

<b>Key:</b> <span style="background-color: cyan;">Not Started</span> <span style="background-color: yellow;">In Progress</span> <span style="background-color: green;">Complete</span> <span style="background-color: orange;">CCCHAP/PC</span>						
<b>1.0 HouseKeeping/Initiation: project definition, governance structure, making the decision to go forward</b>						
#	Activity	Who:	Start by:	Completed by:	Notes/Dependencies	Status
1.1	Secure agreement from both councils to create a single planning body	Grantees, Co-Chairs of both planning bodies, subgroup	Jan 2015			
1.2	Organize 2x monthly meeting schedule, send out outlook invites with locations STP & MDH	Amy	3/12	3/13	Need to add dates in Jan, Feb for evaluation & closeout	
1.3	Create agendas for wkgp meetings, capture & distribute notes	Amy	3/24		Checkpoint in place via workgroup members	
1.6	Set up BaseCamp, invite Wkqp members	Carissa	3/12		Need to add Nick Metcalf 4.23.15	
1.7	Organize Basecamp for users & maintain	Amy	3/12	continuous		
1.8	Create & maintain work plan	All	3/12	continuous		
1.9	Set up & prep & facilitate monthly meetings with sponsors	Amy	3/12	continuous		
1.10	Add Integration tab to CCCHAP & MHSPC website	Carissa & MDH	5/7	5/29	Upload work plan and other documents there	
<b>2.0 Research, Design &amp; Communication (structure of new planning body)</b>						
2.1.	Research delivering hard messages & prepare main points	Amy	3/19		Uploaded to Basecamp	
2.2	Create Communication Plan	Andy & Amy	3/12	4/2	Uploaded to Basecamp. Updated as needed	
2.3	Create & conduct focused conversation to hear feedback MHSPC Committee	Amy & Michelle	4/6	4/14	April 14 <sup>th</sup> – Also Business Planning & Facilitation lead. Feedback uploaded to Basecamp Amy to attend EC on 4/7 to explain FoCo No gov't staff attending	
2.4	Create & conduct focused conversation to hear feedback CCCHAP	Amy	4/8	5/28	5/28, 11 – 12pm	
2.5	Create & conduct focused conversation to hear feedback from Comm Voice Committee	Amy	5/19	5/19	5/19/15 @ 11am to 12pm	
2.6	Draft of IGCA (Intergovernmental Agreement between jurisdictions)	Jonathan lead	July	August	MDH & DHS assist and review	
2.7	Final IGCA copy reviewed by grantees	Jonathan, Krissie & DHS	August	Nov	JH send to Katherine F & Tom R. at DHS	

