

Item	Details	Who	Time
Hello, how are you?	<ul style="list-style-type: none"> <li>• <b>Achuta!</b>—"Hello! (Hut language ex. Jaba the Hut)</li> <li>• <a href="http://www.completewormsguide.com/huttdictionary.html">http://www.completewormsguide.com/huttdictionary.html</a></li> </ul>	<ul style="list-style-type: none"> <li>• Katherine has worked with DHS Disability services for over 20 years. HIV/AIDS was part of the work, learning from the ground up</li> </ul>	
Housekeeping	<ul style="list-style-type: none"> <li>• Introductions                             <ul style="list-style-type: none"> <li>○ Welcome Katherine Finlayson!</li> <li>○ Hello Andy from California! (What's the time change?)</li> </ul> </li> <li>• Updates from partners – all</li> </ul>	<ul style="list-style-type: none"> <li>• Contract manager posted, Quality management federal compliance specialist position open</li> <li>• Jessica Bremer, epidemiologist leaving, Adriana presenting on Tuesday</li> </ul>	
Minutes Rock Star	<ul style="list-style-type: none"> <li>• Review minutes: Krissie Guerard</li> <li>• On deck is Jonathan Hanft</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>		
<b>See Integrated Planning Work Plan 2015</b>			
Bylaws (Items: 3.5 – 3.9)	<ul style="list-style-type: none"> <li>• Bylaws – HC status update</li> <li>• DHS</li> <li>• MDH</li> </ul>	<ul style="list-style-type: none"> <li>• HC has new draft, 2 other attorneys reviewing the whole document &amp; reformatting</li> <li>• Posted before next IP meeting &amp; discuss with workgroup on 1/7</li> <li>• At new member orientation will briefly talk about this</li> <li>• Give 30 days and officially adopt them, any changes they will need to follow within committee</li> </ul>	
IGCA (Items: 3.13 – 3.15)	<ul style="list-style-type: none"> <li>• Update – HC                             <ul style="list-style-type: none"> <li>○ DHS</li> <li>○ MDH</li> <li>○ City of Mpls, Ramsey County</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Hearing back from Mpls, bring it to the Board.</li> <li>• We can each sign it separately. MDH is ok to sign before HC board</li> <li>• Ramsey county good</li> <li>• Possible to get it to report on 1/26 to get it on Feb Board</li> <li>• Needs to be reported at to a board meeting to get it to the board meeting</li> </ul>	

		<ul style="list-style-type: none"> <li>Do not sign until hear back from MPLS – happen today or tomorrow</li> <li>Chief elected officer on the board not comfortable with signing letters until IGCA signed</li> <li>Deadline for BAR is 1/4</li> <li>Report to board, committee discuss, then goes to full board</li> </ul>
Other items	<ul style="list-style-type: none"> <li>Start with Item 3.19</li> </ul>	<ul style="list-style-type: none"> <li>3.10: Community consulting group will work with us on a charter. Will meet with JH today. Begin process with Council Co-Chairs. Work it into their contract 2016. First meeting with Co-Chairs</li> </ul>
<b>See MNCHAP Work Plan 2016</b>		
IGCA planning	<ul style="list-style-type: none"> <li>Signed vs unsigned: identify what can be done during process</li> </ul>	<ul style="list-style-type: none"> <li>Co-Chair elections happen Feb. until official letters signed acting</li> <li>Decisions to be made. Target populations by March at the latest. What do we want council to do in terms of target populations. Still would be a vote to prioritize. Advising MDH. Prevention needs information by March</li> <li>First couple of meetings presenting data in preparation for business happening. Prevention will need to know by feb what they're presenting</li> </ul>
Membership	<ul style="list-style-type: none"> <li>Appointment Letters – Jonathan</li> <li>Deficiency recruitment plan                             <ul style="list-style-type: none"> <li>Dept of Ed</li> <li>Medicaid</li> <li>Dept of Community Corrections</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Commissioner Callison will print these on letterhead. Will find out if they can print beforehand. Emails went out to people and outlook invitations. Only one person not able to attend due to vacation</li> <li>Roger Ernst will be on RAAN board, no conflict there</li> <li>DHS have a Co-Chair or person who reports out RE: Part B &amp; sit on Council as a member</li> <li>DoE: Minneapolis wants someone on the council. Possibility of an educator who could fill both roles</li> <li>Chryssie Jones has a staff going to DASH. Talking about accessible health care in the schools. Possible source</li> <li>Medicaid: JH &amp; Katherine work on this. Susan talk to Jennifer D</li> <li>DOCCR: JH &amp; Patrick may know someone. Thuan has local incarceration contacts. MDH folks write a paragraph for Amy to submit to former supervisor</li> </ul>
1 <sup>st</sup> meeting: 1/12	<ul style="list-style-type: none"> <li>Agenda &amp; training materials                             <ul style="list-style-type: none"> <li>Checking in. What do you need?</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Agenda – verify names</li> <li>Verify roles &amp; responsibilities with grantee Co-Chair</li> <li>CW has a draft, uploaded to Basecamp</li> <li>A grantee staff &amp; experienced council member at each committee breakout</li> <li>Small groups, able to read over &amp; prepare for what are the roles &amp; responsibilities of being a Co-Chair</li> <li>Exec Co-chairs meet one hour before full co-chair meeting. Happen in March. Send out invitation.</li> </ul>

2 <sup>nd</sup> meeting: 2/9	<ul style="list-style-type: none"> <li>• Checking in. What do you need?</li> </ul>	
Website	<ul style="list-style-type: none"> <li>• Updates. Anything needed?</li> </ul>	<ul style="list-style-type: none"> <li>• Any documents use website tab on Basecamp</li> <li>• 1/29 deadline website ready</li> <li>• There is a link to the former websites</li> <li>• Subcommittee working on this, will look at what is needed</li> </ul>
Communication plan		<ul style="list-style-type: none"> <li>• Facebook – easy to change name. It wouldn't let Carissa change the name as AIDS is lower case. The workgroup is looking into this and will need to figure out what looks best.</li> </ul>
Open Forum		<ul style="list-style-type: none"> <li>• No one attended</li> </ul>
If no one at open forum	<ul style="list-style-type: none"> <li>• Start conversation of lessons learned</li> </ul>	
End		<b>10: 55 AM</b>
<b>Next Meeting:</b>	January 7 <sup>th</sup> , Saint Paul, DHS. Room 4222	

- Other: need to add to 2016 work plan about finding something like basecamp to document share
- Going forward how are grantees going to meet?
- First 6 month meeting agenda
- Communication plan – next meeting