



## AHI PPS MEETING OVERVIEW

<b>Meeting Title</b>	<b>Workforce Committee Meeting</b>
<b>Date/Time</b>	<b>Friday, December 4, 2015 1:30 – 3:00pm</b>
<b>Next Meeting</b>	<b>Wednesday, March 2, 2016</b>
<b>Attendees</b>	<p>Committee Chair: Mike Lee, Adirondack Health            Debbie Couture, Behavioral Health Services North            Michelle Law, Franklin-Essex-Hamilton BOCES            Michelle LeBeau, Univ. of Vermont Health System – CVPH            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            Sadie Spada, The Adirondack Arc            Kathy Tucker, 1199/SEIU            Diane Wildey, SUNY Adirondack            Karen Zanni, Empire State College</p> <p>Guest: Robert Martiniano, Center for Health Workforce Studies            AHI Staff: Kelly Owens</p> <p>Unable to attend:            Linda Beers, Essex County Public Health            Marti Burnley, Hudson Headwaters Health Network            Michelle LeBeau, University of Vermont Health System – CVPH</p>



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**Meeting  
Overview**

Introductions occurred for members in person and on the phone.

**Charter Update:**

Steering Committee reviewed requested changes and approved the attendance requirement at 75%. The request for a proxy vote provision was not approved. Charters are being finalized and will be shared with committee once complete.

Guidance on membership was received – one person from AHI will be identified as a committee member and workgroup member for voting purposes. For workforce, Megan Murphy will be AHI committee member and workgroup member.

**Training/New Hire Survey Review:**

Survey sent to 135 contacts within our anticipated partner membership, as well as AHI project managers, to identify what training may have occurred from 4/1/15 to present and what may occur in the future. This survey also included the addition of any new staff that support DSRIP projects. As of 12/3/15, 16 responses were received from partner organizations and at meeting time, data has been entered for 11 organizations. Preliminary findings indicate that the AHI PPS will achieve the minimum \$1.2 million workforce budget spend.

**Workgroup Overviews:**

- Sadie Spada provided an overview of the Compensation and Benefits Workgroup. Survey still being finalized as we await more detail from DOH. Next meeting scheduled for 12/15/15 with anticipation of guidance provided at an upcoming DOH meeting on 12/11/15 in addition to updates provided on 12/2/15.
- Michelle LeBeau was unable to participate and Kelly Owens provided an overview of Employee Engagement Workgroup. Two subgroups have been formed: one group to draft an Employee Communication Plan. This group has completed a draft communication plan which will be shared with the workgroup then to the Workforce Committee and Steering Committee for approval. The second group is working on a draft impact plan to work with individuals who may be impacted by DSRIP project implementation. They will meet again on later this month.
- Mark Lukens provided an overview of the Recruitment and Retention Workgroup. The workgroup is large and after its first meeting it was decided that three subgroups would be helpful in moving forward with initiatives: Recruitment and Attraction, Recruitment and Organizational Hiring and Retention Efforts. All groups will be meeting for the first time in the coming weeks.
- Diane Wildey provided an overview of the Training and Resources Workgroup. Two subgroups have been meeting. One group has created a draft policies for organizations to request training funds and for the review of requests by the workgroup and Workforce Committee. A draft application was also completed. All information continues to be reviewed by the workgroup. Another group met to draft a rubric to provide a clear and consistent manner for applications to be reviewed and scored which was shared at the last workgroup meeting and continues for review.



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**Milestone and DOH Updates:**

Kelly Owens shared updates received by DOH on 12/2/15 and impact on milestones. Many milestone dates have been pushed out several months.

Current Milestone/Achievement Value due dates:

- Developing an Employee Communication Plan – 3/31/16
- Define the Target Workforce State – 6/30/16
- Perform a Detailed Gap Analysis – 9/30/16
- Create a Transition Roadmap to Achieve Target State – 9/30/16
- Produce a Compensation and Benefits Analysis – 6/30/16
- Finalize a Detailed Training Strategy – 9/30/16
- Impact Assessment – baseline 6/30/16, actual reporting 9/30/16
- Workforce Budget Spending (Year 1) – 3/31/16

Robert Martiniano shared details on the Current State Assessment and the process to obtain the information from partners. The Committee approved the process to obtain current workforce state data with a motion from Sadie Spada that was seconded by Mike Lee. The process was unanimously approved.

The Committee also reviewed and discussed the Compensation and Benefits analysis and the inclusion in the current state analysis document. In the analysis, CHWS would receive aggregate data on the specified occupations by 10 facility types – 9 facility types are required by DOH and the committee requested adding Inpatient Behavioral Health Services. The group felt requesting data as of 12/31/15 would allow for current information to be received and aged the appropriate amount of time. The committee unanimously approved the process to obtain compensation and benefits information.

The group discussed mechanisms to track impact across the PPS. One platform through Health Workforce New York was discussed. The committee would like to participate in a demo of this platform during its March meeting.

**Standards for Culturally and Linguistically Appropriate Services:**

Megan Murphy reviewed a proposed AHI Cultural Competency & Health Literacy Strategy. Details were shared on Culturally and Linguistically Appropriate Standards (CLAS) and incorporating with patients/clients as well as employees. The committee discussed the importance of such principles and unanimously agreed to the adoption of a set cultural competency and health literacy standards and the use of CLAS.

**2016 Meeting Dates:**

The committee identified that the best meeting date will be quarterly on the first Wednesday of that month from 1:30pm – 3:00pm. The committee would like to investigate videoconferencing if possible with a sites in the north and south.

The next meeting will be March 2, 2016, 1:30 – 3:00pm at Adirondack Health, Saranac Lake.

The meeting adjourned at 2:50pm.



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