

## MEETING MINUTES

Approved by the Committee on May 21, 2025

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Who: Kentucky Council on Postsecondary Education  
Type: Healthcare Workforce Investment Fund (HWIF) Steering Committee  
Date: January 8, 2025  
Time: 1 p.m. EST  
Location: Virtual meeting, Livestreamed on YouTube

### CALL TO ORDER

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The Healthcare Workforce Investment Fund Steering Committee met January 8, 2025, at 1:00 p.m. ET. The meeting occurred virtually and was livestreamed on the CPE YouTube page. Committee member Michael Muscarella presided.

### ATTENDANCE

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Members who attended: Mason Dyer, Tim Gaillard, JP Hamm, Cliff Maesaka, Michael Muscarella, Vestena Robbins, Ladonna Rogers, Kelli Selvage and Beth Shafer.

### DEBRIEF ON 2024 HWIF PROCESS & RECOMMENDATIONS FOR IMPROVEMENTS

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The committee engaged in a thoughtful discussion on ways to strengthen and streamline the 2025 HWIF process, ultimately proposing several key improvements. One recommendation was to enhance the evaluation form by enabling it to automatically tabulate scores, which would improve efficiency and reduce the potential for human error during the review process.

Members also emphasized the importance of aligning the evaluation form with the structure of the proposal submission form, suggesting a reordering of categories to ensure a more logical, user-friendly, and consistent experience for both applicants and evaluators. Finally, the committee revisited the idea of establishing a cap on match funding requests. While there was general interest in exploring the concept further, no formal decision was made during the meeting, and the topic will remain under consideration for future discussion.

### OVERVIEW OF NEXT STEPS

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Ms. Michaela Mineer, CPE Program Manager, shared that she will take all feedback into consideration as she makes adjustments to the 2025 submission and evaluation forms. All changes will be sent to the committee for review prior to the February meeting. Final decisions will be made at that meeting prior to the April 1<sup>st</sup> submission period opens.

### ADJOURNMENT

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Mike Muscarella adjourned the meeting at 3:30pm EST.