

SUMMARY OF ACTION ITEMS, 8/15/24

- **HCAI Health Career Exploration Grant: Completed**
 - **Conclusion: Partnership accepted subcommittee recommendation to not apply at this time. Instead, focus on Oct. 30th Career Fair & 2025 Summer Internship Program.**
 - Susan McGraw will send out the RFP as soon as it is available. **Completed**
 - If the Partnership can meet the requirements of the RFP, Susan will work with designated members of the Committee to develop the grant application. **Not going to apply this year.**
 - **Healthcare Career Exploration Fair:**
 - Bob Redlo will work with Heather Tucker and Oscar Ramos to discuss potential funding at the state level for EMT/paramedic training.
 - **Committee Document Review: Partnership Save the Date Completed; Draft Flyers in Google Doc.; Infographic in Process**
 - Susan will create a shared google folder and documents (with comment only capability) for the Committee to review program titles, tag lines, draft infographic, and ~~draft versions of the invitations~~ prior to the next meeting (**formal invitations for Career Fair not needed**).
 - **Career Pathway Infographic: In Process**
 - Susan will check with Cuesta about adding to the Career Pathway Infographic: psych tech (for ASH), phlebotomy, EMT/paramedic; will check with Dignity/Adventist to determine the annual number of positions needed for radiology technicians.
 - Infographic Design:
 - Aydin Nazmi will contact any interested graphic design students to see if anyone is interested in developing the infographic. **(Not necessary)**
 - Depending upon the complexity of the information to be included, Susan McGraw may be able to produce the infographic herself or will check with Michelle Shoresman to determine if there are graphic design services available through the County. **(Susan to complete)**
 - Oscar Ramos and Beth Johnson will provide Susan with the information to be included in the infographic. **(Completed)**
 - **Event Invitations: RSVP system up and running; Partnership email sent for Forum & Fair; No invitation necessary for tables at Career Fair; Flyers drafted to be finalized today.**
 - Partnership Members: Susan will set up an RSVP system for Partnership members to confirm their participation in the Forum AND the Fair, and will send the Save the Date notice by email. **Completed**
 - Personalized Invitations for Organizations to Participate in the Career Fair: A personalized invitation will be created for organizations that the Committee would like to invite to participate in the Career Fair. As soon as the date and location are confirmed, Susan will send out the invitations to the list created by the Committee, including a link to the RSVP system. **Not needed due to partnership with FCN and maximum number of available tables.**
 - Susan will design or work with a designer to produce 2 event flyers for the general public (one for the Forum and one for the Fair). **Susan completed**
 - **Social Media:** Susan will explore the feasibility of creating a social media presence for Partnership. **(Partnership members will be encouraged to share the link to the event page and the flyers to their social media sites.)**
 - **Outreach List:**
 - Contact United Way regarding 211 Helpline
 - Susan will contact Patty Herrera (Chair) regarding Dignity Health's Community Benefit (subcommittee of their Community Governing Board).

- Susan will contact Dawn Boulanger regarding a posting on the EDD website:
<https://slocalcareers.org/>
- Oscar Ramos will handle Cuesta connections/student.
- Aydin Nazmi identify someone at Adventist who might be able to provide suggestions on organizations to contact. Beth Johnson can also contact the Director of HR.
- Committee members will bring their list of names/organizations/email addresses to for invites to the next meeting.