

## **Maine Health Workforce Forum Structure**

### **Approved at September 21, 2011 Forum Meeting**

The structure below was approved at the September 21, 2011 Forum meeting. It was developed by a Forum subcommittee over numerous meetings and approved in concept at the Forum's June 2011 meeting.

#### **Design Principles**

1. Keep it simple and sustainable, e.g., minimize operational requirements, managerial tasks, and expense.
2. Ensure participation of key partners and encourage broad participation by stakeholders.
3. Build on existing relationships, processes, resources, and plans.
4. Focus on results.
5. Maintain agile, open, and flexible process for maximum participation and quick response.

**Model:** Independent, public/private member employer led group operating via by-laws or charter as a consortium of stakeholder organizations with key partners and sectors named in statute.

**Purpose:** Ensure a high level of communication, information sharing, coordination, collaboration, resource development, program alignment, and data collection and analysis among the various public and private organizations, educators, and practitioners concerned with an adequate supply of health care workers to meet health, public health, and long term care needs in Maine. In addition, the Forum will provide guidance and recommendations to policy makers and it will serve as the state's Healthcare Workforce Industry Advisory Council.

#### **Structure:**

1. **Forum members.** The Forum is comprised of voluntary (as opposed to appointed) members with emphasis on participation from the key partners and sectors.
2. **Steering Committee.** A Steering Committee will be established to guide the activities of the Forum.
  - a. The Steering Committee will select a Chair and Vice-Chair of the Forum for one to two year terms.
  - b. Steering committee members must be able to attend regular (monthly) meetings by conference call.
  - c. Initially, all current active members of the current forum will be "grandfathered" into the [new] Forum; missing sectors will be identified and recruited.
  - d. The Forum will meet a minimum of three times annually.
3. **Subcommittees.** Formed by the Forum to carry out specific projects or tasks.
4. **Public Partners.** Memoranda of Understanding will be developed with key partners such as the Department of Health and Human Services (DHHS), Maine Department of Labor (MDOL) including the Maine Jobs Council, Maine Department of Education including Adult Education and Vocational Technical, Department of Professional and Financial Regulation, University of Maine System, Community College System and others. The purpose of the MOU's is to establish the specific role and value of the Forum with state agencies and public colleges and universities, and to articulate the participation of these groups with the Forum.
5. **Private Partners.** The participation of private sector health care workforce stakeholders is integral to the building the healthcare workforce. Thus, the Forum actively will seek the participation of employers, private colleges and universities, professional and trade associations, organized labor, private foundations, and consumer advocacy groups.
6. **Stakeholders.** Forum meetings are open to the public and Forum information will be posted on its website.
7. **Financial Support.** To date, the Maine Department of Health and Human Services and the Maine Department of Labor have provided financial support for Forum activities including executing contracts with the Muskie School of Public Service for staff support and maintenance of the website. The extent of Forum activities over the next one to two years is dependent on this continued support. Also, the Forum will consider how to incorporate other private or foundation support.
8. **Staff Support.** For the foreseeable future, the Forum will continue to be supported by staff from the Muskie School of Public Service.