



## Working Group Descriptions & Expectations

Summer → Fall 2024

Maine's Essential Care & Support Workforce Partnership (The Partnership) has recruited over 35 individuals to serve on one or more working groups. These working groups will work through sets of recommendations that have been generated by participants in the June 18, 2024 "Future of Maine's Care Workforce Planning Summit."

Below are the descriptions of the proposed working groups and the expectations for participation.

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### The Three Working Groups

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Initially, the plan was to have four working groups; however it became clear that each topical working group would require data collection, outreach and appropriate messaging. Given that, the Partnership will move forward with three working groups with the additional needs made part of the expectations for each group.

#### **WAGE & BENEFITS AND GENERAL WORKING CONDITIONS**

This group will focus on implementing recommendations to improve compensation, benefits and working conditions that make essential care and support work attractive and sustainable to a diverse population of potential workers. This working group should contain members with knowledge of the complex funding environment as well as a solid understanding of recruiting and retaining diverse and quality staff.

#### **IMPROVING CREDENTIALING & TRAINING OF THE ESSENTIAL CARE WORKFORCE**

This group will focus on implementing recommendations to remove barriers and streamline credentialing for a diverse workforce, while also improving the quality and accessibility of training. This working group should contain members with expertise in the skills and training necessary for a quality workforce, as well as a solid understanding of the current system and how to drive systemic change.

#### **UTILIZING TECHNOLOGY TO BRIDGE THE GAP IN THE ESSENTIAL CARE WORKFORCE**

This group will focus on implementing recommendations to employ technology that automates tasks, streamlines workforce deployment, or enhances the efficiency of the current workforce.

This working group should include members who have experience with technology integration, workforce management, and/or process optimization.

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## Working Group Expectations

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Each working group will be tasked with reviewing all assigned recommendations; analyzing each recommended action with respect to a set of criteria such as level of importance and urgency, likelihood of success, and available capacity to implement; and prioritizing the set of recommendations for the Partnership's Advisory Council and membership. Each group will also be asked to provide suggestions about the data, information, messaging, and messengers needed to assure the success of the highest priority recommendations.

Each group will be led by two co-chairs and supported by the Partnership staff. The Partnership's Leadership Team will tap interested Advisory Council members to serve in the co-chair roles. The Leadership Team, co-chairs and the Advisory Council will continue to refine the working groups' scopes and desired outcomes to ensure efficiency and results.

**Maine's Essential Care & Support Workforce Partnership staff will support each working group's co-chairs in meeting each groups' mission. The staff will provide:**

- Meeting logistics and organization
- Requested data, research and/or advocacy tools

**The co-chairs will:**

- Lead agenda-setting
- Facilitate discussion and decision-making
- Provide or request content expertise to support any of the above

Each member should expect to attend 4 - 5 meetings lasting 60 - 90 minutes over the course of 4 months. In between meetings there may be research and/or outreach tasks assigned, but each committee will set its own expectations.