

# **Oklahoma Health Care Workforce Center Retention Committee Meeting**

Wednesday, Oct. 8, 2008  
2:00 – 3:30 p.m.

3 South Conference Room  
655 Research Parkway, Oklahoma City

## **MINUTES**

Dr. Doyle Fortney, Chair

### **Members Attending:**

Annette Bisel, Executive Director, Oklahoma Association for Home Care;  
Clare Delaney, President/Consultant, CIEMS;  
Tomm Edwards, Training Specialist II, Oklahoma State Department of Health;  
Doyle Fortney, Chief, Office of Human Resources, Oklahoma State Department of Health;  
Danny Hale;  
Craig McElroy, Director of Training, Education & Development, Oklahoma State Department of Health;  
Lynn Sandoval, Nurse Manager, Outpatient Diagnostics, Mercy Health Center;  
Jane Tune, Director of Nursing, Oklahoma Forensic Center.

### **Staff Attending:**

Sheryl McLain, Executive Director;  
Kammie Monarch, Chief Nursing Officer;  
Cheryl Day, Executive Assistant.

### **Absent Members:**

Page Bachman, Corporate Vice-President, Administration, St. John Health System, Tulsa;  
Bill Barrett, Vice President of Human Resources, Great Plains Regional Medical Center, Elk City;  
Michelle Billings, Director of Nurses, Baptist Village of Oklahoma City;  
Vicki Cossairt, Director of Human Resources, INTEGRIS Grove General Hospital;  
Lisa Dennison, Workforce Planning Coordinator, Oklahoma State Department of Health;  
Jason Eliot, System Director, Human Resources, INTEGRIS Health, Inc.;  
John Gogets, Director, Human Resources, Tulsa Health Department;  
Starla Griffith, Vice President/Nursing, Unity Health Center;  
Rita Hancock, Director of Operations, Valir Hospice Care;  
Keith Hufnagel, Human Resources Director, Stillwater Medical Center;  
Charles Johnston, Administrator/CEO, Pauls Valley General Hospital;  
Rosemary Klepper, Nursing Program Director, Oklahoma City Community College;  
Marietta Lynch, Director of Quality Services, Oklahoma Association of Health Care Providers;  
Robert Lane, Supervising Consultant, BKD, LLP;  
Tamara Meadows, Corporate Nursing Supervisor, SW Health Care Management, Inc;  
Shannon Moore, Clinical Specialist, OU Medical Center, The Children's Hospital Surgical Unit;  
Barbara Murray, Pulmonary Services Director, St. John Medical Center;  
Allen Nottingham, Director, Non-Traditional Programs, University of Oklahoma, College of  
Nursing – Tulsa;

Gary Dean Parker, Manager, Clinical Education/Research, Mercy Health Center;  
 Robert Quiring, Vice President, Human Resources, INTEGRIS Health, Inc.;  
 Karla Ratchford, Director of Human Resources, Epworth Villa;  
 Carolyn Shockey, Director of Human Resources, Norman Regional Health System;  
 Scott Smith, Coordinator, Corporate & Executive Development, Oklahoma Department of Career & Technology Education;  
 Connie Stacy, Grace Living Centers;  
 Dava Tiger, Radiographer & Clinical Instructor, Stillwater Medical Center;  
 Karen Tomajan, Nursing Quality & Special Projects Manager, INTEGRIS Health;  
 Lavane Vowell, Chief Operating Officer, Oklahoma Hospice & Palliative Care Association;  
 Donna Wade, Senior Director, Human Resources, Comanche County Memorial Hospital;  
 Jackye Ward, Vice President/Nursing, Valley View Regional Hospital;  
 Ken Whittington, Vice President/Medical Affairs, Deaconess Hospital;  
 Alison Williams, Workforce & Clinical Affairs Coordinator, Oklahoma Primary Care Association.  
 Randy Wray, Director of Recruiting, Retention & Recognition, Office of Human Resources, Oklahoma State Department of Health;  
 Debara Yellseagle, Nursing Home Specialist, Oklahoma Foundation for Medical Quality.

**Guests Attending:**

Phillip Smith, Quality Improvement Specialist, Oklahoma Foundation for Medical Quality.

Agenda Item	Discussion	Action
Introductions	Dr. Doyle Fortney called the meeting to order at 2:00 p.m., and introductions were made.	After this discussion, members transitioned to approval of minutes.
Approval of Minutes	Dr. Fortney asked if there were any additions or corrections to the minutes from the Aug. 13, 2008 meeting.	A motion was made to approve the minutes; it was seconded; and the motion passed.
Executive Director's Report	The director's report (included in the packet) is attached.	Committee members received the report from the Executive Director.
Updates/Comments from Sub-Committee Chairs  A. Coaching	Craig McElroy reported that little participation among the sub-committee members was generated by the discussion board created on OK-Train. He distributed a User Guide and offered to create similar boards for the other sub-committee members.	Committee members received the reports from the sub-committee chairs.

<p>B. Mentoring</p> <p>C. Staff Orientation/ Transition Into Practice</p>	<p>Due to the absence of Allen Nottingham, Kammie Monarch directed committee members to the report from the mentoring sub-committee meeting held on Aug. 13 that was included in the packet and is attached to this document.</p> <p>Due to fact that Donna Wade had to relinquish the chair until after the first of the year, Danny Hale agreed to serve in her place and reported that the sub-committee has not met since the last retention committee meeting.</p>	
<p>Share Best Practices</p>	<p>Dr. Fortney asked committee members to submit any best practices related to job satisfaction, improving retention rates, retention-focused self-assessment, and leadership development.</p> <p>Kammie Monarch referred committee members to three documents in the meeting packets concerning these issues.</p>	<p>Committee members agreed to submit items related to the four areas when encountered in their research.</p>
<p>Review of Retention Strategic Plan and 2008 Action Plan</p>	<p>Committee members discussed the progress the committee has made and plans for the future, including:</p> <ol style="list-style-type: none"> <li>1. Adding the previously-developed retention toolkit to the OHCWC Web site (2003 committee).</li> <li>2. Using a discussion board for communication.</li> <li>3. Planning a Part II Best Practices Conference focused on coaching, mentoring, staff orientation/ transition into practice, and leadership and management.</li> </ol>	<p>After discussion, Ms. McLain asked sub-committee chairs to meet (by any method) and report next steps, including direction for the presentation of the four topical areas of strategic focus and suggested length for a 2009 conference.</p>
<p>Next Meeting Date</p>	<p>The next meeting date was scheduled for Thursday, Jan. 29, from 2:00 to 3:30 p.m. A location will be determined as soon as possible.</p>	
<p>Adjournment</p>	<p>There being no additional business, the meeting adjourned at 3:25 p.m.</p>	

**Note: The next retention committee meeting will be held in the Regents' Library Conference Room, 655 Research Parkway, on Thursday, Jan. 29, from 2:00 to 3:30 p.m.**