

Item	Details	Minutes
Breakfast	Taking some time to celebrate. A lot of work has been done these past months.	<ul style="list-style-type: none"> <li>• Krissie Guerard, Andy Ansell, Jonathan Hanft, Chryssie Jones, Carissa Weisdorf, Patrick Tschida</li> </ul>
Hello, how are you?	<ul style="list-style-type: none"> <li>• <i>Yaa-yaah!</i>—"Greetings! (Ewok)</li> <li>• <a href="http://starwars.wikia.com/wiki/Ewokese">http://starwars.wikia.com/wiki/Ewokese</a></li> </ul>	
Housekeeping	<ul style="list-style-type: none"> <li>• Staff changes &amp; updates                             <ul style="list-style-type: none"> <li>○ Katherine Finlayson from DHS will join us at next meetings</li> <li>○ Andy will be joining us by phone, last in person sighting! ☺</li> <li>○ Rob added to all invites</li> <li>○ Other updates from Partners?</li> </ul> </li> <li>• Next meeting Saint Paul, DHS. Room TBD</li> </ul>	<ul style="list-style-type: none"> <li>• DHS has a new Assistant Commissioner, all new leadership. All new folks working with integrated planning</li> </ul>
Minutes Rock Star	<ul style="list-style-type: none"> <li>• Review minutes: Chrissie Jones</li> <li>• On deck is Krissie Guerard</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 9:00 – 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>	
Honoring:	<ul style="list-style-type: none"> <li>• Membership Selection Committee Retreat happened 12/4</li> <li>• How did it go?</li> </ul>	<ul style="list-style-type: none"> <li>• Went well, not too many roadblocks</li> <li>• Forgot to count grantee members &amp; selected too many people but worked through it</li> <li>• Katherine most likely will be DHS representative for council, may need another DHS staff present for updates</li> </ul>
Honoring:	<ul style="list-style-type: none"> <li>• Planning Council ended business 12/8</li> <li>• How did it go?</li> </ul>	<ul style="list-style-type: none"> <li>• Went well</li> <li>• Folks came from the past</li> </ul>
<b>See Integrated Planning Work Plan</b>		
Bylaws	<ul style="list-style-type: none"> <li>• Bylaws – hear back from attorney? Code of Conduct &amp; Conflict of interest</li> <li>• Next steps: HC legal review, then DHS &amp; MDH review in house</li> </ul>	<ul style="list-style-type: none"> <li>• Suggestions came back from Attorney around those topics. Patrick made updates, meet today with Attorney to finalize. Next steps: final HC legal review needed. Find out more info today.</li> <li>• Question regarding "Continuum of care, cascade," there's wording that says Council will create.</li> <li>• It's different from what grantees create. PC developed a 2004 Continuum of Prevention &amp;</li> </ul>

		<p>Care Flowchart. Based on “ideal systems of care” &amp; used to identify where services need to happen and assist council members in their applications &amp; prioritizations process.</p> <ul style="list-style-type: none"> <li>• Jonathan will post to Basecamp.</li> <li>• Going forward perhaps use this document, update with prevention piece &amp; create a hybrid.</li> </ul>
Follow up from MSC Retreat	<ul style="list-style-type: none"> <li>• Updates, other items that came out of retreat needed to address</li> </ul>	<ul style="list-style-type: none"> <li>• Carissa notified people by email</li> <li>• Mpls Board of Health may not need to have a representative on Council, part of local health board. Red Door is representing this position</li> <li>• 3 spots open: Medicaid, Corrections, DOE – PT still following up, invites out to attend next meeting</li> <li>• Concern that people will “drop off” – solution Carissa follow up asking for confirmation via email or phone call</li> <li>• Patrick creating appointment letters, these will go out soon</li> <li>• Eventually seated members listed on website</li> </ul>
IGCA	<ul style="list-style-type: none"> <li>• Checking in – any updates to share?                             <ul style="list-style-type: none"> <li>○ DHS</li> <li>○ MDH</li> <li>○ HC, City of Mpls, Ramsey County</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• JH has some minor revisions rec’d from DHS, follow up with Mpls &amp; Ramsey County</li> <li>• There will be opportunities for public comment at County Board meeting</li> </ul>

