

## **MEETING MINUTES**

Approved by the Committee on May 21, 2025

---

Who: Kentucky Council on Postsecondary Education  
Type: Healthcare Workforce Investment Fund (HWIF) Steering Committee  
Date: February 25, 2025  
Time: 1 p.m. EST  
Location: CPE Office, 100 Airport Rd., Frankfort, KY 40601

### **CALL TO ORDER**

---

The Healthcare Workforce Investment Fund Steering Committee met February 25, 2025, at 1:00 p.m. ET. The meeting occurred in the training room at the CPE Office in Frankfort, KY. Committee member Michael Muscarella presided.

### **ATTENDANCE**

---

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

### **UPDATE - HB 305**

---

Ms. Michaela Mineer, CPE Program Manager for Healthcare Workforce Initiatives, provided an update on the changes to the proposed statutory language changes for HWIF and the addition of two eligible credentials. CPE will keep the committee updated on how the bill progresses through the House and Senate.

### **DISCUSSION – MATCH REQUEST CAP**

---

Committee members discussed the concept of instituting a cap on match requests in HWIF proposals to ensure equitable distribution of funds. Several perspectives were shared on how a cap might encourage broader participation from smaller institutions or partners. The final decision was to not have a match cap for the 2025 round.

### **REVIEW OF UPDATED PROPOSAL SUBMISSION FORM**

---

Ms. Mineer presented the revised HWIF Partnership Proposal Submission Form, which included new prompts aligned with KRS 164.0403 priorities and clearer guidance for applicants. Committee members provided feedback on the revised language and layout.

## **REVIEW OF UPDATED EVALUATION FORM**

---

The Committee reviewed the updated HWIF Healthcare Training Scholarships Proposal Evaluation Form. Ms. Mineer guided members through key updates, including clarified scoring rubrics and the rearrangement of certain categories to match the order on the submission form. The Committee expressed support for the revisions.

## **REVIEW OF 2025 HWIF SUBMISSION PERIODS**

---

Ms. Mineer presented proposed dates for the 2025 HWIF proposal submission and review timeline. The application period will open April 1<sup>st</sup> and will close on May 15<sup>th</sup>. The committee would review applications over two weeks and will meet on May 21<sup>st</sup> to discuss award recommendations.

## **RENEWAL OF HWIF STEERING COMMITTEE APPOINTMENTS**

---

Committee members discussed upcoming terms and renewals. CPE staff will follow up with members whose appointments are due for renewal and confirm willingness to continue serving.

## **ADJOURNMENT**

---

Mike Muscarella adjourned the meeting at 3:45pm.