

MINUTES

Healthcare Advisory Committee

Date: 6/07/2017

Time: 9:30 a.m.

I. Attendees

Ailyne Geneta Chair, Alaris Health, Cynthia Miller Passaic County WDB, Kevin Goskowski William Paterson University, Walter Toombs Department of Labor/One-Stop, Ysis Baez Board of Social Services, Tanya DeSilva, James Hornes & Faith Kallert Passaic County Community College,

II. Agenda Topics

Ailyne Geneta called the meeting to order at 9:30 a.m.

Welcome and Introductions.

Minutes

Minutes were reviewed and approved.

Healthcare Student Career Fair 2018

Kevin apprised the committee the date for the 2018 Healthcare Fair will be Wednesday, March 14th from 8:00am-3:00pm and adjustments can be made if necessary. The Ballroom is a central location and downstairs underneath the ballroom there are three lecture type rooms with the capacity of one hundred people. Kevin suggested rooms in the new medical facility may also be available if required and possibly have a guided tour of that building as well. Kevin will setup extra rooms for a capacity of 50 people.

Ailyne recommend the ballroom for the fair and have the room open. Registration will be downstairs isolated from everything else. The vendors can go in the ballroom as well.

Ailyne noted that we have to make sure to allow time for all of the groups to participate in all of the workshops. The committee will keep the same group format with a leader to help navigate the students that Tanya and Samantha developed and to also have preregistration.

Kevin noted that the committee will have to use the campus catering company Sodexo and will get confirmation if the campus catering is not available if the committee will be able to utilize another catering company.

Ailyne noted the vendors will be asked to have a more interactive table more hands on (*Letter will be specific on what kind of interaction*) to engage the students which will determine what size table to give each vendor. Ailyne noted to make sure the letters to the vendors have a check list to help the committee supply their needs and ask William Paterson University if they can setup the day before the fair or a time frame that we can pre-setup.

The committee will need to get parking for the ambulance. Kevin noted the ambulance can park in the lot that goes up to the new building.

The committee noted the schools that attend the fair must stay for the entire conference which will be stated in the invite letter. Registration should start 8:30am-10:00am, breakfast 9:00am-10:00am and start the program at 10:15. Committee discussed having lecture style set up with chairs and the students can eat in the cafeteria.

Committee will ask Shadae from All Stars After School Program to come back as the keynote speaker. Faith will contact Shadae in September.

Ailyne asked the committee if there could be a representative have a presentation on Quality Control the caring and compassion of healthcare.

The next meeting will be on September 13, 2017 at 1:00pm and Kevin will book a room on William Paterson University main campus for the second meeting on October 11, 2017.

Wrap-Up

Meeting Adjourned 10:44 a.m.

Next Meeting TBD