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	TOP method activity with CCCHAP & PC			May Meeting	Invite CCCHAP to PC meeting and do strategic planning via Technology of Participation methods Discussed at 4/9 meeting. Verify with workgroup Similar efforts already have been completed. Listening sessions done with each group. Visioning conversations done with CCHAP.	
2.6	New planning body name	CCCHAP PC	May	7/17	Minnesota Council for HIV/AIDS Care and Prevention (MCHACP) *60% of the vote	
2.7	Interview LA County to hear about their integration process Chicago	Sirry Amy	3/19	3/19	LA County complete. 2 interviews uploaded to Basecamp No call backs from Chicago	
2.8	Research integration models	Chryssie Krissie	3/26	4/9	NASTAD book shared with group, highlights cited	
2.9	Interview staff involved in beginning of MHSPC	Jonathan		4/9	JH talked to Mark Lee. Per ML, gov't entities got together & decided to start effort. Appointed committee members	
2.10	Identify Federal Requirements for Care & Prevention	Sirry	3/12		See Crosswalk on Basecamp	
2.11	Review PC bylaws & highlight requirements	Sirry Carissa	3/26	4/9	See also CDC, Part A & Part B Requirements Doc Crosswalk on Basecamp	
2.12	Review CCCHAP bylaws & highlight requirements	Krissie Chryssie	3/26	4/9	Uploaded on Basecamp. See also CDC, Part A & Part B Requirements Doc Crosswalk on Basecamp	
2.13	Review both sets of bylaws and highlight similar requirements	Chryssie Sirry	4/9	4/23	2 jurisdictions Chryssie set up meeting. Also attending Japhet from MDH who wrote the bylaws, Carissa, Sirry. Andy says not necessary for him to be there	
2.14	Research bylaws in other jurisdictions	Brett	5/26	June		
<b>3.0 Build</b>						
3.1	Meeting: Bylaws of new planning body	CCCHAP, PC, Workgroup	6/25	6/25	Need structure, guidelines. Carissa & Ruth send out drafts to all 6/15 & take RSVP. 2 <sup>nd</sup> review via email 9/15 – 9/30.	
3.2	2 <sup>nd</sup> occasion for PC/CCCHAP to give feedback on bylaws	CCCHAP, PC, Workgroup	9/3	10/16		
3.3	Facilitator attend CVC Nov meeting to assist with discussing Community Voice membership	Julie W.	Oct	Nov	Thuan needs to be kept in the loop	
3.4	Research other councils' policy regarding violations of code of conduct	Carissa	9/29	10/22		
3.5	Follow up with attorney regarding code of conduct & interest policy. Atty: Sarah H.	Patrick	9/29	12/17	Need for clear language	
3.6	HC legal review of bylaws complete	Jonathan	July	12/17	Dependency: item 3.5	
3.7	Final bylaws document uploaded to Basecamp	Carissa		12/31	Dependency: item 3.5	

3.8	DHS in house review of bylaws complete	Andy	July	12/17	Dependency: item 3.5	
3.9	MDH in house review of bylaws complete	Krissie		12/17	Dependency: item 3.5	
3.10	Create charter between grantees and new planning body	JH (HC) convener, Rob (MDH), Tom or Katherine(DHS)	Nov	Jan	Use existing MOUs to guide process. Charter will identify grantee responsibilities needed to meet their requirements. Finish with Council.	
3.11	<del>Determine Council &amp; subcommittees meeting schedule 2017</del>	grantees	Nov	Feb	Due to room resources, necessary to set up meeting schedule in advance for 2016. Revisit once council & committees convene beginning of 2016 for year of 2017 – added to 2016 Council work plan	
3.12	<del>Each Grantee find out if Council can meet in January if IGA not executed</del>	Grantees	Oct	Nov	<del>If IGA not ready, push 1<sup>st</sup> business meeting to February</del> January could meet more informational or 2 meetings in February	
3.13	IGCA signed by Public Health Board Director of St. Paul(?) & Ram Co	JH	Dec	Feb	<del>Possible that STP doesn't have to sign due to Ram Co administering their Public Health.</del> <b>*Currently under Review</b>	
3.14	IGCA signed by MSP – Public Health Administrator	JH	Dec	Feb	<b>*Currently under review</b>	
#	Activity	Who:	Start By	Completed By	Notes/Dependencies	Status
3.15	HC Final IGCA document forwarded to Board of Commissioners	HC staff	Jan	Feb	<del>HC, DHS, MDH &amp; Cities of Mpls &amp; STP(?) need to sign</del> Shared draft, will revise and send out. Per 10/22 minutes: Able to simultaneously sign, no need for original signatures, doesn't matter who signs first.	
3.16	<del>Chief elected official responsibility to seat the planning body – MSC nominates these folks. up to CEO to ask for documents needed</del>	JH	Nov	Dec	<del>Need to identify what should be included</del> What type of info is needed for the Board? Kathy & Susan question	
3.17	DHS Final IGCA document approved & forwarded to Asst. Commissioner Jennifer? Leave?	DHS staff	Sept	Feb		
3.18	MDH Final IGCA document: approved & forwarded to Asst. Commissioner Paul Last Name?	MDH staff	Sept	Feb	Cannot start until HC finished	
3.19	Budget for new council (how paid for MDH, HC, DHS) Staffing & support of planning body: responsible for coordinating. Need to define responsibilities	Katherine (DHS) facilitate, JH (HC) start draft, Krissie (MDH)	6/1	8/1/15	Jonathan to connect with Krissie (MDH) and (DHS) Need to iron out details.	
3.14	Outcomes & Expectations *added to 2016 Council workplan				Is the Council meeting requirements? Accomplishing what it needs to do?	
3.20	Membership Selection Committee	(PC) Loyal Brooks Terral Ewing Lesla Nelson	5/7	12/4	Create application, conduct interviews & seat new planning body & Co-Chairs Grantee staff: Carissa Weisdorf, Krissie Guerard, Andy Ansell Facilitation support: Diane Loeffler	

