

Item	Details	Who	Time
Hello, how are you?	<ul style="list-style-type: none"> <li>Barev , t'ye inch'pes yen k'yez - Armenian</li> </ul>		9:30am
<b>Present:</b> Andy Ansell, Krissie Guerard, Carissa Weisdorf, Patrick Tschida			
Introductions & Misc.	<ul style="list-style-type: none"> <li>Next PC meeting – Amy at training for process improvement ☺ ☺                             <ul style="list-style-type: none"> <li>Facilitator needed</li> <li>Amy write up update &amp; send out</li> </ul> </li> <li>Staff changes/updates/introductions needed</li> <li>Housekeeping – January &amp; February meeting placeholder dates needed?</li> <li>Housekeeping – per 11/5 meeting add Tom Ruter to Basecamp</li> </ul>	<ul style="list-style-type: none"> <li>May still be needed, Amy to follow up</li> <li>Andy moving to San Diego end of December, is creating a work plan proposal that would allow him to work remotely at DHS &amp; retain current position. Per Andy, going forward on things if in doubt CC Katherine Finlayson</li> <li>Per workgroup, Jan &amp; Feb meeting dates needed – Amy will set up. please note these will be cancelled if not needed</li> </ul>	
Minutes Rock Star	<ul style="list-style-type: none"> <li>Review minutes: Andy Ansell</li> <li>On deck is Carissa Weisdorf</li> </ul>		
To our Guests here to listen...	<p><b>Friendly reminders</b></p> <ul style="list-style-type: none"> <li>We're glad you're here to listen and check out the meeting</li> <li>Meeting is 9:30 – 11:00am</li> <li>Last 10 minutes is open forum</li> <li>Please hold your comments, suggestions &amp; questions until then</li> <li>Each person will have 2 minutes during open forum</li> <li>Help yourself to copies of the agenda or other documents</li> <li>Thank you for your cooperation</li> </ul>		
CVC	<ul style="list-style-type: none"> <li>Conversation 11/16                             <ul style="list-style-type: none"> <li>What did you hear?</li> <li>Takeaways?</li> <li>Next steps</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Meeting went well, 3 new members attended including Rob from MDH– really appreciated</li> <li>Conversation got off track when membership revisited in the beginning. Needed reminding from grantees that going forward with integration of care &amp; prevention; membership will include living with people who are HIV+, at high risk of contracting HIV. Appeared there was support for that</li> <li>Question from new members about what does CVC do? – parking lot, revisit this in the future. Per Andy this is a reciprocal issue that comes up every 3 years or so. They've used technical assistance in the past. Parking lot for new council. possible solutions - engaged co-chairs to lead the discussion of what are CVC functions, revisit with new planning body</li> </ul>	
Bylaws	<ul style="list-style-type: none"> <li>Updates                             <ul style="list-style-type: none"> <li>CVC conversation impact items</li> <li>Follow up with attorney regarding conflict of interest &amp; Code of conduct</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Nothing necessary to add after CVC conversation</li> <li>Patrick following up with Sarah Howe – attorney regarding conflict of interest &amp; code of conflict</li> </ul>	
IGA	<ul style="list-style-type: none"> <li>Update from JH</li> </ul>	<ul style="list-style-type: none"> <li>MDH – at commissioners, waiting for signature</li> </ul>	

	<ul style="list-style-type: none"> <li>○ JH - Ramsey County administers for STP, therefore not necessary for STP to sign</li> <li>○ JH – IGA sent to grantees</li> <li>○ Draft posted on MNHSPC website, CCCHAP too?</li> <li>● Other updates?</li> </ul>	<ul style="list-style-type: none"> <li>● HC – sent to board for their process</li> <li>● DHS – with Katherine F., possible legal has questions</li> <li>● What happens if something is changed? Needs to go back to grantees for a resign</li> <li>● Draft posted on PC website</li> </ul>
<p>Membership Selection Committee</p>	<ul style="list-style-type: none"> <li>● MN DOCCR – Amy update             <ul style="list-style-type: none"> <li>○ Thuan may have contacts/receives data from DOCCR</li> <li>○ Nat’l HIV strategy is around working with Corrections</li> </ul> </li> <li>● MN Dept of Education– Krissie</li> <li>● Medicaid – JH follow up with Susan</li> <li>● Updates - Andy</li> </ul>	<p>First meeting coming up – possible vacancies in beginning:</p> <ul style="list-style-type: none"> <li>● January 12<sup>th</sup> meeting will be orientation &amp; first meeting. February 9<sup>th</sup> will be first business meeting. Amy asked if first business meeting be in February; due to duties it’s imperative to begin January</li> <li>● Due to timeline, perhaps all applicants could be given notice of first meeting so they could attend orientation &amp; be prepared for an interview in the event there are vacancies in the beginning?</li> <li>● Discussion around applicants who did not meet the standards of membership – when do they get another chance to apply? Operations handled this in the past but are no longer meeting. Allow 1 year? Perhaps interviewers could say we understand you’ve served in the past, had this issue, what has changed in your life that you are able to commit? More discussion needed</li> <li>● Members of new planning body may be notified by 12/8. Need to include meeting calendar of new planning body in their letter</li> </ul> <p>DOCCR position &amp; Nat’l HIV strategy</p> <ul style="list-style-type: none"> <li>● Amy met with Hennepin County Dept of Community Corrections &amp; Rehabilitation Program Manager Mike Gephart who will take this to Tom Merkle, head of DOCCR to identify who would be an appropriate candidate. He is asking for a job description. KG &amp; AD to work on this.</li> <li>● Patrick – talked with Amy from DOE who is asking for more information. Krissie to resend</li> <li>● Amy follow up with JH re: Medicaid &amp; Thuan</li> </ul> <p>Selection process &amp; information</p> <ul style="list-style-type: none"> <li>● Retreat first week in December</li> <li>● Diane is creating the letter to go out to folks who are not selected</li> <li>● Acceptance letter needs to have prevention piece, perhaps ask for confirmation from person that they are still interested to serve?</li> <li>● MDH Jessica says we need a person to fill AA &amp; a person to fill Greater MN; ask project officer of part A to cover this reflectiveness</li> <li>● Hold spots for reflectiveness? Always hold those positions and never have a full group? Doing the community a disservice because we continually have a spot open? Going forward we go with</li> </ul>

		<p>what's in the bylaws and can address this with new planning body?</p> <ul style="list-style-type: none"> <li>• HRSA needs a report regarding committee reflectiveness</li> <li>• More clarification needed about holding spots open or filling with current applicants. HC to follow up with Andrea Jackson – project officer to receive guidance</li> </ul>	
Integrated Work Plan	<ul style="list-style-type: none"> <li>• See document or screen</li> </ul>	Amy	10:30 (10)
2016 work plan	<ul style="list-style-type: none"> <li>• See document or screen</li> </ul>	Amy	10:40 (10)
Communication Plan	<ul style="list-style-type: none"> <li>• Met with DHS &amp; MDS – see draft</li> </ul>	Amy	10:20 (10)
End		<b>11:00 AM</b>	
<b>Next Meeting:</b>	(Back to regular schedule) <b>12/3, Saint Paul, DHS: Need Room</b> Later in December: 12/17, Minneapolis, HSB		