**See MNCHAPC Work Plan 2016**

<p>Communication Plan about new planning body: MN Council for HIV/AIDS Prevention &amp; Care</p>	<ul style="list-style-type: none"> <li>• Met 12/16 with Krissie, Andy, Carissa, Patrick, Communication Experts: Roy Nelson – MDH, Bill Belknap – HC. Amy update plan &amp; post to BC</li> <li>• Needed: develop talking points about new council                             <ul style="list-style-type: none"> <li>○ Objective: ensure stakeholders are aware of the new direction, why this is necessary &amp; a positive, functions of the new planning body &amp; how they can promote/get involved</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Amy is working on drafting minutes, will post to basecamp once it’s ready</li> <li>• Resources we can use to create this: Initial talking points we created, FAQ, See page 2 of IGCA, Article 2B, 1 – 7</li> </ul> <p>Message needs to answer:</p> <ul style="list-style-type: none"> <li>• What is the MNCHACP?</li> <li>• What does the MNCHACP do?</li> <li>• Who is on Council? not names, general summary</li> <li>• Make a distinction – not a governing board</li> <li>• Notify people that a change is happening</li> <li>• Why are we changing?</li> <li>• There were 2 groups – CCCHAP &amp; PC</li> <li>• National HIV strategy</li> </ul> <p>“Convened by HIV federally funded jurisdictions in MN to providers communication involve in planning continuum of prevention &amp; care &amp; how resources are directed to best meet the needs of those at risk for HIV &amp; those living with HIV”</p> <ul style="list-style-type: none"> <li>• Rob has ideas, will post to Basecamp</li> </ul>
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10:00 AM: Break 5 minutes

<p>New member orientation packet &amp; meeting of Council in January</p>	<ul style="list-style-type: none"> <li>• How does this look?</li> <li>• What is still needed?</li> </ul>	<ul style="list-style-type: none"> <li>• Patrick distributed agenda draft, feedback appreciated</li> <li>• Members will receive their packet at orientation &amp; will be asked to review ahead of time</li> <li>• Carissa added a folder for new member orientation on Basecamp. Add your training materials there</li> </ul>
	<ul style="list-style-type: none"> <li>• How is this shaping up?</li> <li>• What support do you need?</li> </ul>	<p>January meeting</p> <ul style="list-style-type: none"> <li>• Not a business meeting</li> <li>• JH will give a walk-through of the timeline</li> <li>• Spell out council responsibilities &amp; what they need to do</li> <li>• Identify roles &amp; responsibilities for Co-Chairs, grantees &amp; parliamentarians</li> <li>• Talk about Parliamentarian – assist coordinator with Robert’s rule of order to call out. Need to add this wording to Code of conduct &amp; conflict of interest in bylaws. Perhaps Parliamentarians need some training</li> <li>• PC has used in MO Angelica Consulting &amp; they gave a good presentation – may be worth bringing them in again</li> </ul>
<p>Co-Chairs election</p>	<ul style="list-style-type: none"> <li>• Let’s plan when this can happen</li> </ul>	<ul style="list-style-type: none"> <li>• Time on January agenda for people to put their names forth for Co-Chair consideration – forward to Council staff, voting can happen first thing at Feb meeting</li> <li>• Once Council Co-Chairs elected, then subcommittee co-chairs</li> <li>• Electronic vote should be considered as an option</li> </ul>
<p>Website</p>	<ul style="list-style-type: none"> <li>• Updates</li> </ul>	<ul style="list-style-type: none"> <li>• Carissa made small updates, took down Planning Council members &amp; updated schedules</li> <li>• Override the current address to make it easier for new website? MNHIVCOUNCIL?</li> <li>• Any feedback or ideas send to Carissa</li> </ul> <p>To keep in mind:</p> <ul style="list-style-type: none"> <li>• Be aware “we don’t want it to look like Planning Council with some CCCHAP members thrown in.”</li> <li>• Change design &amp; make it look different from PC</li> </ul>
<p>Open Forum</p>		<ul style="list-style-type: none"> <li>• No one here</li> </ul>
<p>Conversation</p>	<p>What are the facts:</p>	<ul style="list-style-type: none"> <li>• 3 Jurisdictions</li> <li>• First state to integrate A, B, Prevention</li> <li>• Follows National HIV Strategy</li> <li>• Need good facilitator</li> <li>• Historical Expert in this</li> <li>• DHS staff transitioning</li> </ul>
	<p>What are you excited about</p>	<ul style="list-style-type: none"> <li>• Change in mindset (Prevention &amp; Care)</li> </ul>

		<ul style="list-style-type: none"> <li>• Making a difference</li> <li>• Focus on eliminating disparities</li> <li>• New energy with new group</li> <li>• Excited everyone is excited</li> <li>• Doing something different, everything's been done the same way for so long</li> </ul>
	What are you worried about?	<ul style="list-style-type: none"> <li>• Prevention will be back seat</li> <li>• Early distractions</li> <li>• Initial turnover</li> <li>• Former members will have a hard time distinguishing with new integrated effort</li> <li>• Mindful that this is a triad, all parts are listened to. Mindful of group decision making</li> </ul>
	What needs to be in place to support the success of this effort going forward?	<ul style="list-style-type: none"> <li>• Regular meetings amongst the grantees</li> <li>• Maintain ongoing communication amongst grantees</li> <li>• Attentiveness to members especially in the beginning</li> <li>• Leadership commitment &amp; engagement above us</li> <li>• Maintain upright "3 legged stool" amongst grantees</li> <li>• Identify decision making process for grantees responsible for this effort</li> </ul>
End		<b>11:05 AM</b>
<b>Next Meeting:</b>	January 7 <sup>th</sup> , Saint Paul, DHS. Room 4222	