

AMCH PPS DSRIP WORKFORCE COORDINATING COUNCIL MEETING MINUTES

MEETING INFORMATION

MEETING TITLE:	AMCH PPS DSRIP Workforce Coordinating Council Meeting
DATE:	July 30, 2015; 2:00-3:00pm
LOCATION:	Albany Medical Center South Clinical Campus Boardroom

ATTENDEES

	<ul style="list-style-type: none"><input checked="" type="checkbox"/> George Clifford- AMCH<input checked="" type="checkbox"/> Evan Brooksby- AMCH<input checked="" type="checkbox"/> Chrissy McIntyre- AMCH<input checked="" type="checkbox"/> Diana Cartwright- AMCH<input checked="" type="checkbox"/> Ronald Santiago- AMCH<input checked="" type="checkbox"/> Sandra Castilla- AMCH<input checked="" type="checkbox"/> Cathy Halakan- AMCH<input checked="" type="checkbox"/> Jeff Methven- Saratoga Hospital<input checked="" type="checkbox"/> Susan Mitnick- NYSNA<input checked="" type="checkbox"/> Phyllis Wang- HMAHEC<input checked="" type="checkbox"/> Kevin Jobin-Davis- HCDI<input checked="" type="checkbox"/> Henry Pohl- AMCH
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AGENDA OVERVIEW

<u>Topic</u>
<ul style="list-style-type: none">✓ Summary of Previous Meeting Minutes and Approval Mission Statement.✓ Discussion of Upcoming DY1 Q2 & Q3 Deliverables.✓ Workforce Collaboration Updates.<ul style="list-style-type: none">• UAlbany School of Public Health.• AHI & AFBHC.• Montefiore Hudson Valley Collaborative.✓ Open Forum.✓ Next Steps.<ul style="list-style-type: none">• WCC Monthly Meetings.

MAIN POINTS / DECISIONS

<p><u>Main Discussion Points from Attendees:</u></p> <ul style="list-style-type: none">✓ Meeting commenced at: 2:00pm <p><u>Committee Membership/Introductions</u></p> <ul style="list-style-type: none">✓ The meeting opened with introductions from new members who were not in attendance at the first WCC meeting.✓ Ms Cartwright announced that the meeting is being recorded to maintain official records for the PPS as required by the NYS DOH.✓ Previous Month's Committee Meeting Minutes were reviewed and approved by the committee without any modifications.
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Mission Statement

- ✓ Ms. Cartwright presented the WCC Mission Statement for review by the committee. There were no proposed modifications.
- ✓ Dr. Clifford asked if we are anticipating any changes to the mission statement since the AMCH PPS will be transitioning into a Newco.
- ✓ Mr. Brooksby stated that the mission of the committee will remain unchanged since creating a Newco will not impact the WCC deliverables or milestones, or our responsibility to monitor and measure the DSRIP program workforce impact.
- ✓ Dr. Clifford made a motion to approve the WCC Mission Statement by the committee with recognition that it can be modified if needed, subject to a majority vote by the committee.
- ✓ The WCC Mission Statement was approved by the committee.

DY1 Q2 & Q3 Deliverables

- ✓ Ms. Cartwright gave an overview of the milestones and upcoming deliverables the PMO office has begun working on for DY1Q2 (September) and Q3 (December).
- ✓ The first deliverable was to form a permanent Workforce Coordinating Council. Ms. Cartwright noted that committee membership will remain open until September 2015.
- ✓ Mr. Brooksby clarified that the actual deliverable is just to establish a permanent Workforce Coordinating Council, by meeting as a committee and adopting the mission statement, we have already satisfied that requirement. He suggested we do not close committee membership for the committee and to keep it open to new membership.
- ✓ Ms. McIntyre asked if there is enough representation around the table from workforce, management, and other PPS members.
- ✓ Mr. Brooksby asked if the unions are the official worker representation or do we need actual workers around the table.
- ✓ Ms. Mitnick added that she feels there is not enough worker representation from our PPS partners.
- ✓ Ms. Cartwright stated that we will explore further committee membership and told the committee to let us know who else would be a good fit to be on the WCC.
- ✓ Ms. Cartwright stated that the PMO is still finalizing the details of contracting with a workforce vendor.
- ✓ Dr. Clifford also added that the goal of AMCH PPS is to be inclusive, the more people engaged the better the outcome.
- ✓ Another upcoming deliverable is defining job role classification and roles across the PPS. The PMO office has begun researching these descriptions and is retrieving much of this information from the Department of Labor.
- ✓ Dr. Clifford clarified that the job role classifications deliverable is required by the DOH to establish a baseline assessment, the best source of information is the department of labor website because it has a standardized national database of job roles.
- ✓ The WCC needs to have survey flexibility built in for those positions that are not well defined such as patient navigators, community navigators, care managers, care coordinators, case manager coordinators, etc.
- ✓ Ms. Cartwright stated that job role classifications will be discussed further next month.
- ✓ Another upcoming deliverable is the workforce shortage assessment survey which will be distributed to all participating PPS providers in the network. There will be two sections, the first will be the current staff assessment survey and the other is the shortage assessment survey. The PPS is planning to work with the Center for Health Workforce Studies to collect this information. The survey will be sent out in September and has to be completed by October of this year.
- ✓ Ms. Halakan asked if the WCC could review the workforce surveys before being sent out to PPS partners.
- ✓ The draft of the survey will be presented to the committee during the August meeting or will be sent out before the meeting via email once it is available.
- ✓ The job classification and workforce shortage assessment deliverables will be moved to Q3 to give the PPS more time to complete each task, achieve the milestone dates, and do a thorough analysis.
- ✓ Ms. Cartwright explained the ongoing dialogue AMCH PPS has had with the Center for Health Workforce Studies and how the PMO office is planning to work with them on specific workforce deliverables.

