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| S:\Letterhead\Logos All - JPG\DHHSColor.jpg  C:\Users\Lisa Tuttle\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\PRDJM42I\QC logo.jpg | **SIM Delivery System Reform**  **Subcommittee Meeting**  **Date: October 31, 2013**  **Time: 10:50am-12:00pm**  **Location: Augusta Civic Center, Ft Western Room** | | |  |
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| **----- Agenda -----** | | | |  |
| **Topics Lead Time** | | | | **Notes** |
| 1. **Welcome! Agenda Review** | | **Lisa Tuttle** | **10:50 (5 min)** | **The group agreed on groundrules to encourage participation and process** |
| 1. **Introduction of members** | | **All** | **10:55 (20 min)** | **Members introduced each other in dyads, identifying key skills and desired areas of development in order to accomplish the Subcommittee Charge** |
| 1. **Delivery System Reform Subcommittee Charge and Scope** | | **Lisa Tuttle** | **11:15 (10 min)** | **High level scope is identified for the Subcommittee – this will be explored in greater detail in 11/6 meeting** |
| 1. **Membership Structure, Roles, Responsibilities** | | **Lisa Tuttle** | **11:25 (10 min)** | **General roles of member types were reviewed; in 11/6 meeting, more formal convening will occur with voting members identified** |
| 1. **Meeting structure/locations**  * **Recurrence: First Wednesday of the Month, 10am - noon** | | **Lisa Tuttle** | **11:35 (5 min)** | **Meetings will occur on the first Wednesday of the month from 10am – noon; remote access will be provided** |
| 1. **Next meeting prep: November 6, 2013**   **Proposed goals:**  **Develop group relationships**  **Strategic review of Subcommittee Scope**  **Review/acceptance of Subcommittee Charter** | | **All** | **11:40 (5 min)** | **The 11/6 meeting will focus on group process, member roles, Subcommittee charge, Scope and synchronization with other SIM Subcommittees; dependencies and risks will be tracked.** |
| 1. **Meeting Evaluation** | | **All** | **11:45 (5 min)** | **Scores ranged from 5 – 9, with the majority of scored between 7-8** |
| 1. **Interested Parties Public Comment** | | **Public** | **11:50 (10 min)** |  |

**Next Meeting: Wednesday, November 6, 2013; 10am – Noon; Cohen Center, Maxwell Room,**

**22 Town Farm Rd, Hallowell**

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| **Dependencies Tracking** | | | |
| **Payment Reform** | | **Data Infrastructure** | |
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| **Risks Tracking** | | | |
| **Risk** | **Mitigation** | | **Owner** |
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