

## **Leadership Team Summary**

**September 12, 2014 \* 8-9:30am**

### **Benedict E & F**

**Attendees:** Nic Apostoleris, Bob Baldor, Katharine Barnard, Sandy Blount, Alan Chuman, Greg Culley, Joe DiFranza, Dennis Dimitri, Frank Domino, Steve Earls, Warren Ferguson, Dave Gilchrist, Beth Koester, Dan Lasser, Jim Ledwith, Melissa McLaughlin, Stacy Potts, Herb Stevenson

**Not present:** Greg Culley, David Polakoff and Linda Weinreb

#### **Announcements**

Dan began the meeting with an acknowledgment of Bob's new role as Senior Vice Chair. Dan will be involving himself more in the clinical services given Dennis' role as President Elect of the Mass Medical Society.

Warren reminded the group about Putterman Day activities that are being planned for October 7<sup>th</sup> with Denise V. Rodgers, MD. The morning session will take place from 9:30-11am and Warren asked if team members know anyone who is not currently in a leadership role, with an interest in interprofessional education, that they contact him so he can invite them to participate.

Bob announced that the Fall Faculty retreat is currently being planned for October 17-18 at Cyprian Keyes. There are a number of faculty who are not available during this particular weekend so he has faced some challenges trying to find session leaders and develop concurrent session topics that faculty will find valuable. There is a possibility that the retreat may turn into a one day event. The Department's annual dinner meeting will take place October 17<sup>th</sup> after the retreat. A quick poll of LT members indicated that almost everyone is available, so the morning retreat of this group will be held from 9a-12pm on October 17<sup>th</sup>.

#### **Budget update**

At the end of August the Department is \$20k ahead of budget and our goal is to breakeven at the end of next month. The budget was helped by two things: 1) the system received a \$3 million settlement from Medicaid for underpayment of claims over the last several months and a percentage of this was pushed down to the clinical departments (\$210k to us), 2) \$170k was given to us by the Dean to help us breakeven, though it is possible that we won't need to use that pool of money this year and can save it for next year.

There is a Department Business meeting on September 16 where Dan, Alan and Dennis will review the budget and changes in the comp plan and remind people of how bonus money is passed down to faculty from the Department. There is no change in target for FY15.

### **Education Excellence and Chair Award Nominations**

Over half a dozen faculty were put forward by members of the Leadership Team as nominees meeting the criteria for either an Education or Chair (presented annually at our Annual Department Dinner meeting). Education nominations were brought to the Senior Leadership Team for final decision and a total of 5 faculty will be recognized this year. Dan also listened to recommendations for Chair Award nominees and will make his final decision, recognizing one or two individuals at the dinner next month.

### **Must Do Can't Fail imperatives for FY15**

Dan provided the team with a quick review of the Must Do Can't Fail imperatives from FY14 which resulted in a number of A3 projects lead by members of the SLT: 1) Save Fitchburg, 2) Change the climate of the Department through the use of LEAN methodology, 3) Improve the clinical practices, and 4) Prepare for primary care payment reform.

The leaders of current A3 projects voiced how the process did help them to problem solve but there were also some challenges in working through the process. The 3<sup>rd</sup> Floor of Benedict now has a visual management room which includes all active A3s, an idea board, strategic plan poster and a Department calendar. It was suggested that we find a way to share what is in that room with or off campus sites. Some of the A3s are complete and will be celebrated in the Monday Memo and at the retreat; people want to know what decisions were made and the outcomes. We need to focus on spreading knowledge that comes from these projects to other sites.

Dan asked for the team's input on items that need immediate attention for FY15. He went around the room asking each team member for ideas which were tracked on flip chart and will be discussed in greater detail at the upcoming LT retreat. At the end of the retreat the LT will have decided on the priorities/goals for the year and come away with 2-3 concrete projects to help us successfully meet those goals