting Minutes
12/7/06**

Agencies Represented:

Wisconsin Department of Veterans Affairs
Wisconsin Department of Corrections
Wisconsin Department of Health & Family Services
University of Wisconsin Hospitals & Clinics
Wisconsin Office of State Employment Relations

1. For the purposes of this group, the classifications within the healthcare area were broken down into four subgroups:
 - a. Nursing professions (CNA, LPN, RN, Nurse Managers, etc.)
 - b. Medical & Clinical professions (Physicians, Dentists, Pharmacists, Physicians Assistants, Psychologists, Psychiatrists, Social Workers, Therapists, Resident counselors, etc.)
 - c. Medical Administrative Support (Health Informatics Technicians, Medical program assistants, etc.)
 - d. Technical positions (Lab techs, pharmacy techs, hygienists, respiratory therapists, etc.)

The subgroups are listed in priority order. This group will start by addressing the needs of the nursing jobs and then move on to the medical and clinical professions group, etc.

2. The goals and objective that were established for the Nursing group will include:
 - a. Collect turnover data for nursing classes
 - b. Identify the specific challenges we are facing; create a list of questions to help identify these challenges
 - c. Share tools, processes and practices currently used
 - d. Brainstorm new ways to recruit and retain employees
 - e. Identify ways we can collaborate to increase our efficiency and effectiveness
 - f. Identify those areas that need to be addressed that are beyond the abilities of this group and make recommendations, through the appropriate channels, for changes.
3. Key questions that we need to answer were broken down into two areas, recruitment and retention related issues.
 - a. Recruitment questions:
 - i. Are we getting an adequate number of applicants?
 - ii. Are we getting qualified applicants?
 - iii. Are we using the right screening tools?
 - iv. Are losing applicants due to hiring processes? (e.g. time to fill)
 - v. Are we able to pay competitive rates?

- vi. Are we able to offer competitive benefits?
- vii. Are working conditions a barrier to hiring? (e.g. attitudes of current staff)
- viii. Is the location of the positions a barrier to hiring?
- ix. Is the population served a challenge?

b. Retention questions:

- i. Are we “on-boarding” from day 1?
- ii. Is the working environment affecting retention? (e.g. overtime, organizational culture, support structure)
- iii. Are expectations being met? (overlaps with recruitment)
- iv. Why are people leaving? Are we collecting this data?

4. Communication Plan

- a. After committee review, the minutes from the meeting will be posted on the Workforce Planning website: workforceplanning.wi.gov
- b. Committee members will be responsible to update the necessary individuals within their agencies as to the progress of the committee.
- c. Committee members will also determine if there are other people who should be at specific meetings, and will notify Jamie O’Donnell of additional attendees.

5. Future meetings

- a. Meetings will be held monthly, on the 4th Tuesday of the month
- b. From 9:00 until 12:00
- c. Meeting locations will rotate
- d. The next meeting will be on 1/23/07 at 9:00 at the Department of Corrections