

**KENTUCKY COUNCIL ON POSTSECONDARY EDUCATION  
HEALTHCARE WORKFORCE INVESTMENT FUND STEERING COMMITTEE**



April 24, 2026, 1:00 p.m. ET

Virtual meeting via ZOOM, livestreamed at: <https://www.youtube.com/@KentuckyCPE>

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- I. Call to Order & Roll Call**
- II. Approval of the Minutes**
- III. CPE Transition Plan**
- IV. Legislative Session Updates**
- V. Updated HWIF Documents and Resources**
  - HWIF Awardee Toolkit - <https://cpe.ky.gov/ourwork/documents/hwif-toolkit.pdf>
  - HWIF Awardee Reporting Form
- VI. Next Steps**
- VII. Other Business**
- VIII. Adjournment**

## MEETING MINUTES

*Pending approval of committee on April 27, 2026*

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Who: Kentucky Council on Postsecondary Education  
Type: Healthcare Workforce Investment Fund Steering Committee  
Date: November 12, 2025  
Time: 1 p.m. ET  
Location: Virtual meeting; livestreamed to CPE YouTube page

### CALL TO ORDER

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The Healthcare Workforce Investment Fund Steering Committee met November 12, 2025, at 1:00 p.m. ET. The meeting occurred virtually via ZOOM. CPE Program Manager for Healthcare Workforce Initiatives, Michaela Steverson presided on behalf of Chair LaDonna Rogers who could not attend.

### ATTENDANCE

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Members who attended: Mason Dyer, Tim Gaillard, J.P. Hamm, Donovan Layne, Cliff Maesaka, Michael Muscarella, Vestena Robbins, Beth Shafer

Members who did not attend: LaDonna Rogers, Michael Yoder

### REVIEW OF HWIF PARTNERSHIP PROPOSALS - ROUND 4

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Ms. Steverson presented an overview of the Healthcare Workforce Investment Fund (HWIF) Partnership Proposal Round 4 results. She shared the final scoring for the 20 proposals, providing options for prioritization based on scoring, prior funding, and employee size. This method aimed to effectively determine funding distribution. The two options were:

- (1) Funding programs that have not previously received HWIF funding and those that have partners with 50 or less employees; and,
- (2) Funding programs that scored 70 points or above, were less than 70pts but have not received funding before, and partners had less than 50 employees.

Committee member J.P. Hamm proposed an additional third option, prioritizing the proposals with highest ranking scores.

MOTION: Mr. Muscarella moved the Committee award selections using option 2, funding programs that scored 70 points or above, were less than 70pts but have not received funding before, and partners had less than 50 employees. The motion was seconded by Mr. Layne.

VOTE: The motion passed.

Ms. Steverson stated that awardees would be notified on November 14, 2025, via email.

## **ADJOURNMENT**

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The meeting adjourned the meeting at 1:55 p.m. ET.

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