

**New York and Presbyterian Hospital PPS
Executive Committee Guidelines**

**Co-Chair: David Alge, VP of Integrated Delivery Systems Strategy, NewYork-Presbyterian Hospital
PPS Network Co-Chair: Betty Cheng, COO, Charles B. Wang Community Health Center**

Charter:

The Executive Committee will be responsible for the oversight of the New York and Presbyterian Hospital Performing Provider System (PPS), including its vision, programmatic oversight, and relationship with New York State. The Committee will be comprised of leaders with healthcare administration, healthcare delivery, and community experience with representation from a variety of provider-types across the entire PPS.

The committee will ultimately be responsible for:

1. Establishing a single PPS vision and related guiding principles;
2. Approving committee charters, policies, and procedures; approving contracts and agreements for the PPS;
3. Monitoring PPS performance across Collaborators, vendors and committees;
4. Reviewing/approving the addition/removal of any Collaborators;
5. Reviewing/approving any submissions/reports to NYS DOH and CMS;
6. Addressing issues of non-compliance across the network;
7. Developing and approving a dispute resolution process; and,
8. Liaising with NYS DOH to adjust project selection, if appropriate

The Committee may, at times, form small workgroups to complete specific tasks that include (as outlined in the NYS DSRIP Implementation Plan):

1. Approval of key PPS strategies and plans, including: (1) Clinical Integration Strategy, (2) Cultural Competency / Health Literacy Strategy, (3) Performance Measurement Strategy (4), Community Engagement Plan, (5) Training Strategy, (6) Agency Coordination Plan, (7) Workforce Communication Plan, (8) Workforce Transition Strategy, (9) Population Health Management Plan, and (10) Practitioner Engagement Plan
2. Create a workforce transition roadmap for achieving your defined target workforce state
3. Perform detailed gap analysis between current state assessment of workforce and projected future state
4. Produce a compensation and benefit analysis, covering impacts on both retrained and redeployed staff, as well as new hires, particularly focusing on full and partial placements

Membership

1. Committee will be comprised of 11 members – with two chairpersons.
2. With the exception of the initial term, which will be an extended term lasting 18 months, Committee membership will be rotated in 12 month terms; at the completion of a term, 3 PPS network members will be rotated off (through a random-selection process nearing the end of the term). Committee members will serve, at a maximum, thirty-six months.

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3. Committee member organizations will be required to be represented by leadership; proxies will not be permissible.
4. A NYP Vice President will serve as one of the chairpersons; the PPS Network collaborator will be chosen based on a vote at the first meeting of each term. Collaborator Chairpersons will rotate every twelve months, with a first term of 18 months to reflect the extension of the committee members' terms.
5. Committee members that miss 3 consecutive meetings will be removed and replaced.

Co-Chair Responsibilities:

Executive Committee Co-Chairs will be responsible for: (1) preparing for meetings, (2) preparing/reviewing meeting agendas and notes, (3) working offline with Committee Members and Sub-Committees to push Committee efforts forward and (4) reviewing Committee deliverables. The Co-Chair will serve a 12 month term.

Focus:

1. Committee will be responsible for overseeing the Performing Provider System

Operations:

1. A majority of the members of the Committee shall constitute a quorum for the transaction of business. The vote of a majority of the members present at a meeting at the time of such vote, if a quorum is then present or the unanimous written consent of all members thereof, shall be the act of the Committee.
2. Committee will be required to submit minutes and attendance to the NYP PPS Project Management Office (PMO)
3. Committee meetings will be hosted in-person at NYP or Collaborator locations - a GoToMeeting/telephone option will also be offered.
4. NYP will provide a staff person to support the committee

Initial Membership:

Committee Member	Committee Member
Betty Chang (CBWCHC)	David Alge (Chair)
Mario Drummonds (NMPP)	Emilio Carrillo (Clinical Operations)
Jay Gormley (MJHS)	Robert Guimento & Brian Kurz (Finance)
Ellen Harnett (Isabella)	Steven Kaplan & Niloo Sobhani (Data/IT Governance)
Marcy Rae Thompson (ASCNYC)	Kate Spaziani (PAC)