Collaboration with Neighboring PPSs

- ✓ Mr. Santiago updated the committee of the ongoing discussions with other PPSs such as Montefiore Hudson Valley Collaborative.
- ✓ Contacted Joan Chaya who is the Director of Workforce Development and Management at MHVC, they created 3 workgroups under their WCC: 1.) Training and Resources 2.) Compensation and Benefits and 3.) Employee Engagement.
- ✓ With major emphasis on collaboration in the DSRIP Program, there are a lot of workforce opportunities that neighboring PPSs can collaborate with the AMCH PPS on such as a training vendor, a centralized job portal and workforce evaluations and assessments.
- ✓ Mr. Santiago also added that AMCH PPS workforce PMO team will continue to collaborate with Montefiore Hudson Valley Collaborative on a regular basis, a bi-weekly phone call was already scheduled.

- ✓ AMCH PPS also reached out to two neighboring PPSs, Adirondack Health Institute, and Alliance for Better Health Care, and scheduled our first meeting with them the 2nd week of August to discuss potential collaboration opportunities
- ✓ Updates and progress regarding collaboration with other PPSs will be discussed on next month's meeting.

Meeting Schedule

- ✓ The WCC meeting will be the last Thursday of every month from 2-3 PM.
- ✓ The next WCC meeting will be August 27, 2015

Open Forum

- ✓ Next month's meeting will be a working session, the WCC will discuss in detail job role classifications and review the workforce shortage assessment draft.
- ✓ Dr. Clifford noted the importance of employee engagement and asked the WCC about their thoughts, leadership of some organizations are still not clear about DSRIP so it is obvious that employees of those organizations are not too familiar with DSRIP.
- ✓ Dr. Clifford asked about how we can have an effective employee engagement approach, can it be done electronically?
- ✓ Dr. Pohl stated that some of it can be done electronically, but there also needs to be actual face to face engagement.
- ✓ Dr. Pohl also added that it is important to focus on what the purpose of DSRIP is and have the education around it.
- ✓ Ms. Halakan stated that workforce will be interested to know where there are opportunities and what direction healthcare is headed.
- ✓ Ms. Halakan also added that training should already be in place for employee engagement.
- ✓ Mr. Jobin-Davis wanted clarification on committee expectations, is this an advisory body? A working committee? How are we anticipating the committee's participation.
- ✓ Dr. Clifford stated that we have a very complex task ahead of us, we will need feedback from the committee based on their collective knowledge, and it will be extremely helpful in achieving these deliverables.
- ✓ Dr. Clifford also added that we have a moral obligation to everybody that DSRIP touches.
- ✓ Dr. Pohl stated that AHEC is one good option for training.
- ✓ The committee suggested that we rethink who needs to be part of the committee and who we should invite to the table.
- ✓ Meeting adjourned: 3:05pm

ACTION ITEMS

<u>Owner</u>	<u>Action Item</u>	<u>Due Date</u>
Diana/Ronald	Send a draft of the job role classifications and workforce shortage assessment to committee members for next month's meeting or earlier via email if possible	August 27, 2015

Respectfully submitted by,
 Ronald Santiago
 DSRIP Project Coordinator
 Center for Health Systems Transformation at AMC
 Meeting recorded on digital voice recorder