



## AHI PPS MEETING OVERVIEW

<b>Meeting Title</b>	<b>Workforce Committee Meeting</b>
<b>Date/Time</b>	<b>July 13, 2016 1:30 – 3:00pm</b>
<b>Next Meeting</b>	<b>Wednesday, August 3, 2016</b>
<b>Attendees</b>	<p>Committee Chair: Mike Lee, Adirondack Health  Linda Beers, Essex County Public Health  Jill Borgos, Empire State College  Kyle Brock, Glens Falls Hospital  Marti Burnley, Hudson Headwaters Health Network  Becky Leahy, North Country Home Services  Darlene Lewis, Canton-Potsdam Hospital  Mark Lukens, Behavioral Health Services North  Megan Murphy, AHI  Elizabeth Parsons, Fort Hudson Health System  Diane Wildey, SUNY Adirondack  Karen Zanni, Empire State College</p> <p>AHI Staff: Kelly Owens, J.P. Quintal, Chelsea Truehart</p> <p><u>Unable to attend:</u>  Debbie Couture, Behavioral Health Services North  Michelle LeBeau, University of Vermont Health System – CVPH  Sadie Spada, The Adirondack Arc  Kathy Tucker, 1199/SEIU</p>



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**Meeting  
Overview**

The group was welcomed.

**Review of Recruitment and Retention Funds:**

Workgroup update included discussion regarding caps on round 1 for funding related to position types based on historical approvals by the workgroup and regional/market experience. The Recruitment and Retention Workgroup and Workforce Committee recommended if funding remains available at the end of the DSRIP year, those applications that were only partially funded earlier in that year may be re-evaluated for additional funds.

The Committee reviewed Recruitment and Retention Fund requests that had been recommended for endorsement by the Recruitment and Retention Workgroup. The Workforce Committee approved four (4) requests that required Workforce Committee endorsement, one request was recommended for partial funding. There were two (2) requests that that were endorsed by the Recruitment and Retention Workgroup and no further action was necessary by the committee.

**Review of Training Funds Requests:**

The Committee reviewed Training Fund requests that had been recommended for approval by the Training and Resources Workgroup. The Workforce Committee reviewed and endorsed five (5) requests that required Workforce Committee endorsement. Additionally, the Training and Resources Workgroup approved five (5) requests that did not require Workforce Committee endorsement, though information was shared on these training requests.

**Review of Compensation and Benefits Analysis:**

The narrative report of the AHI PPS Compensation and Benefits Analysis completed by the Center for Health Workforce Studies was shared and reviewed by the committee. This initial analysis will provide baseline information to assist in future analyses due in years 3 and 5. The group discussed fringe rates in addition to vacancy rates identified from the aggregate analysis. The current state data collected will provide information necessary for next steps related to the gap analysis, transition roadmap and training strategy. Additional data will be requested from the Center for Health Workforce Studies to assist in this process.

The Workforce Committee endorsed the AHI PPS Compensation and Benefits Analysis. The completion of this milestone has been successfully achieved.

**Review of Employee Impact Resource Guide:**

The Employee Engagement Workgroup worked together to develop this resource in consultation with a labor attorney. This resource is recommended for organizations that may not currently have a policy in place related to redeployments or retraining and should not supersede any organizational employment and labor policies and agreements. Framework was provided to assist in developing plans that work best within an organizations and factors to consider. In addition, a resource section in the guide identified local resources that can assist (such as Department of Labor Career Centers and Area Health Education Centers) as well a resource page on the AHI PPS website that will provide direct links to career pages of the PPS partners. This will ensure that only the most up-to-date information is available for review.

The Workforce Committee endorsed the Employee Impact Resource Guide.



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**Future State Update:**

The webinar meeting related to the future state assessment was held on June 17 where additional recommendations were made. The Future State Assessment was endorsed by 100% of the Workforce Committee by June 24 and received majority endorsement by the Steering Committee by June 30. This milestone was successfully achieved.

**Impact Reporting:**

A template provided by DOH related to impact reporting was shared with the committee. Update received July 12 indicated a baseline estimate of the number of individuals trained/retrained, newly hired and redeployed is now NOT a requirement. Beginning September 30, the PPS will be required to report actual numbers related to training/retraining, redeployment and new hires, and this is tied to an achievement value. The PPS is working with a consultant on developing tools that will be provided to partners to collect this data with the required data fields. Additionally, information on redeployments as full placement or partial placement will be required.

**Planning Next Steps: Gap Analysis, Transition Roadmap and Training Strategy:**

A group comprised of seven (7) committee members, eight (8) individuals from partner organizations who will represent projects along with workforce staff and a representative from the Center for Health Workforce Studies will participate in a planning meeting on July 28 at the Schroon Lake Health Center in Schroon Lake. During this meeting, an evaluation of the current state assessment and future state assessment will take place to outline a gap analysis and begin building the transition roadmap and training strategy.

**Workforce Updates:**

- Mike Lee shared that this will be his last meeting as the Workforce Chair as he has accepted a position as CEO at a hospital in New Hampshire. He was thanked for his hard work since the committee began. Updates will follow on the Chair vacancy as an evaluation of committee membership is currently taking place.
- The update from DOH received on July 12 also indicated that governing body endorsement (Workforce Committee, Steering Committee) for milestones has been extended beyond the end of the quarter allow the PPSs to obtain approval through the due date for quarterly report submission (typically one month after the quarter ends). Milestones are required to be complete by the stated target date – only the final approval has been extended by approximately one month.

**Next Steps:**

- Meeting on July 28 to outline transition roadmap and provide framework for the training strategy.
- Next Workforce Committee meeting is Aug 3 with review of the Recruitment and Retention Fund and Training Fund applications in addition to workforce updates.



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