



# **DHHS Aging Integration Kick- Off Meeting**

**Wednesday, 01.06.21**

# Agenda



- Welcome (1-2 minutes)
- Introductions (15 minutes)
- Project Logistics (20 minutes)
- Considerations (10 minutes)
  - What could cause this to fail?
  - What is success?
- Next Steps (5 minutes)

# Introductions

We have individuals from Aging, DSD, BHD, and the Director's Office participating. One priority of the work is to ensure staff know what other areas do and who to contact.

- Name
- Department area
- Role
- Self Shout- out: What are you *really* good at, relative to your job?



# Vision of Integration Initiative



- Integration does not solely mean eliminating organizational inefficiencies, but rather **centering services around participants** and addressing their needs in an integrated fashion.
- Our primary goal is to **serve people across the lifespan** with care that they deem as acceptable which **promotes the dignity** of individuals regardless of race, gender, socio-economic status.
- To accomplish this, DHHS and Aging are committed to convening and **collaborating with all partners** who share the County's population health goals. We believe the work that we are doing will be a model for scaling this process across departments to ensure enterprise-wide alignment and lead us to becoming the **healthiest County in Wisconsin.**

# Initiative, program, project... what's the difference?



- An **initiative** can be defined as a plan or action to improve something or solve a problem. For our purposes, the overall goal is to solve challenges people in Milwaukee who access DHHS have in receiving care by eliminating organizational inefficiencies, and centering services around their needs.
- A **program** is a collection of multiple, related projects, carried out in a coordinated manner.
- A **project** is a one-time activity:
  - Clearly defined start and end dates
  - Scope of work to be completed with parameters and a timeline
  - Resources (blue= people; green= money)
  - Specific deliverables and outcomes

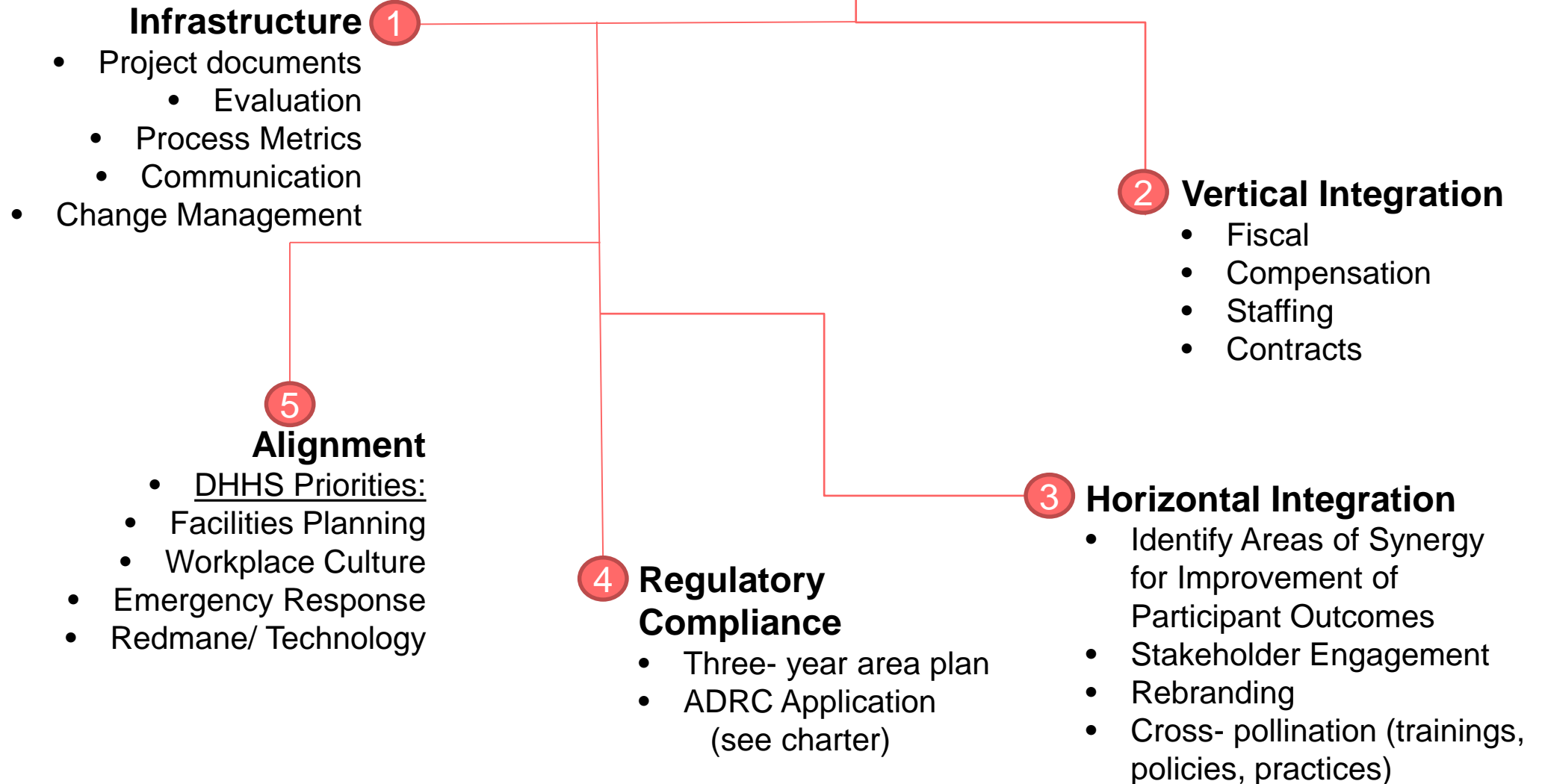
**Safe neighborhood with  
affordable, accessible  
housing= Initiative**

