

Cultural Competency and Health Literacy Committee
Meeting Minutes
June 25, 2015

Center for Health Systems Transformation
Albany Medical Center

Members in Attendance: Lauren Ayers, Shirley Belotte, Simone Brooks, Michael Burgess, George Clifford, Elizabeth Glassanos, Diane Mickle Gotebiowski, Marcus Harazin, Mickey Jimez, Tandra LaGrone, Mary Laposta, Mary McQuade, Shannon McWilliam, Phyllis Wang

TOPIC	DISCUSSION	ACTION
<p>Call to order/ Introductions</p> <p>Review and approval of May meeting minutes.</p> <p>Updates</p>	<p>Members introduced themselves, and Jenn let the group know that these meetings will be recorded.</p> <p>May minutes approved with revisions.</p> <p>Jenn Bates informed the committee that a draft committee budget has been created, and that it is currently in the review process by Lauren Ayers and Mary McQuade. Once we have a final draft, it will be reviewed by the committee for approval.</p>	<p><i>Informational</i></p> <p><i>Closed/Minutes finalized</i></p> <p><i>Informational/ Draft budget to be reviewed at future meeting.</i></p>
<p>Nominations and vote for committee chair/co-chairs.</p> <p>Review and approval of revised committee mission statement.</p> <p>Review of revised quarterly timeline of deliverables.</p> <p>Review and discussion of health disparity hot spots.</p>	<p>Jenn Bates informed the group that Tandra LaGrone, Executive Director from In Our Own Voices, Inc. has been nominated for chair. Tandra accepted the chair nomination, and the committee moved to approve this nomination. Tandra stated she would prefer to have a co-chair, but that she would accept the chair position regardless. Committee to consider co-chair nominations.</p> <p>Based on committee feedback, the mission was edited to state “inclusive to all identities.” Revised mission was approved by all committee members.</p> <p>Jenn Bates provided the committee with a revised quarterly timeline of deliverable. The committee approved and was in agreement with all milestones and deliverables.</p> <p>Jenn Bates provided the committee members with a draft document created by Samuel Cowles, intern with DSRIP on identified health disparity hot spots. This hot spot document used information from the Community Needs Assessment, as well as other sources such as the DSRIP dashboards and census. Of the five county region, Samuel identified Albany and Greene County to be the two hot spots, and then broke these two counties down by the zip code level using data on population size, race, graduation rates, number of vacant homes, income level, single family households, and people who spoke English less than “very well.” Group discussion took place around taking into consideration the Thatcher Park area of Albany County, as well as the mountain top region in Prattsville. Several committee members suggested we look more into Hudson, as they felt there were several areas we may want to consider as being hot spots. Feedback from committee members around using adequacy of housing, people who do</p>	<p><i>Closed/ Chair finalized.</i></p> <p><i>Co- chair TBD</i></p> <p><i>Closed/Mission finalized</i></p> <p><i>Closed</i></p> <p><i>Members to email further feedback to Jenn Bates. Jenn, Tandra and Sam to further analyze five county region and provide committee with updated draft document in July.</i></p>

<p>Review and discussion of CC/HL provider assessment.</p>	<p>not have a PCP, number or ER visits from people in each county, and people without health insurance may be an area we want to look into when considering where our hot spots are (if this information is available). Jenn Bates informed the committee that she would work with Samuel and Tandra to look further into suggested areas, and would bring another draft hot spot list to the July meeting.</p> <p>Jenn Bates presented the committee with a draft health literacy/cultural competency assessment for providers. Jenn Bates discussed how she used several assessments to create this draft, and asked for feedback on what needs to be added/removed. Feedback was provided around: Questions related to knowledge and sensitivity around sexual identity. Documents available in large font The availability of a CAB to receive patient level feedback Availability of tools to assist patients who have vision and/or hearing impairments.</p> <p>Shirley, HCDI, informed the committee that her agency has already created several provider level assessments, educational materials and trainings for health literacy and cultural competency. This should be considered prior to finalizing this deliverable.</p> <p>Discussion took place around whether this survey would be completed by individual providers, or if it would be at an agency level. It was shared that this would not likely be completed by each individual provider, but rather at an agency level.</p>	<p><i>Committee members to email further feedback to Jenn Bates. Jenn Bates to schedule a meeting with Tandra and Shirley to review materials from HCDI. Jenn Bates to prepare updated draft for July meeting.</i></p>
<p>Consumer involvement and recruitment.</p>	<p>Discussion took place around consumer involvement. Group members agreed that an incentive and/or assisting with transportation would help bring consumers to the meetings. Group discussed gift cards, gas cards, and grocery shopping cards as appropriate incentives for consumers. Michael Burgess suggested that Catholic Charities may have a consumer to participant. Group members were in agreement that it is important to have consumer involvement in our committee. Several committee members discussed ideas of how to bring in consumers, and stated they would reach out to people they felt would be appropriate.</p>	<p><i>Committee members to email Jenn and Tandra names and contact information for any consumers they feel would benefit the committee.</i></p>
<p>Questions/ comments</p> <p>Goals for next meeting</p>	<p>Michael Burgess feels we should ask the cancer society to participate, and stated he would reach out before the next meeting. Michael Burgess stated it is very important for the community to be aware of what DSRIP is, and how people can benefit from it. This was agreed upon by the committee members, and the DSRIP PMO will look into this further.</p> <p>Reporting was also discussed. Committee members felt it would be important for us to have information available to show progress towards DSRIP projects. Jenn Bates informed the committee that we will be creating dashboards for project specific milestones and deliverables, and that once this is created, it will be available.</p> <p>It was suggested by Diane that the chair report back to the committee as an agenda item with activities, issues, etc. following Executive Committee meetings as appropriate.</p> <p>Jenn Bates asked the group to continue sending feedback on the health disparity hot spot list and on the CCHL assessment for providers.</p>	<p><i>Jenn Bates to follow up on committee feedback.</i></p>

	<p>Jen, Shirley and Tandra to meet to review materials already created.</p> <p>Committee members to email consumer nominations to Jenn and/or Tandra</p> <p>Jen to discuss with DSRIP team possible training and education vendors that may be available.</p> <p>Jenn Bates will send out June minutes and agenda prior to the July meeting.</p> <p>All future meetings will be held on the 4th Thursday of the month, from 10-1130. Location for July meeting TBD.</p>	
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Respectfully submitted by,
Erin Newhouse
Center for Health Systems
Transformation at AMC
Meeting recorded on digital recorder