

**Center for Health Systems Transformation
At Albany Medical Center**

**Consumer and Community Affairs Committee
Meeting Minutes**

May 21st, 2015

Members in Attendance: Kendal Pompey, Shannon McWilliam, Melody Palange, Jeff McKenzie, Theresa Lux, Gretchen Moore Simmons, Viola Lipscomb, Bill Faragon, Michael Burgess, Linda Miller, Christine McIntyre, Bill Dickson, Deb Murray, Bob Schaffer, Perry Junjulas, Marcus Harazin, George Clifford, Jennifer Bates, Diana Cartwright, Ronald Santiago, Tamika Santiago

TOPIC	DISCUSSION	ACTION
<p>Review of Charter & Mission</p> <p>*See attachment 1</p>	<p>Kendal discussed the Charter & Mission statement from 4/2015. The Consumer and Community Affairs Committee (CCAC) will be comprised of Medicaid beneficiaries, parents and guardians of Medicaid eligible children and/or those connected to organizations that represent the interest of Medicaid beneficiaries. The CCAC will lead in representing the interests and needs of Medicaid recipients and the uninsured. The committee will server with the purpose of providing feedback and recommendations to the PAC regarding the unique needs of the consumers and how these needs can best be met during the planning and implementation phases of DSRIP. The Consumer and Community Affairs Committee will also develop partnership agreements with key community based organizations in strategic locations throughout the five counties. The committee will oversee the activities such as: recruitment, consumer participation and engagement and community outreach and revitalization.</p> <p>*No objections or changes to be made per committee members.</p>	<p><i>Informational</i></p>
<p>Nominations/ Membership</p>	<p>Discussed membership with the committee members at the table. Members were asked to consider who was already in attendance and who else should be recruited. Also discussed reaching out to consumers and community members to inquire about getting them involved actively with the committee.</p> <p>A member asked for clarification on whether it would be task of individual CCAC members to reach out to their own consumers. It was suggested to the committee that it would be greatly appreciated if they recruited consumers from within their organizations to join the committee so their voices can be heard. The committee will consider possible incentives to provide to community/ consumer representatives.</p> <p>Committee members discussed how to bring in consumer representation and government representation.</p> <p>The committee members at the table were representative of the five counties but it would be beneficial if there was representation of a wider array of services that are available to consumers.</p>	<p><i>Informational</i></p>

Chairperson Selection	Discussed nominating a chairperson. Advised the committee that they would receive assistance from DSRIP office if need be. The Chairperson's role will ultimately be to help facilitate the meetings and support meeting deliverables. The anticipated time commitment is about 4 hours per month. The Chairperson will also have a seat on the PAC Executive Committee.	<i>Informational</i>
TimeLine and Deliverables *See attachment 2	<p>Discussed meeting milestones which the State dictates when they're due. DSRIP is operating on the State Fiscal calendar. The first milestone is to Finalize the community engagement plan, including communications with the public and non-provider organizations. The date given was DY1, Q2 (9/30/2015). This will be developed based on the Community Needs Assessment.</p> <p>Next milestone: Finalize partnership agreements or contracts with CBOs which will be met by December 31, 2015. Strategic partnerships will help to have the most effective outreach and engage the community members.</p> <p>Third milestone which will be to develop a population health roadmap. This will be met by June 30, 2016. It will be a collaborative effort with the Cultural Competency and Health Literacy Committee (CCHLC). Jennifer Bates (CCHLC) will be leading this committee and was in attendance for this meeting as well. The first meeting of this committee will be May 28 at 2pm, at 66 Hackett.</p>	<i>Informational</i>
Schedule for future meetings	Meeting frequency was discussed. Debated scheduling monthly meetings with the committee. Given the Milestones and deadlines for completion, the Committee feels that once per month for the foreseeable future will be sufficient. The Committee felt that holding the second meeting during the week of June 22 would be best.	<i>Informational</i>
Next Steps	<p>Action items at this time include sending along any nominations for a Chairperson, considering the role and involvement of the consumers on the committee, identifying any colleagues/ counterparts who should be included, and sharing any upcoming events that engage the community/ consumers.</p> <p>PMO will reach out to Committee to schedule June meeting.</p>	<i>Action</i>

Respectfully submitted by,
Tamika Santiago
Center for Health Systems
Transformation at AMC
Meeting recorded on digital recorder

Consumer and Community Affairs Committee

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Mission/Charter

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Finalize community engagement plan, including communications with the public and non-provider organizations (e.g. schools, churches, homeless services, housing providers, law enforcement)

Building off of the comprehensive community needs assessment, AMCH will identify community resources and organizations that impact population health, including, but not limited to, food, clothing, recreation, housing, law enforcement and education.	Under the direction of the CCAC, continue to recruit and engage consumer and community participation in activities consistent with the approved community engagement plan.	The CCAC will publish a schedule of events to both engage and stimulate participation in various population health activities.	Under the direction of the CCAC, actively participate in CORESTAT and other community revitalization efforts to communicate what the PPS is doing and coordinate ongoing outreach activities to encourage participation.
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DY1, Q2 (September 30, 2015)

Finalize partnership agreements or contracts with CBOs

Under the direction of the CCAC, develop partnership agreements with key CBOs in strategic locations throughout the 5 county service area.	Under the direction of the CCAC, continue targeted outreach to strategic CBO partners to encourage active engagement and participation in the committees of the PAC.
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DY1, Q3 (December 31, 2015)

Develop population health management roadmap

AMCH PPS CCAC and Cultural Competency and Health Literacy Committee will jointly finalize the population health roadmap. It will be presented to the Executive Committee of the PAC for approval.

DY2, Q1 (June 30, 2016)