

**SHIP Advisory Committee (SAC)**  
**Meeting Notes**  
April 24, 2008

**Present:** Dave Kalman, June Nailon, Nancy Mason, Grant Nelson, Gary Smith, Mike Bonkowski, Terry Tilton

**Excused:** Sharon Ness

**SHIP Program:** Ken Mettler, Jenifer Jellison,

**Check-in** – how're things working? Or not?

- Committee members asked that we provide more information about our staff review, recommendations, or rationale when we send applications out for review. And they also asked that we include the scoring checklist with it.
- Some experienced difficulty filling in the form and maintaining format, and some found difficulty with the form structure. **SHIP staff will draft** a simplified fillable form and send it out for review and feedback by the committee members.
- There was also discussion about creating a “2-stage” process where potential applicants can submit a “letter of interest” (Step 1) describing an idea to find out if the idea has enough merit to do a full-blown application (Step 2). We will consider this suggestion and report back to the committee.
- Another suggestion related to the previous bullet was to put some sort of “if-then” flow chart on the web to help people figure out if they should submit an application. (Jenifer already started to mock something up this afternoon, so we will share a draft with the committee for input in a few days.)

**Application scoring checklists** – we must receive them for each and every application to have a complete file and transparent process.

**Application reviews**

- Radio safety messages (Labor Neighbor Radio) – This application was discussed previously and most committee members have sent in their recommendation to fund this project. We are still collecting the scoring checklists, but this proposal will go to Steve Cant with a recommendation that it be funded.
- Teen worker (UW/GISHAB) – There was very positive discussion about this application and the importance of reaching the young workforce. Mike and June both said they knew Rick Gleason, who is involved in the project, but this is not seen as a conflict. Nor is June's membership in ACT a conflict. The committee members did not need additional information to act on this application and will send in their scoring checklists. General consensus is this project should be funded.
- Small business residential construction training (NICA) – The committee generally thought the concept presented is good, but have concerns about whether the project can successfully get small contractors and their employees off the job for 3 days of training. There is reluctance to fund this project with the unknowns – ability to get attendance being a major unknown – that exist. After much discussion the committee asked SHIP staff to go back to the applicant and ask if they are willing to restructure their proposal, possibly into 2 stages. The first stage is curriculum development and testing. The second

stage is expansion to broader contractor community if stage one is successful. They also would like to see some letters of support for this project from the residential construction community it intends to help. **SHIP staff will discuss with the applicant** and report back to the committee.

- Purchase of safe patient handling equipment for state-run hospitals (WPSA/WSNA) – Committee members generally did not consider this project as proposed fundable under the SHIP program. Concerns include the use of SHIP funds to comply with legislated requirements, which may directly violate WAC rules governing SHIP. Another concern is the absence of any means to share the benefits of the project with other facilities. Since Sharon is closest to this industry and patient handling issues the committee wants to hear from her, but they generally agree this project is not fundable under SHIP. **Ken will contact Sharon** and share the comments from today's discussion.

**Next conference call** is scheduled for May 15 (3<sup>rd</sup> Thursday) – that date may not work so Cathy Hakola, who is joining the SHIP program, will work with the committee to schedule May and future conference calls and meetings. Ken would like to have occasional meetings “around a table” so committee members meet each other and have faces with the names. Terry has offered a meeting facility we might use between Olympia and Seattle. Cathy will work on the options.