

Implementation Council Onboarding Workgroup

Friday September 25th 2015, 12:30-2:00pm

1 Ashburton Place - Charles River Conference Rm.

Boston, MA

Attendees: Suzann Bedrosian, Olivia Richard, Florette Willis

Handouts: Agenda, Onboarding Presentation from 9-11-15 Implementation Council Meeting

The following recommendations were made by the Onboarding Workgroup as part of the orientation process for new Council members.

- Create New Council Member Welcome Packages - UMMS staff to assemble
 1. One Care Key Terms and Abbreviations
 - i. From definitions section of 3-way Contract
 - ii. Other frequently used term and abbreviations
 2. One Care outreach material
 - i. [One Care Booklet](#)
 - ii. [One Care Facts and Features](#)
 - iii. [List of Covered Services 1-pager](#)
 3. [Implementation Council FAQ document](#)
 4. [Implementation Charter](#)
 5. [Implementation Council By-Laws](#)
 6. [Approved Motions](#)
 7. [Implementation Council 2014 Annual Report](#)
 8. [2015-2015 Work Plan](#)
 9. [Early Indicator Project Reports](#)
- Convene an Implementation Council Welcome Gathering before the next Council meeting
 - UMMS staff will look into reserving meeting space 1 hour before the next Implementation Council meeting and the possibility of providing refreshments
 - Distribute Welcome Packages
 - Ask MassHealth to provide introductions of their staff and teams at the new members first Council meeting
- Include a Diversity and Inclusion Training
 - Set aside ½ hour at an upcoming Council meeting for a Council member-led training
 - Florette will lead this training and gather ideas and topics from other Council members
 - As a part of this training, discuss Council interest in a longer training or in developing an online training for Council members and other diverse groups
- Host a Follow-up Onboarding meeting
 - Schedule a meeting with the Onboarding Workgroup members, chairs and new Council members after the new members' first Council meeting
 - Use meeting time to answer new Council member questions and discuss opportunities for involvement in Council activities such as outreach and other activities outline in the 2015-2016 Work Plan
 - Onboarding Workgroup to develop agenda and lead meeting