



Department of Health
and Human Services

Maine People Living
Safe, Healthy and Productive Lives

Paul R. LePage, Governor

Mary C. Mayhew, Commissioner

SIM Steering Committee

Wednesday, June 19, 2013
10:00 a.m. – 12:00 p.m.

Attendance:

Noah Nesen, MD

Kristine Ossenfort, Anthem

Rebecca Ryder, Franklin Memorial Health

Rhonda Selvin, APRN

Penny Townsend, Wellness Manager, Cianbro

Deb Wigand, DHHS – Maine CDC

Jay Yoe, PhD, DHHS – Continuous Quality Improvement

Shaun Alfreds, COO, HIN

Randy Chenard, SIM Program Director

Jack Comart, Maine Equal Justice Partners

Michael DeLorenzo, Interim CEO, MHMC

Lynn Duby, CEO, Crisis and Counseling Centers

Dr. Kevin Flanigan, Medical Director, DHHS

Dale Hamilton, Executive Director, Community Health and Counseling Services

Katie Fullam-Harris, VP, Gov. and Emp. Relations, MaineHealth

Frances Jensen, MD, CMMI, Project Officer

Lisa Letourneau, MD, Maine Quality Counts

Stefanie Nadeau, Director, Office of MaineCare Services

Other Attendees:

Jim Leonard, Deputy Director, Office of MaineCare Services

Vanessa Santorelli

Katie Sendze – Health Info Net

SIM Meeting Title

DRAFT Minutes DATE

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Agenda	Discussion/Decisions	Next Steps
<p>Opening Comments from Commissioner</p>	<p>Discussed the SIM grant and how it is built on a solid foundation. We need to be sure that the SIM remains focused on fewer, key deliverables and prevent it from being mired in complexity. There will be early focus on determining what those key deliverables are, and the metrics associated with the tracking of those deliverables. What are the proper 'low hanging fruit' metrics that SIM can focus on to determine the effectiveness of the healthcare innovation that is already occurring in the State?</p>	
<p>Dr. Flanigan Key Comments</p>	<p>Role as Chairman: Ensure that discussion is all inclusive and collaborative, order will be maintained and all who wish to speak will be able to do so. Collaboration is a key them for the Steering Committee and for the execution of the SIM grant in general.</p> <p>Consensus: Expectation is that the Steering Committee will make decisions by consensus versus majority rule. Dr. Flanigan will facilitate consensus decision making processes.</p>	
<p>Meeting Schedules</p>	<p>Decision that the 2nd and 4th Wednesdays of each month will be scheduled for Steering Committee meetings, with the times being 10-12. The next meeting will be on 7/10, followed by 7/24.</p> <p>At the 7/10 meeting, we will provide a partial draft for the Operational Plan that is being developed. The required submission time for the plan to CMMI is 8/1. The Operational Plan will still be a work in progress when the draft is provided on 7/10, but it is important to provide what is complete at this time so that the Steering Committee can begin to review. A final draft will be provided to the Steering Committee for the meeting on 7/24 for review and approval to meet the required 8/1 deadline.</p> <p>***Timeframes are very tight for this submission so we appreciate the Steering Committee's focus on the Operational Plan review***</p> <p>Steering Committee By-Laws were also distributed to the SC and we plan to ratify these at the 7/10 meeting</p>	<p>Partial draft Operation Plan will be reviewed at the 7/10/13 meeting</p> <p>By-Laws will be ratified at the 7/10/13 meeting.</p>

Agenda	Discussion/Decisions	Next Steps
<p>Future Topics/Meeting Agendas</p>	<p>Once SIM work commences, we will have regular reviews/status provided to the Steering Committee from each workgroup.</p> <p>Items that require ‘escalation’ from the workgroups will be presented to the Steering Committee as needed. The SC can expect the issues to be clearly articulated with clear options presented and recommendations for Steering Committee decisions. Expectation is that the Steering Committee reaches consensus on the overwhelming majority of escalated items, preventing the need for further escalation to the Maine State Leadership team.</p> <p>Escalation/action items will be provided ahead of SC meetings to enable time for SC members to review issues prior to discussion at SC meetings.</p> <p>Future Steering Committee meetings will be held in Public Hearing Rooms vs. DHHS meeting rooms.</p>	
<p>Questions</p>	<p>A question was raised regarding a lack of representation from the Long Term Care community on the Steering Committee. Consensus from the SC was that this should be addressed and commitment made to add this representation.</p> <p>How will stakeholders be notified of Steering Committee discussion? Intent will be to distribute meeting minutes to Steering Committee, and SC members will socialize topics as required/desired through the communities that they represent. In addition, an interested party list will be developed and maintained and notes/minutes and other relevant materials will be distributed through that list as well. All Steering Committee meeting materials, meeting minutes and other information will also be published on the Maine.Gov DHHS website.</p> <p>Will Public Comment be allowed at SC meeting? Yes, there will be time reserved for public comment at every Steering Committee meeting.</p> <p>Do we have a list of SIM deliverables yet? No, that is being compiled as part of the Operational Plan and will be distributed to the Steering Committee for review in July.</p>	