



**SIM Delivery System Reform Subcommittee**  
**Date: October 31, 2013**  
**Time: 10:00 to Noon**  
**Location: Cohen Center. Maxwell Room**

**Chair:** Lisa Tuttle, Maine Quality Counts [ltuttle@mainequalitycounts.org](mailto:ltuttle@mainequalitycounts.org)

**Core Member Attendance:** Andrew Molloy, Holly Harmon, Betty St. Hilaire, David Lawlor, Emilie van Eeghan, Greg Bowers, Joe Everett, Lydia Richard, Vance Brown, Brenda Gallant

**Ad-Hoc & Interested Parties:** Dora Ann Mills, Mitchell Stein, Ashley Soule, Cindie Rice, Anne Graham, Amy Belisle, Cathy Bustin, Ruth Frydman, Gerry Queally, Julie Schackley, Regen Gallagher, Kathy Fernberg

**Staff:** Lise Tancrede

Topics	Lead	Notes	Action
<b>1. Welcome! Agenda Review</b>	<b>Lisa Tuttle</b>		<b>The group agreed on ground rules to encourage participation and process</b>
<b>2. Introduction of Members</b>	<b>All</b>		<b>Members introduced each other in dyads, identifying key skills and desired areas of development in order to accomplish the Subcommittee Charge</b>
<b>3. Delivery System Reform Subcommittee Charge and Scope</b>	<b>Lisa Tuttle</b>		<b>High level scope is identified for the Subcommittee – this will be explored in greater</b>

			detail in 11/6 meeting
4. Membership Structure, Roles, Responsibilities	Lisa Tuttle		General Roles of member types were reviewed; in 11/6 meeting, more formal convening will occur with voting members identified
5. Meeting structure/locations <ul style="list-style-type: none"> <li>Recurrence: First Wednesday of the Month, 10am - Noon</li> </ul>	Lisa Tuttle		Meetings will occur on the first Wednesday of the month from 10am to noon; remote access will be provided
6. Next meeting prep: November 6, 2013 <u>Proposed goals:</u> Develop group relationships Strategic review of Subcommittee Scope Review/acceptance of Subcommittee Charter	All		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.
7. Meeting Evaluation	All		Scores ranged from 5 – 9, with the majority of scored between 7-8

**Next Meeting: Wednesday, November 6, 2013 10am – Noon; Cohen Center, Maxwell Room,  
22 Town Farm Rd, Hallowell**

Dependencies Tracking			
Payment Reform	Data Infrastructure		
Risks Tracking	Mitigation	Owner	
Risk			