

Item	Details	Notes
Hello. Your mother has a smooth forehead.	<ul style="list-style-type: none"> • nugneH. Hab SoSU' Quch! (Klingon) <ul style="list-style-type: none"> ◦ there is no “how are you” in Klingon • Welcome Patrick! • Introductions – Welcome to the workgroup meeting! • Next PC meeting – Amy at training, need facilitator for update 	Krissie will facilitate the next integrated planning update on 11/10.
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 	No one attended
Bylaws	<ul style="list-style-type: none"> • Updates – feedback received from members? • Violations to the code of conduct or non-discrimination policy (see section 5.6). <ul style="list-style-type: none"> ◦ Summary from other councils: Carissa ◦ Language from attorney: Jonathan <p>Next steps</p> <ul style="list-style-type: none"> • HC Attorney needs to review • Who else may need to review this document? Bylaws need to be included with IGA? 	<ul style="list-style-type: none"> • Latest copy on Basecamp • Need to upload latest version to website • New version updated with code of conduct, HC legal will review and consolidate language, another review of final copy needed by HC attorney. Then grantees have 2 weeks to review. It’s possible that someone’s legal review will recommend further changes. • HC Board doesn’t need to approve bylaws <p>MEMBER feedback: concerned about new duties for executive committee – too much & folks wouldn’t want to serve on this committee</p> <p>Response: No real change to E.C. duties currently. Not proposing an annual review of the bylaws, purpose is spelling out a formal process to deal with changes when they arise</p> <ul style="list-style-type: none"> • No feedback from CCCHAP
CVC conversation	<ul style="list-style-type: none"> • CVC membership discussion at 11/17: HIV+ only or open membership to others touched by HIV ex: caregivers <ul style="list-style-type: none"> ◦ Does result of that conversation impact bylaws? 	<ul style="list-style-type: none"> • Possibly if they determine they only want HIV+ members that would change committee description in the bylaws. Have 2 subgroups? That would segregate folks • CVC is going through a public process that involves talking about service areas, folks

		<p>who aren't open about their status wouldn't feel comfortable attending. Perhaps they need other methods to give feedback</p> <ul style="list-style-type: none"> • CVC is not a support group. Co-chairs could manage this • Idea of integration is bringing both care & prevention together – we want to be mindful of prevention efforts • Conversation will take feedback from CVC members, ultimately grantee decision
IGA	<ul style="list-style-type: none"> • Update • What if not signed, convene in January? <ul style="list-style-type: none"> ○ Answers from grantees 	<ul style="list-style-type: none"> • IGA name change to Intergovernmental Cooperative Agreement • Need names & positions from Ram Co & STP who will manage it on their end • Then sent to MDH & DHS • Final & CVC conversation then legal review
Bylaws & IGA	<ul style="list-style-type: none"> • Timeline discussion 	See chart below
Membership Selection Committee	<ul style="list-style-type: none"> • Updates • Next steps • How can we support the message that not everyone will be on this committee? 	<ul style="list-style-type: none"> • Initial cut of all applications • First few rounds of interviews, full day tomorrow & Monday • Probably have to hold a few spots open that we need to fill • MDE – substitute teacher interview this Monday, possible fulfill MDE requirement • Corrections – Krissie talking with 3 folks involved in prisons, Amy's contacts are more probation. May not see the value of involving • Medicaid – Susan P knows Jennifer well. Has to be State Medicaid not county. Challenge for other jurisdictions too • 52 applications/33 spots to fill; not everyone on the committee. Discussed at interviews that folks wouldn't be guaranteed & explaining there are other ways to become involved • Feedback from interviewees: they understand & say if you need someone else for the spot go for it
Integrated Work Plan	<ul style="list-style-type: none"> • See document • Ties to end of business: how are grantees honoring their service 	<ul style="list-style-type: none"> • Going through jurisdictional plan need to start right away – time & concern • planning & allocations SCSN planning – Rob should be invited & they've started meeting • 3.9 – Charter instead of MOU. JH lead, Rob MDH, Katherine DHS. JH may need facilitator help

		<ul style="list-style-type: none"> If not meeting by January, may need to have a separate meeting for orientation and a first meeting if ICA not in place by first meeting Or no business before first meeting if ICA not ready
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 	<ul style="list-style-type: none"> ICA chart created Work plan updated & more items added New member interviews happening Welcome Patrick!
Open Forum		No one attended
Meeting schedule	<ul style="list-style-type: none"> please review and give feedback 	
End		11:00am
Next Meeting:	Next meeting is 11/5/15 9:30, Saint Paul, B462	

Chart regarding Inter Collaborative Agreement:

Who	Intergovernmental Collaborative Agreement	Bylaws
Hennepin County	<ul style="list-style-type: none"> Attorney review & Board sign 	<ul style="list-style-type: none"> Signed off by County Attorney Board doesn't sign
MDH	<ul style="list-style-type: none"> Legal Review Asst. Commissioner Paul sign off 	<ul style="list-style-type: none"> No one needs to review
DHS	<ul style="list-style-type: none"> Legal review Asst. Commissioner Jennifer sign 	<ul style="list-style-type: none"> No one needs to review
Ramsey County & Saint Paul	<ul style="list-style-type: none"> JH getting the name of manager from Public Health Director who is signing 	<ul style="list-style-type: none"> No one needs to review
Minneapolis	<ul style="list-style-type: none"> JH getting the name of Health Dept Admin 	<ul style="list-style-type: none"> No one needs to review

Q: Who goes first to sign? Does it matter? Able to simultaneously sign, no need for original signatures, doesn't matter who signs first.