

Item	Details	Who	Time
Hello, how are you?	<ul style="list-style-type: none"> • bok, kako situ (Croatian) • Introductions – Welcome to the workgroup meeting! 	All	9:30am (5)
Minutes Rock Star	<ul style="list-style-type: none"> • Review minutes: Krissie Guerard • On deck is Nick Metcalf 		
To our Guests here to listen...	<p>Friendly reminders</p> <ul style="list-style-type: none"> • We’re glad you’re here to listen and check out the meeting • Meeting is 9:30 – 11:00am • Last 10 minutes is open forum • Please hold your comments, suggestions & questions until then • Each person will have 2 minutes during open forum • Help yourself to copies of the agenda or other documents • Thank you for your cooperation 	Amy	9:35am (5)
2016 work plan	Brainstorm session	<ul style="list-style-type: none"> • Rob Yeager will be Co-Chair on new Council for MDH, KG will attend Executive Committee meetings & as many meetings as she can. Need to identify who is giving Prevention updates, may not be appropriate for Rob as Co-Chair • Nick – be rep for DHS at council meeting. Andy involved at reduced level • Thuan will be HC rep, JH give part A update & attend Executive Council • Grantee representation at each committee meeting. Carissa will create a calendar for 2016 meetings & area to write in which grantee is attending when 	
Bylaws	<p>Follow up items – update available or forward to 10/22 agenda</p> <ul style="list-style-type: none"> • Updates • CVC membership discussion happening next CVC Nov meeting, invite to Julie for calendar? She needs 45 minutes and is at beginning of agenda • Violations to the code of conduct or non-discrimination policy (see section 5.6). Research about other councils? Carissa language from HC attorney? JH • Next steps 	<ul style="list-style-type: none"> • Committees and tasks don’t match with what is written on bylaws document– Chrissy Jones update • Carissa to forward CVC meeting invite to Julie & touch base with her regarding context. Conversation is about having folks affected by HIV invited Community Voice Community (2016) • Carissa – researched other codes of conduct from other jurisdictions. Found similarities with ours. Others have members sign a code of conduct agreement every year. Found wording 	

	<ul style="list-style-type: none"> ○ Deadline to receive feedback 10.16 ○ Hennepin County attorney needs to review 	<p>that someone can go to co-chair or grantee staff if there's a complaint. JH has a call out to county attorney regarding best language to use. Carissa will summarize research & create a doc</p> <ul style="list-style-type: none"> ● DHS & MDH attorneys do not need to review
IGA	<ul style="list-style-type: none"> ● Update ● Response from City of Mpls? ● Answer from grantees if council can meet January if IGA not signed? 	<ul style="list-style-type: none"> ● Joint powers agreement? ● Concern – possibly not have this signed by January, can we convene body on current IGA in January? JH talked to attorney & project officer, will find out ● Andy & Krissie will touch base with their attorneys to find out
Membership Selection Committee	<ul style="list-style-type: none"> ● Updates 	<ul style="list-style-type: none"> ● Going well ● 52 applications received ● Demographics and mandated representation missing in current applications & may have to leave spots open if no one to occupy those positions ● Education position – held by educator? Krissie call MDE to find out who can represent. Dept of Corrections missing ● Selection criteria developed? Discussed and will identify: in good standing, follow bylaws, attendance & other council business
Integrated Work Plan current & for new Council	<ul style="list-style-type: none"> ● Anything to add? Discussion had 	<p>Integrated Work Plan additions:</p> <ul style="list-style-type: none"> ● Discussion about desired qualities of a co-chair, ready by Jan ● Need charter draft for co-chairs, 2 wks before executive committee. 2 wks before Exec Committee (3 wks of jan) ● Create agenda for first 2 meetings of new council. Responsible: Council staff : HC/Thuan, Carissa, Patrick; MDH/Rob; DHS/Nick. <p>1st meeting in January:</p> <ul style="list-style-type: none"> ○ All members must attend ○ Will be a new member orientation ○ All day event ○ Create agenda that includes icebreakers/exercises to build rapport

		<ul style="list-style-type: none"> ○ HRSA attend to give perimeters of new council ○ Prevention information ○ Bylaws & committees ○ Overview of council responsibilities ○ Grantees have commissioners attend on first meeting? ○ Evaluate what is currently used & in new member orientations/ what's helpful? ○ Committee members assigned to their subcommittee, spend time doing subcommittee breakouts, subcommittee elect their co-chair with 1st meeting <p>2016 work plan for Council</p> <ul style="list-style-type: none"> ● Every meeting the first 6 months: structure forming activities for cohesion ● Mar – facilitator training for co-chairs ● Prioritizing populations – Prevention – when start? ● Develop integrated prev & care comp plan & SCSN: P&P/PAC starts this process in January ● Biennial RY service prioritization (starts June & July) & allocation (starts august) ● Assessment of the admin mechanism (starts august) ● Epidemiology profile (May) ● Quality mngt update (Oct) ● Clinical update (Oct) – usually Dr. Henry presents 	
Summary Points	<ul style="list-style-type: none"> ● What are our accomplishments during our meeting? <ul style="list-style-type: none"> ○ 1st, 2nd, 3rd ● Gut Check 	<ol style="list-style-type: none"> 1. 2016 work plan started 2. Discussed items to add to work plan 	
Open Forum		None attended	10:50 (10)
End			11:00am
Next Meeting:	Next meeting is 10/22 at 9:30, Minneapolis, HSB Room 792		