

AMCH PPS DSRIP WORKFORCE COORDINATING COUNCIL MEETING MINUTES

MEETING INFORMATION

MEETING TITLE:	AMCH PPS DSRIP Workforce Coordinating Council Meeting
DATE:	August 27, 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"/> 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"/> Kim Kaplan- GCPH <input checked="" type="checkbox"/> Tish Finnegan- Columbia Memorial Hospital <input checked="" type="checkbox"/> Tara Foster- AMCH <input checked="" type="checkbox"/> Mary McQuade- AMCH <input checked="" type="checkbox"/> Mingie Kang- AMCH <input checked="" type="checkbox"/> Rosa Lomuscio- 1199 <input checked="" type="checkbox"/> Maureen Tomlinson- 1199 <input checked="" type="checkbox"/> Ruthie Ruela- 1199 <input checked="" type="checkbox"/> Mark Quail- AMCH <input checked="" type="checkbox"/> Maria Kerkado- 1199 <input checked="" type="checkbox"/> Henry Pohl- AMCH <input checked="" type="checkbox"/> Angela Timothy- Columbia County DOH <input checked="" type="checkbox"/> Anne O'Brien- CFDS <input checked="" type="checkbox"/> Liz Taylor- CFDS <input checked="" type="checkbox"/> Cynthia Wolf- 1199 <input checked="" type="checkbox"/> Kevin Jobin-Davis- HCDI <input checked="" type="checkbox"/> David Guyette- AMCH
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AGENDA OVERVIEW

<u>Topic</u>
<ul style="list-style-type: none"> ✓ Discussion of Job Titles and Classifications ✓ Discussion of Draft Workforce Readiness Survey Questions ✓ Updates <ul style="list-style-type: none"> • Workforce Luncheon in Syracuse • Workforce Collaboration Discussions with AHI and AFBHC • Workforce Discussions with Montefiore Hudson Valley Collaborative • Discussions with Potential Workforce Vendors ✓ Open Forum

MAIN POINTS / DECISIONS

Main Discussion Points from Attendees:

- ✓ Meeting commenced at: 2:00 pm

Committee Membership/Introductions

- ✓ Meeting began with new member introductions.
- ✓ Mr. Santiago noted that the meeting is being recorded for meeting minutes purposes and will be kept for proprietary reasons.
- ✓ Mr. Santiago reviewed the agenda for the meeting.
- ✓ Previous Month's Committee Meeting Minutes were reviewed and approved by the committee with no modifications.

Job Titles and Classifications

- ✓ Mr. Santiago presented the Job Titles and Classifications list to the committee for review. This list was provided by the DOH with no related job descriptions or educational requirements.
- ✓ The Bureau of Labor Statistics website was used to populate the job descriptions and educational requirements to fulfill the related deliverable "*The WCC will define job role classifications and group titles across provider types to assess need, prioritize roles, skills and licensure requirements to assist with retraining and redeployment*".
- ✓ The Job Titles and Classifications list is not meant to standardize job titles across the PPS, it serves as a recommended list of titles and descriptions used to assess the needs of our PPS partners and assist us with retraining and redeployment.
- ✓ The workforce assessment survey will contain questions pertaining to patient navigators/ coordinators, and after completion of the survey, we will be able to populate these job descriptions and educational requirements (since they were left blank on the list).

Workforce Survey Questions

- ✓ Mr. Santiago presented a draft of the Workforce Readiness Assessment Survey which will be part of the overall Readiness Assessment Survey disseminated to our PPS partners by mid-end of September 2015.
- ✓ The PRAT Tool (Partner Readiness Assessment Tool) was used as a guide in developing the workforce survey questions.
- ✓ The first part of the survey requests the current number of employed clinical providers by July 2017, as well as clinical providers needed by year 2017. By obtaining these figures we will be able to conduct a gap analysis.
- ✓ The second part of the survey are questions related to workforce from the PMO project teams.
- ✓ The last part of the survey are training questions which will help fulfill the milestone "*create a training plan*". It is important to have baseline data of the current training programs that exist between our PPS partners.
- ✓ Mr. Santiago asked the committee for additional questions to add to the survey, as well as who should fill out the workforce assessment survey from each of the participating facilities?
- ✓ Ms. Halakan stated that the survey should be sent to each PPS partner and they would determine internally who would answer the survey for them.
- ✓ The PMO suggested doing a webinar before the survey is disseminated to guide PPS partners on how to successfully complete the survey.
- ✓ The committee was asked to review the survey and send the PMO any proposed modifications or additional survey questions by 09/04/2015.

Updates

- ✓ Ms. Cartwright updated the committee on our current collaborations with neighboring PPSs.
- ✓ AMCH PPS has continued to have discussions with Adirondack Health Institute, and Alliance for Better Health Care. We had our first conference call on August 13, 2015.
- ✓ The PMO is collaborating further with the AFBHC. There have been discussions around the formation of one workforce committee between the two PPSs. There are many advantages to consolidating the two committees. Not only do we have overlapping counties, we also share PPSs partners.
- ✓ We continue to communicate with Joan Chaya (Director of Workforce for the Montefiore Hudson Valley Collaborative) and discuss workforce related issues.
- ✓ The PMO Workforce Team attended a workforce lead luncheon in Syracuse NY, hosted by Central NY Care Collaborative, CNY AHEC and Health Workforce NY. Eleven PPS workforce leads were in attendance to discuss issues related to workforce. Peggy Chan (Director of DSRIP for NYSDOH) was in attendance to address PPS questions and concerns related to workforce.
- ✓ We are still in the process of looking for a workforce vendor, the PMO continues to meet with potential vendors and review proposals.
- ✓ Ms. Wolf asked what training vendors the AMCH PPS was talking to. Ms. Cartwright stated that we have talked to 1199SEIU, BDO, HealthStream, Iroquois, UAlbany School of Public Health, and AHEC.

Open Forum

- ✓ Ms. McIntyre asked what the expectations are from the committee regarding the survey? Ms. Cartwright stated that we would like feedback from the committee on the survey. Please provide us with survey input by 09/04/2015.
- ✓ Dr. Clifford stated that absent the knowledge of the infrastructure, capability and willingness to participate of our PPS partners, we won't know what the training issues are until we answer those questions. We should anticipate that later on, this committee will need to look at the breath & depth of training curriculum and conduct a second survey.
- ✓ Dr. Clifford also added that as we look at best practice guidelines and implement them across participating organizations we need to provide clarification in terms of what the duties are rather than the titles. PPS partners can continue to select the titles that they so chose as long as the duties and certifications are met.
- ✓ The next Workforce Coordinating Council meeting will be September 24, 2015 from 2-3 PM.
- ✓ The meeting ended at 2:40 PM

ACTION ITEMS

<u>Owner</u>	<u>Action Item</u>	<u>Due Date</u>
WCC	Send any proposed modifications or additional questions for the workforce assessment survey.	09/04/2015

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