



**Attendance:**

Name	Title/Role	Organization
Kari Burke	CNYCC Workforce Coordinator	SUNY Upstate University Hospital
Richard Diodati	Human Resource Director	Charles T. Sitrin Health Care Center
Allison Duggan	Chief Operating Officer	Oswego Health
Marta Durkin	VP of Behavioral Health	Liberty Resources INC
Ruth Heller	Vice President	1199SEIU
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
Anita Merrill	Workforce Consultant	Health Workforce New York (HWNY)/AHEC
James Swords	Director of Human Resources	Lewis County General Hospital
Agenda Item	Discussion Points	Decision/Action Item
Welcome and Introductions	The committee welcomed a new member, James Swords, Director of Human Resources, Lewis County General Hospital.	N/A
Minutes of the Previous Meeting	Minutes from the 10/30/15 meeting were approved with a correction to 1199.	Minutes will be posted to HWapps.
All PPS Meeting	The NYSDOH hosted an All PPS meeting in Albany on December 11, 2015. Anita Merrill and Ashleigh McGowan from HWNY sat on the panel for workforce, along with Iroquois Healthcare Alliance and 1199 SEIU TEF. Jim Kennedy attended the meeting for Kari Burke. Updates from the meeting ( <a href="#">See 12.16.15 WFWG Meeting PowerPoint</a> ).	N/A

	<ul style="list-style-type: none"> <li>The NYSDOH is providing PPSs with a 25% discount towards their Workforce Strategy Budget for DY1. <b>This discount will not impact the total spend;</b> PPSs will still be required in DY5 to spend 100% of their Workforce Budget commitment made in the organizational application.</li> <li>Dates have been extended for workforce reporting requirements. All baseline data for the prescribed milestones are due June, 30 2016 and the first quartile report is due in September, 2016.</li> </ul>	
<p>NYSDOH Updates</p>	<p>The NYSDOH released new guidance on December 2, 2015 (<a href="#">See Workforce Reporting Summary</a>).</p> <ul style="list-style-type: none"> <li><b>The timeline for the Workforce Budget Report has not been extended and is due March 31, 2016.</b> The budget report will include all workforce spending from April 1, 2015 through March 31, 2016. Semi-annual reports will be due, thereafter. Changes cannot be made within the total budget, however, changes can be made within the categories.</li> <li>The Workforce Impact Analysis baseline report is due June 30, 2016; the first report against the baseline is due September 31, 2016, and semi-annual thereafter. Data collected for the Impact Analysis needs to be collected by a 3<sup>rd</sup> party. AHEC/HWNY, through a HWapps Account Manager will serve as the independent third party.</li> <li>The Compensation &amp; Benefits Analysis is due June 30, 2016 and once every other year thereafter. Data collection will begin January 1, 2016.</li> </ul> <p>Comments and questions from the group included:</p>	<p>N/A</p>

	<ul style="list-style-type: none"> <li>• Data could get confounded, it may be difficult to determine that staff impact is a result of DSRIP and not the result of health care transformation in general.</li> <li>• Reported jobs titles for the staff impact is not limited to direct patient care and includes titles such as IT.</li> <li>• The NYSDOH is requiring staff impact by job title and facility type; reported job titles are not impacted by the % of time a staff member is dedicated to a DSRIP role.</li> <li>• Workforce reporting data will be viewed in an aggregate to the PPS.</li> <li>• Employers cannot use the workforce budget to pay staff salary. The Budget can only be used to pay PPS staff <b>whose primary job function</b> is to coordinate or conduct workforce training and activities, as well as to pay backfill coverage for staff attending training sessions.</li> <li>• Are there incentives to encourage smaller organizations to complete workforce reporting accurately?</li> </ul>	
Workforce Milestone Updates	<ul style="list-style-type: none"> <li>• CNYCC is working on a contract with Iroquois Healthcare Association (IHA) to conduct an assessment of the current state with the Compensation and Benefits Analysis.</li> <li>• Eric Turer, a Health Systems Consultant with JSI, has been presenting a staffing-by-project analysis to the PICs. The future state largely depends on contracting with partners. CNYCC will be utilizing a survey method to determine partners' staffing needs as a result of DSRIP.</li> </ul>	N/A

Communication Update	<ul style="list-style-type: none"> <li>• The first focus group is being held December 16, 2015 with human resource representatives from both large institutes and small community based organizations, to review workforce reporting.</li> <li>• Kari and Anita are planning a January Webinar to discuss workforce reporting requirements.</li> <li>• Kari and Anita have discussed developing a newsletter series for the 5 workforce milestones.</li> <li>• It is anticipated DSRIP 101 will be available in January from 1199.</li> </ul>	
Next Meeting	A Doodle poll will be sent to the group for the next WFWG meeting.	Jessica Mead will send a Doodle poll to the group.
Adjournment	The meeting adjourned at 1:40 p.m.	N/A

Recorded by: Jessica Mead, DSRIP Project Manager, HWNY