

Integrating HIV/AIDS Prevention & Care Planning Work Group Minutes Date: Fri, 1/30/15, 2:00 to 3:30pm

Location: HSB, 525 Portland Ave, Mpls

Present: Andy Ansell, Sirry Alang, Carissa Weisdorf, Krissie Guerard, Jonathan Hanft, Amy Dusek

Item	Details	Notes
Introductions	<ul style="list-style-type: none"> A. Amy – touch on role as Project Manager B. Please share name, where work & your SME (subject matter expert) area with regards to this project, 1st concert you attended ☺ 	<ul style="list-style-type: none"> A. Amy is a project manager from Integrated Planning & Analysis within HC. IPA is an internal supports unit that does facilitation, business planning, assisting or leading short term projects. Amy worked with Ryan White in the past during the hiring process for Sirry Alang. She is happy to be working with this area again B. Shared, this information will be added to a project org chart
Background	<ul style="list-style-type: none"> C. What lead us to this effort? D. Pass around business case 	<ul style="list-style-type: none"> C. See business case document. The next step is there is a Governance Board that reviews all project requests. On Monday 2/2, JH, Amy and Susan Palchick will attend that meeting to present and answer questions regarding the business case. There is not an anticipation of any issues with receiving approval to go forward on this project D. JH asked if DHS & MDH have interest to be listed as a Requestor on the business case as well, Andy Ansell & Krissie Guerard said yes; Business Case has been updated with that addition
Housekeeping	<ul style="list-style-type: none"> E. Locations of meetings F. Workgroup meet regularly* <ul style="list-style-type: none"> o cancel any unnecessary meetings G. There may be work between meetings H. Communicate – BaseCamp (please note need chrome or updated Internet Explorer) 	<ul style="list-style-type: none"> E. Locations will rotate, Mpls & Saint Paul F. Workgroup will meet regularly. Identified options: Monday afternoon, Thursdays, or Friday mornings. Meeting invites are placeholders, if a meeting is unnecessary it will be cancelled G. There may be work between meetings H. BaseCamp has been identified as an option to work collaboratively. Able to post documents, give feedback and communicate. Appears easy to use.
Brief Conversation	<ul style="list-style-type: none"> • Workgroup asked to respond about your concerns, enthusiasms, intentions going forward 	<ul style="list-style-type: none"> • What about this effort excites you? Potential reducing duplication of work, expands our work, think differently in planning & finding resources, maximize impact, marriage of prevention & care, reenergize, improve coordination of services & programming • What about this effort concerns/worries you? Inertia (keep things the way they are), Emotion (change stirs emotion. Not always easy to manage), Power struggle (committee members, personalities, governing bodies, not always easy to manage) • What challenges will we have to overcome to be successful in this effort & what are some of the important decisions we will have to make? Who at the table to make decisions, who makes up the group & how to decide & who selects, actual nuts & bolts ex: membership, governmental approvals, managing people’s expectations, clear on process, have governmental requirements to follow, time crunches at some point, competing priorities on our time

		<ul style="list-style-type: none"> • What are some guiding principles we as a group can create to keep in mind as we go forward? Maintain a positive attitude, transparency, model positive behavior, maintain consumer voice in the process, assume good intentions, follow through
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What is our list of activities or tasks to complete? Prioritize & identify dependencies, start a timeline

		Dependencies
1.0	Implementation Plan	
1.1	Outcomes: expectations 1 yr., 5 yrs., 10 yrs. out	
1.2	Communication Plan	
1.3	Current member involvement in integration decisions	
1.4	Timeline	
1.5	Workplan & Milestones	
2.0	Policies & Procedures (ex. Mileage, reimbursement)	
2.1	Review Federal Requirements	
2.2	Create bylaws & review old one	3.0
3.0	MDH, HC, DHS approval process	
3.1	Resources (People) from government agencies (SME to review items such as bylaws)	
3.2	Intergovernmental agreement – IGA (Part A requires this)	Aim to complete by October
4.0	Budget for new council	
4.1	Staffing & Support (how new council will be supported & how it looks)	
5.0	Meeting schedule for all committees	
6.0	Name of council	
6.1	Membership selection of first members of new council	
7.0	1 st meeting of new council & celebration	

“Parking Lot”

- Naming contest for new council
- Subgroups? SME looking at bylaws of CCCHAP, IGA, Etc
- Requested schedule out meetings in advance throughout the year