

Care Transformation Workgroup

Meeting Agenda

Monday, August 24, 2015, 2:00-4:00 P.M.

Community Choice, 504 South Chelan Avenue, Building B, WA 98801

Consistent Conference Call: 760-569-7171

Consistent Conference Code: 924903

Care Transformation DocVault Page: <http://www.mydocvault.us/regional-work-groups.html>

Goal Statement:

The NCACH Care Transformation Team will leverage multi-sector, collaborative resources in developing sustainable, scalable processes for community health improvement. Under the direction of the NCACH Governing Board, the team commits to completing a pilot project on a diabetes care management issue, and specifically meeting the following SMART criteria for project goals and objectives:

- Sustainable: develop sustainable processes that can be readily replicated or expanded beyond the team's project
- Measurable: set measurable project goals and objectives
- Attainable: develop attainable and realistic project goals and objectives
- Relevant: set project goals that are relevant to the intended target and expectations of NCACH
- Time-sensitive: achieve timeline milestones and completing the project within timeline parameters

Care Transformation Workgroup Agenda				
Meeting Facilitators: Cathy Meuret, Deb Miller		Participants: Winnie Adams, Suda Soodsard, Bethany Osgood, Melodie White, Rebecca Christoph, Laurie Kutrich, Mary Zornes, Jenny Mason, Kathie Olson, Debbie Bigelow, Stephanie Bonwell, Gloria Lay, Joyce Bruemmer, Jenny Sorom, Theresa Sullivan, Elise Reich.		
Meeting Notes: _____		New Attendees: Cameron VanTassell, Sharon Sokolowski		
Meeting Timekeeper: Winnie Adams		Absent:		
Item	Steps/Purpose	Who	Time	Notes/Agreements/Outcomes/Deadline
Welcome		Cathy Deb	1400	
Previous Minutes	Review	Cathy	1405	
Governing Board Feedback	Project Approval	Deb	1410 - 1420	
Patient Survey	Draft Content Translation ID surveyors ID data sources Timeline	All	1420 - 1520	
Provider Survey	Draft Content Survey Message to Providers Timeline	All	1520 - 1550	
Next Meeting Date and Time	Task	All		

Meeting Ground Rules

We the members of the Care Transformation Workgroup agree that we will:

1. Be clear about the purpose of the coalition and of each meeting.
2. Come prepared. We will read materials in advance of the meeting to help us spend our meeting time really listening and working together.
3. Make an effort to attend every meeting. When unable to attend, will notify the facilitator prior to the meeting date.
4. Listen carefully to others. Our coalition will function best when we understand one another's views.
5. Remain open to new information and new perspectives.
6. Avoid changing or hiding our views only to reach agreement and avoid conflict.
7. Openly share our ideas, experiences, and opinions about matters of interest to the group.
8. Value one another's experiences. We will actively seek out differences of opinion. Disagreement can improve the coalition's opportunity to create better decisions.
9. Value one another's time. We will follow the prepared agenda and timelines and will designate a coalition participant as the meeting timekeeper. A "parking lot" will be used to corral questions or off-topic conversations.
9. Help to develop one another's ideas.
10. Help create a respectful and productive working climate. We will speak our mind freely, but be brief and to the point so that others can also speak.
11. Keep listening when differences arise. We will explore disagreements and search for the common concerns beneath the surface.
12. Help improve group productivity. Be willing to suggest ways in which the group can work smarter.
13. Make decisions by consensus whenever possible.
14. Be represented by the spokesperson at public meetings unless the coalition takes an action to select a person or organization to be its representative.
15. Honor these ground rules by observing them and reviewing them at periodic intervals.