



## AHI PPS MEETING OVERVIEW

<b>Meeting Title</b>	<b>AHI PPS Workforce Committee Meeting</b>
<b>Date/Time</b>	October 27, 2015 9:00am – 11:00am
<b>Next Meeting</b>	TBD
<b>Attendees</b>	<p>Chair: Mike Lee, Adirondack Health  Michelle LeBeau, University of Vermont Health System at CVPH  Darlene Lewis, Canton-Potsdam Hospital  Mark Lukens, Behavioral Health Services North  Kelly Owens, AHI  Sadie Spada, The Adirondack Arc  Diane Wildey, SUNY Adirondack</p> <p><i>Unable to attend:</i>  Megan Murphy, AHI</p>
<b>Meeting Overview</b>	<p><b>Welcome:</b>  The group was welcomed by Mike Lee with introductions.</p> <p><b>AHI PPS Workforce Charter Review:</b>  The group reviewed a draft Workforce Charter provided by the Steering Committee. The committee approved the charter with the following requested changes:</p> <ul style="list-style-type: none"> <li>• Amend the attendance policy to 75% attendance required to align with quarterly meetings.</li> <li>• Include proxy voting if a member is unable to attend a meeting where major decisions will be made. The committee would be charged with providing call-in information when necessary (group decided meeting in person was the best option).</li> </ul>



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**Nominations of other members:**

Following guidance of the charter, members discussed the composition of the committee. Further detail was requested on what defines “workforce expert”.

**Communication Strategy of Committee Structure:**

- Documents were reviewed which outlined the role of the committee, the advisory council and each workgroup. This also included a visual of the workforce organizational chart.
- The group felt it would be helpful to include the role of the 11 projects and in guiding the workforce committee activities.
- Communication will be sent to all workforce members who comprise the workforce advisory council. Participation will not change – names of groups within the committee will be updated to align with the Workforce Charter.
- Those nominated to the committee will receive information related to roles and responsibilities of the committee and committee members. Kelly will draft documents for review by all.

**Workforce Implementation Plan and Budget:**

- Implementation Plan was discussed and approved as will be submitted for Quarter 2 by 10/30/15.
- Updates shared regarding the compensation and benefits analysis now due for DSRIP years 1, 3 and 5.
- Contract with the Center for Health Workforce Studies awaiting final execution.
- Budget information for years 1-5 was discussed noting that the PPS will be evaluated on spending 80% of the workforce commitment for Year 1. Guidance has been requested on will happen with the 20% left over and will be shared with the entire committee once received.

**Next Meeting:**

Next meeting will be scheduled week of 11/30.



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