**City block= program**

**House= Project**



# Categories of Aging Integration Program



# Team Members



Roles	Responsibilities
<b>Executive Sponsors:</b> <ul style="list-style-type: none"> <li>Shakita LaGrant- McClain, DHHS Director</li> <li>David Muhammad, DHHS Deputy Director</li> <li>Jon Janowski, Aging Administrator/ Director</li> </ul> <i>Time commitment:</i> 5-6 hours/ month	Co-create the vision and goals of the initiative; approve project charters, workplans and workgroup priorities; authorize changes to budget, timeline and scope of projects; communicate political implications and other considerations to Program Manager and Team Leads
<b>Program Manager:</b> Sumaiyah Clark  <i>Time Commitment:</i> 25 hours/ month	Develop tracking templates; assist in the development of meeting materials; track and communicate progress of workstreams; track processes used in addition to risks, barriers, solutions implemented and implications to policy, funding and operations; assigns roles and assists in recruiting additional resources
<b>Leads:</b> Each workstream is assigned team leaders.  <i>Time commitment:</i> 10- 15 hours/ month	Contribute to the development of the agenda and content for workgroup meetings; Facilitate discussions and foster an environment that promotes shared decision making in meetings; Nurture relationships and encourage different perspectives; Assist in the development and completion of workgroup tasks
<b>Workgroup Members:</b> Various DHHS employees and key partners  <i>Time commitment:</i> 10 hours/ month	Assist in meeting project goals and deliverables through workgroup activities; Commit to regularly attend workgroup meetings and actively participate in activities; Share firsthand experience and expertise
<b>Governing Authorities:</b> <ul style="list-style-type: none"> <li>David Crowley, Milwaukee County Executive</li> <li>Milwaukee County Board of Supervisors</li> <li>ADRC Governing Board</li> <li>Commission on Aging</li> </ul> <i>Time Commitment:</i> 1-2 hours/ month	Approve final work products prior to submission to State; Informed of decisions being made and milestones being achieved over duration of projects

# Meeting Schedule



- **Weekly Meetings:** Wednesdays at 4pm, 30 min.
  - Team leads to provide short update on progress; share successes, challenges, issues, risks, changes required
  - Scheduled through May
- **Project meetings:** Team members assigned to specific workstreams will be expected to meet outside of the weekly meetings to complete project deliverables
  - These will be scheduled by Team leads; assistance available
- **Monthly Meetings:** Check ins with all members to review milestones, timelines, deliverables, make modifications to scope if required
  - To be scheduled
- **Meeting cancelations:** We will make every effort to provide substantial notice if meetings need to be rescheduled. Our goal will be to hold meetings, unless there are circumstances where large numbers of team members are unavailable.

# Microsoft Teams



- Each project team will have a channel
- General program documents
- Meeting slide decks
- Recordings of meetings
- Chats to ask questions about tasks
- Registers and Logs
  - Change
  - Parking Lot
  - Decisions
  - Issues
  - Risks

# Speed Car Abyss



\* **Looking back** – **engine**: what has been pushing us forward? Making us move fast?

\* **Looking back** – **parachute**: what has been slowing us down?

\* **Looking ahead** – **abyss**: what are the dangers ahead? What could take us down the road?

\* **Looking ahead** – **bridge**: what could we build to overcome such challenges? What shall we do to overcome the abyss?

# Next Steps



- Meetings with Team Leads to review project templates, deliverables, confirm team members
- Complete templates
  - Sumaiyah will compile into a summary of the Adult Integration Program (Gantt charts, etc.)
- Update Microsoft Teams Channels with confirmed team members