



Recruitment & Retention Committee Committee Agreement, 2024

- **Committee Purpose:** Formed in January 2024, the Recruitment & Retention Committee is an ongoing, standing, “working” Committee of the SLO Healthcare Workforce Partnership. The Committee is composed of Partnership members who volunteer their time, expertise, and commitment to collaboratively implement the goals and objectives of [Strategic Priority #1 Action Plan-Recruitment & Retention](#) of the [Partnership’s 2024 to 2026 Strategic Action Plan](#).
- **Committee Meeting Logistics:**
 - The Committee will meet monthly for 1 to 1.5 hours/meeting (at a consistent date/time to be determined), starting in February 2024. [All meetings will be held on zoom, using the same virtual meeting room each month.](#)
- **Selection of Team Leader and Committee Members:**
 - **Membership requirements:** There are no membership requirements for this Committee. Any Partnership member who has subject-matter expertise, professional experience, or personal interest in the goal of increasing the recruitment and retention of the healthcare workforce in SLO County is welcome to volunteer to join this Committee.
 - **Length of term of participation:** Annually, all Committee members will be asked to recommit to their continued participation on the Committee, if desired.
 - **Process for Committee members to leave the group:** Committee members who would like to resign from their participation on this Committee and/or the Partnership are asked to notify Susan McGraw in writing (SLO Healthcare Workforce Partnership, info@SLOHealthcareWorkforce.org).
 - **Process for new members to join:** Individuals interested in joining the Partnership and contributing to the work of this Committee are asked to contact Susan McGraw (SLO Healthcare Workforce Partnership, 734-330-4772, info@SLOHealthcareWorkforce.org). Susan will be able to provide information to support the individual in joining this Committee and getting oriented to the work completed to date.
- **Names of Team Lead and Committee Members:**
 - **Team Lead: TBD**
 - **Committee Members:**
 - Madisyn Masatani (CHC)
 - Lady Freire (UPLIFT)
 - Angel Lopez (Promotores)
 - Tony Girolo (WDB)
 - Patty Herrera (Dignity Health, Community Health)
 - Clara Ramirez (Dignity Health)
 - Barb Morrow (PH Oral Health)
 - Magdalena Serrano (CHC, Behavioral Health)
 - Frank Warren (SLO County Behavioral Health)
 - Dona Lopez (CenCal Health)
 - **Committee Project Management Support:**
Susan McGraw, info@SLOHealthcareWorkforce.org, 734-330-4772

Recruitment & Retention Committee

Committee Agreement 2024 (continued)

- **Responsibility / Authority Levels of the Committee:**
 - **Implement:** The Committee will revise the Strategic Priority #1: Recruitment & Retention Action Plan, as needed, and develop and implement strategies or tactics related to improving the recruitment and retention of the healthcare workforce in SLO County. The Team Leader will provide progress updates about the work of the Committee on a monthly basis, or when requested, to the [full Partnership, which meets on the second Thursday of each month from 9:00 to 10:30am on zoom.](#)
 - **Recommend:** The Committee will make recommendations related to recruitment and retention of healthcare personnel in SLO County to the Partnership, upon request.
 - **Advise:** The Committee will serve in an advisory capacity on questions related to the recruitment & retention of healthcare personnel to organizations who request information.

- **Roles & Responsibilities:**
 - **Team Leader:** With support from Susan McGraw, the Team Leader will determine the monthly meeting schedule, facilitate meetings, report Committee progress to the Partnership on a monthly or as needed basis, and represent the Committee when responding to requests for information/advice from outside organizations.
 - **Members:** Committee members agree to: 1) Attend and actively participate in monthly Committee meetings; and 2) Provide subject-matter expertise, leadership, and personal or organizational action to implement the Committee's Strategic Action Plan ([link here](#)).
 - **Facilitation & Project Management Support:** Susan McGraw will provide facilitation support to the Team Leader and project management support to the Committee including: posting meeting invites/announcements (by email and to the [SLOHealthcareWorkforce.org](#) website), facilitating segments of the meeting (in partnership with the Team Leader), creating meeting discussion results, updating Committee documents, maintaining an online document storage for easy access by Committee members, conducting research to support the work of the Committee, assisting in the development of grant applications to seek funding aligned to Committee priorities, and tracking the results of the work of the Committee.

- **Reporting Mechanism & Results Tracking:**
 - The Team Leader will report on the progress of the Committee's work to the Partnership at the monthly Partnership meetings or when requested. Partnership meetings are held on the second Thursday of each month on zoom (see zoom link in Responsibility/Authority Level section above).
 - The Committee will track their progress and results by regularly updating [Strategic Action Plan #1: Recruitment & Retention of Healthcare Employees.](#)
 - All documents related to the work of the committee will be posted on the [SLOHealthcareWorkforce.org](#) website, on the Recruitment & Retention Committee page.