			(CCCHAP) Roger Ernst Mariah Wilberg Marvin Innes			
3.21	Structure Committee (identifies subcommittees of new planning body)	(CCCHAP) Wendi Johnson, May Ly, Chris Ackerman (PC) Alejandro Aguilera Asneth Omare Aaron Wittnebel	5/28	August	Determines mileage, reimbursement, stipend) Grantee staff: Chrissy Jones, Sirry Alang to start/Jonathan Hanft, Andy Ansell Facilitator: Julie Wibert	
3.22	Prepare New Member Orientation Packet ***moved to 2016 work plan	<del>Patrick lead,</del> <del>Thuan, Carissa,</del> <del>Rob, Katherine-</del> <del>DHS</del>	Nov	Jan	Ask new planning body members what they found useful	
3.23	Preparation of January meeting agenda *Jan meeting no business ***Moved to 2016 work plan	<del>Patrick, Thuan,</del> <del>Carissa – HC</del> <del>Andy &amp; Katherine</del> <del>– DHS</del> <del>Rob (lead) – MDH</del>	Nov	1/12	*Needs to include new member orientation piece. Feedback from current members: what types of documents used previously are helpful? Determine what goes forward, what doesn't. "Rituals? "Bag of chips, lighting of candle – why do this? What's the significance?" – decide at first meeting with members. Breaking the Ice skit needed?	
3.24	Preparation of February Council meeting agenda ***moved to 2016 work plan	Patrick	Jan	2/9		
	Create document that references Hennepin County reimbursement policy for new member orientation – Added to Bylaws	Carissa	Nov	Nov	Part of new member orientation	
3.25	CCCHAP: ending of business	Executive Committee	Fall	Nov	CCCHAP to determine	
3.26	Planning Council: ending of business	Executive Committee	Fall	12/8	PC to determine. Executive Committee planned for December meeting	
3.27	Letter from DHS Commissioners & HC Board thanking members for service	Patrick facilitate, Andy & JH	Oct	12/8	& mugs. HC Jan Callison from HC Board is signing. Who from MDH & DHS signing? *Operations to formalize with awards	
3.28	Discussion RE: Logistics & norms – added to first meeting prep	grantees	Oct	Oct	Ex. Food at meetings, light a candle, bag of chips award (CCCHAP)	
3.29	Website of new planning body ***moved to 2016 work plan	<del>Carissa Lead,</del> <del>Patrick, – HC</del> <del>Rob, – MDH,</del> <del>DHS who?</del>	Nov	Jan	What staying from current websites, what needs to be created? Who is "in charge" of maintaining? Carissa to do research, need to loop back with Bill Belknap, MDH & DHS folks re: roll out	

4.0 Implement – 2016 work plan

4.1	Membership selection of first members of new council	PC) Loyal Brooks Terral Ewing Lesla Nelson (CCCHAP) Roger Ernst Mariah Wilberg Marvin Innes	12/4	12/4	Create application, conduct interviews & seat new planning body & Co-Chairs Grantee staff: Carissa Weisdorf, Krissie Guerard, Andy Ansell Facilitation support: Diane Loeffler	
4.2	<del>1<sup>st</sup> meeting of new council &amp; celebration</del> Added to item 3.23	All	Jan	Jan	Specific activities, ice breakers	
<b>5.0 Evaluation &amp; close of project</b>						
5.1	Lessons learned with workgroup & stakeholders	Amy	Jan	Feb		
5.2	Survey to stakeholders regarding project manager	Amy's Admin	Jan	Feb		
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