



Adirondack Health Institute

o Collaboration o Catalyst o Community

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## AHI PPS Workforce Committee Charter

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### Charge:

The Workforce Committee is responsible for the development, implementation and oversight of a comprehensive workforce strategy to ensure that the performing provider system (the “**PPS**”) being established by Adirondack Health Institute, Inc. (“**AHI**”) retains, hires and trains the staff necessary to support the successful implementation of the DSRIP projects being implemented by the PPS.

### Responsibilities:

The Workforce Committee’s responsibilities will include the following:

- Reviewing the PPS’s workforce needs and developing and recommending a target state for the PPS’s workforce.
- Supporting a gap assessment between the current and target workforce states.
- Assessing the impact of DSRIP and the specific DSRIP projects being implemented by the PPS on the workforce.
- Developing a workforce transition roadmap and overseeing the implementation of that roadmap.
- Developing a workforce training strategy and overseeing the implementation of that training strategy.
- Monitoring the PPS’s performance relative to the workforce transition roadmap and training strategy and recommending adjustments as needed to address challenges and changes in the market.

- Collaborating with other Committees as appropriate.

**Composition:**

The Workforce Committee will consist of between 10 and 20 members, including at least one AHI representative. The remaining members will be selected from among the PPS participants. The Workforce Committee will include union representatives, human resources representatives, workforce experts and frontline staff. The Workforce Committee will include individuals with expertise in workforce redesign, development of training curricula and/or implementing workforce training.

The members and the Chair of the Workforce Committee will be appointed by, and report to, the Steering Committee.

The members of the Workforce Committee will serve for one-year terms. Any mid-term vacancies in the Workforce Committee will be filled by the Steering Committee, and the individual appointed will serve the remainder of the term.

The members of the Workforce Committee may be removed for cause by AHI or upon vote of 75% of the members of the Steering Committee. Cause shall include failure to attend three consecutive meetings, unless absence is excused for good cause.

The termination of a Workforce Committee member's affiliation with a PPS participant will serve as a trigger for the Steering Committee to reexamine whether the individual may keep their membership on the Workforce Committee, or whether the individual should be removed and replaced. The Steering Committee will make a recommendation to the AHI CEO who will make the final determination.

**Meetings:**

Through the end of 2015, the Workforce Committee will hold regular monthly meetings. Beginning in 2016, the Workforce Committee will hold quarterly meetings; provided that the Workforce Committee may schedule additional meetings as needed to address emerging issues.

Notice of all regular and special meetings will be sent to members of the Workforce Committee by email at least one week prior to the meeting date. Members may waive their right to notice by participating in the meeting.

To be a validly constituted meeting, at least 75% of all members of the Workforce Committee must be present in person or electronically (to the extent electronic participation is permitted).

Each member of the Workforce Committee must attend at least 75% of all regular and special meetings held during each calendar year, unless the absence is excused for good cause, as determined by the Chair. Failure to meet the attendance requirements will lead to automatic removal of the member, unless otherwise determined by the Steering Committee. Members of

the Workforce Committee may not send a designee to attend any regular or special meeting.

Workforce Committee members will be expected to:

- Read meeting materials in advance and come prepared to contribute substantively in the work of the Committee
- Actively engage in discussions and contribute expertise to decision-making processes
- Provide timely review and feedback on documents when solicited
- Participate in surveys and information gathering as appropriate

### **Decision Making:**

The Workforce Committee will use a collaborative, consensus-based decision-making process that requires the approval of at least 75% of the Workforce Committee members (physically or electronically) present for any Workforce Committee decision.

Consensus-based decisions by the Workforce Committee will be submitted to the Steering Committee for review. If the Workforce Committee's decision is approved by the Steering Committee, it will be submitted to AHI for approval. If the Workforce Committee's decision is not approved by the Steering Committee, the Steering Committee will provide AHI with a summary of the issues on which it agrees and disagrees with the Workforce Committee, and AHI will work with the Steering Committee and the Workforce Committee to resolve any disagreements. If such disagreements cannot be resolved, AHI will determine the appropriate course of action.

If there are issues that the Workforce Committee cannot reach a decision on, the Committee will provide the Steering Committee with a summary of the areas of disagreement, and the Steering Committee will work with the Workforce Committee to attempt to resolve such disagreements. If such disagreements cannot be resolved, the Steering Committee will make a recommendation to AHI, and AHI will determine the appropriate course of action.

### **Amendments:**

Amendments to this charter will require the approval of AHI.

### **Reporting:**

The Workforce Committee will keep regular minutes of its meetings and will provide such minutes to the other committees or sub-committees from time to time or as requested by the Steering Committee. The minutes of the Workforce Committee meetings will be made available to AHI and its participants.

### **Conflicts of Interest:**

Workforce Committee members are required to comply with the PPS's conflicts of interest

policy.