



**Attendance:**

Name	Title/Role	Organization
Mike Lyon	Associate Professor UUP	Upstate Medical Hospital
Richard Diodati	Human Resource Director	Charles T. Sitrin Health Care Center
Kari Burke	CNYCC Workforce Coordinator	SUNY Upstate University Hospital
Coert Bonthius	Director 119 TUF	SEIU 1199 TUF
Eric Frost	Associate VP for Human Resources	SUNY Upstate University Hospital
Laura Cichostepski	Programs/communications	CNYAHEC/HWNY
Richard Hughes	QA Coordinator	Onondaga Case Management Services
Jim Kennedy	Chief Compliance and Project Development Officer	Finger Lakes Community Health
Jessica Mead	DSRIP Project Manager	CNYAHEC/HWNY
John Bergemann	Human Resource Director	Crouse Hospital
Jason Smith	Human Resource Partner	St. Josephs Health
Anita Merrill	Workforce Consultant	Health Workforce New York (HWNY)/AHEC
Marta Durkin	VP of Behavioral Health	Liberty Resources INC
Lisa Blodgett	Program Rep	New York State Nurses Association
Gail Warchol	Healthcare Careers Coordinator	Mohawk Valley Community College
Eric Turer	Health Systems Consultant	John Snow, Inc. (JSI)
Agenda Item	Discussion Points	Decision/Action Item
Welcome and Introductions	The group welcomed Eric Turer, a Health Systems Consultant with JSI.	N/A
Minutes of the Previous Meeting	Minutes from the 10/06/15 meeting were approved with a correction to Jim Kennedy's title.	Minutes to be corrected prior to posting to HWapps.
Target Workforce State	Eric Turer, JSI, provided an overview of a proposed methodology for assessing staffing requirements at	Eric, Kari, and Anita will present the methodology with inputs by project to the PIC teams.

	<p>the project level. Eric reviewed the sources of data inputs used to create the proposed methodology, including December, 2014, interviews with Project Leads, speed/scale considerations, and patient engagement assumptions.</p> <p>Comments and discussion with the group centered on the following:</p> <ul style="list-style-type: none"> <li>• Patient complications affect FTEs/caseload.</li> <li>• How does the methodology account for input from the partners?</li> <li>• Are nursing staffing ratios taken into consideration?</li> <li>• Capacity, lead time, and training resources may all be affected by union contracts.</li> </ul>	
<p>NYSDOH Updates</p>	<p>NYSDOH convened a Compensation and Benefits Stakeholders group to discuss anti-trust issues associated with the Compensation &amp; Benefits Analysis. The group met twice during the month of October. Organizations invited to attend included HWNY, Iroquois Healthcare Association (IHA), Healthcare Association of New York State (HANYS), the Center for Health Workforce Studies, 1199, and representatives from individual PPSs. Anita Merrill and Ashleigh McGowan represented HWNY at the meetings. Prior to the meetings, HWNY met with the representatives of 5 Upstate PPSs, including CNYCC to ensure their concerns were represented at the table. Between meetings, HWNY submitted a report with Upstate PPS concerns. New guidance was issued between meetings reducing reporting requirements to every six months and reducing Compensation and Benefits</p>	<ul style="list-style-type: none"> <li>• Jessica Mead HWNY/AHEC to re-send NYSDOH list of job titles to members; a document will be developed with NYSDOH job titles as well as the job descriptions referenced by NYSDOH when creating the list.</li> <li>• Kari will send out “Getting Ready for the New Normal”- DSRIP YouTube Video.</li> </ul>



	analysis from 5 to 3. Following the second meeting HWNY and IHA submitted a report suggesting data from the Compensation and Benefits Analysis be used to measure impact analysis (i.e. full vs. partial placement) of redeployed and retrained health workers. A third meeting is scheduled for early November to consider this proposal.	
Training Strategy	Kari and Anita have presented to 9 out of 11 PIC's with two meetings scheduled for November.	Kari and Anita to complete PIC presentations.
Other Updates	<ul style="list-style-type: none"> <li>• DSRIP 101 is still under development, will be ready by January 2016.</li> <li>• Workforce Leads &amp; Vendors Meeting (11/16/2015): First meeting hosted by Central New York Care Collaborative in August received positive evaluations. The Leatherstocking Collaborative Health Partners agreed to host the next meeting in Cooperstown. The agenda will focus on the Gap Analysis workforce milestone. There may be opportunities to bring Cultural Competency and Health Literacy groups together with the Workforce groups.</li> <li>• HWNY will begin to set up Focus Groups with respect to using HWapps to collect analyze workforce data.</li> </ul>	<ul style="list-style-type: none"> <li>• Coert Bonthius will follow up with Selena Pitt on DSRIP 101 status</li> <li>• HR representatives interested in participating in Focus Groups should contact Kari Burke or Anita Merrill.</li> </ul>
Next Meeting	The next meeting will be held from 12 pm – 2 pm on 12-16-15 location TBD.	N/A
Adjournment	The meeting adjourned at 2:00 p.m.	N/A

Recorded by: Anita Merrill, Workforce Consultant, HWNY