

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 1st and will close on May 15th. The committee would review applications over two weeks and will meet on May 21st 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.