



RPC – WESTERN REGION

Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans, Wyoming

MINUTES

BOARD OF DIRECTORS MEETING

FEBRUARY 1, 2017

- I. **Welcome and Introduction of Board by Co-Chair Mark O'Brien and Margaret Varga, RPC Coordinator:**

Mark O'Brien, DCS Lead welcomed and congratulated members of the Board of Director for the RPC Western Region. He gave a brief overview of the purpose of the RPC and the expectations of them as board members.
- II. **Introductions:** Members of the board introduced themselves by name, title, organization, and shared their expectations of board membership and what they hoped to see the WNY RPC achieve. Two members and one ex officio member had conveyed that they could not attend and these names were shared with the seated board.
- III. **RPC Board Charge:** Mark and Margaret reviewed RPC Mission, Charge to the Board, Board Member Commitments, and the Scope of Activities of the Board. The RPC and State MMC timeline was shared with the group.
- IV. **Nominations for Co-Chair position:** Mark reviewed the role of the co-chair. Additional nominations were called for and Jessica Muratore put forth her name for consideration. Vicki McCarthy, Andy O'Brien, and Kirsten Vincent had already submitted their names for consideration for the co-chair position. Each person gave a brief summary of his or her background and his or her interest in being the co-chair. Board members voted by paper ballot and Andy O'Brien was elected co-chair of the WNY RPC Board.
- V. **Appointment of Key Partners:** Margaret described the recommendations of the RPC governing group that each RPC should include representatives from local PPS's, PHIPS, local Departments of Health and Social Services. In the WNY region there are three (3) PPS's; however, Bruce Nisbet is serving on the board as a representative from Health Home Partners of WNY and will serve as the representative from Catholic Partners of WNY. Therefore, Millennium CC and Finger Lakes PPS will serve as local PPS key partners; the P2

Collaborative will represent the local PHIP. Albert Hirschberger (Erie County) will serve as the Department of Social Services representative. Dan Stapelton (Niagara County) has agreed to serve as the Department of Health representative. This means that five (5) of the key partner seats have been filled.

Four other agencies had submitted their names to be considered as a key partner. Margaret will request that each of these agencies send a brief organizational bio, including why they would like to participate as a key partner, to her by 2/10/17. A ballot will be constructed with SurveyMonkey to be sent to current board members to elect the final member of the key partner group.

VI. Board Governance Procedures

- A. **Voting Process:** The WNY RPC will be utilizing a one person= one vote process. Until all seats are filled votes may be weighted to ensure that each stakeholder group has a proportionate voting level; as there are seven (7) MCO representatives, votes from that stakeholder group will also be weighted to have a proportionate level. Robert's Rules of Order will be followed. If a board member cannot attend a meeting but participates through GoToMeeting they will not be able to vote – a member must be present to vote. No proxy votes are allowed. A quorum is reached when at least three (3) members of each stakeholder group are present plus one. A simple majority will prevail for voting. Mark called for a motion to approve these voting procedures, it was seconded and approved.
- B. **Meeting Locations:** Meetings will take place four times per year during the first month of each quarter (January, April, July, October). Meetings will generally be 2 hours in length. Two meetings per year will take place in Batavia or another site in the central area of the region; one meeting will take place in the Southern Tier and one will take place in a northern county. Board members were requested to let Margaret know if they had a facility or knew of one where a meeting could be held.
- C. **Expectations of Board Members:** was reviewed earlier in the meeting. Board members are expected to attend all meetings in person, to represent the needs of their stakeholder group, to work collaboratively, communicate with their stakeholder group, take part in or recruit people for subcommittees, and propose solutions to identified problems. Board members seeking to place items on the board agenda are requested to send information/items to Margaret no later than 2 weeks prior to the scheduled Board meeting.
- D. **Removal Process and Appointments to Board Vacancies:** Causes for removal from the board could be missing two (2) meetings or more during the calendar year – any motions to remove a board member will be open to board discussion. Peer/family/youth representatives would remain on the board if they change their work status. MCO seats will be filled by a representative selected by that MCO. DCS seats will be filled by representatives selected by the WNY Regional DCS group. If a representative from a CBO

leaves their organization, the seat will be deemed “open” and a call for nominations to the seat will be advertised to relevant stakeholders throughout the WNY region and an election for the open seat will be held.

All items under Board Governance were approved.

- VII. **Open Discussion:** Board members divided into multi-disciplinary stakeholder groups. Results of the small group discussion will be included in a later document to be sent to the board.

- VIII. **Subcommittee Formation:** Margaret advised that WNY region is scheduled to have the Children and Families’ Subcommittee start meeting in July. She requested that board members start identifying potential members for this subcommittee. Additional subcommittees/work groups will be developed from the list of identified issues/concerns developed by the multi-disciplinary groups.

- IX. **Summary/Conclusion:** The next board meeting will be held on March 1st at the Quality Inn at 10am. MCTAC will be present to present a board training on Medicaid Managed Care to educate board members at a baseline level of common terminology and current state of this statewide initiative. The date for the April board meeting will be determined and time/location to be sent to Board members. Board members were reminded to send agenda items to Margaret. With no other business Mark O’Brien called for a motion to adjourn. It was seconded and approved unanimously.