

Item	Details	Minutes
Housekeeping & Announcements	<ol style="list-style-type: none"> 1. Updates since 1/30. Meeting dates. 2. Review project definition & team roster 3. Review what was discussed last time 4. BaseCamp (Chrome or updated Internet Explorer needed) 5. Locations of meetings – DHS, HC, MDH 	<ol style="list-style-type: none"> 1. There are conflicts with some meeting dates, Amy to send out alternates to choose from 2. Similar to business case that we talked about in January but now that this is handled within Amy’s area it is a project definition. Helps to define the scope of our work. Feedback is appreciated. Amy wants to change some categories such as stakeholders; doesn’t feel the need to differentiate. Will make changes and share with the group. Team Roster is what our duties are for this project. Amy is meeting regularly with HC sponsors. Andy and Krissie will update their managers; will advise if Amy is needed to meet with their managers as we go forward 3. Guiding principles. Amy asked if we should add a vegas rule so folks can say what they’re thinking and not worry about something being repeated. Was added and also recognized the need to communicate what has been done by the workgroup during the meeting. Amy will add item to agendas allowing time at the end to identify summary points from each meeting. Also added a guiding principle to our list “We value your input” (refers to stakeholders) 4. Look for an invite to join BaseCamp soon. Amy will provide brief tutorial next meeting 5. Saint Paul location will alternate between MDH & DHS. Schedule will be released
Work Plan	<ul style="list-style-type: none"> • Work plan <ul style="list-style-type: none"> ○ These are the items that will drive our work ○ Is this complete at this time? Does this capture what we need to do? Clarifying questions? ○ Do you see items that are missing? Is the order accurate at this time? ○ What changes need to be made? ○ Are there items already complete? ○ Are there items that need expansion? ○ Assign tasks (knowing that some will be started later) 	<p>*Also see Work Group workplan for updates made</p> <p>Discussion points captured on white board:</p> <p>Sticky Wickets (to be mindful):</p> <ul style="list-style-type: none"> • Co-chair elections • Perception of trying to dismantle council <p>Workplan items to update:</p> <p>1.6 Research integration models used in other jurisdictions</p> <ul style="list-style-type: none"> • Include Ask /interview over the phone how they fully involved planning bodies. Worked/didn’t work • Should talk to person who first started the planning council <p>2.1 & 2.6 MDH, HC, DHS board/legal approval</p> <ul style="list-style-type: none"> • JH asking if Board approval needed, IGA will do this • Only approval of IGA & legal approval of IGA needed – Amy to ask Susan & Jim for follow up • HC legal needs to review IGA & bylaws • MDH & DHS not sure – Andy & Krissie will follow up • Amy noted it is a good to know so we can learn their timeline <p>1.4 Feedback CCCHAP & MHSPC</p> <ul style="list-style-type: none"> • Focused conversations with both councils, include Community Voice on this • Gov’t reps will step out of the room so participants feel free to share • Questions will be around what’s working/what’s not working. Suggestions. What is the most amazing thing the new council could do?

- Schedule: CCCHAP 5/28; PC April; Community Voice May

4.2 Name of new Council

- Start that now so we have a name to refer to instead of “planning body”

2.3 & 2.4 Budget for new council/staffing & support for new council

- Need to make this decision now – grant supplies, food, staffing, define responsibilities
- HC coordinating this effort? MDH or DHS coordinating responsibilities? Contributing to staff time

Time Sensitive

- Bylaws – planning bodies – legal – planning see changes? – need to decide how much planning bodies are able to have say. Need - Clear & decide planning bodies input. Their decisions will bog us down
- Policies & Procedures (ex. Mileage & reimbursement) – need to flesh this out. What is the list here?
- Membership selection for new planning body

Message needed to stakeholders – discussion

- Form framework
- Ability to shape framework once we get going
- Grantees build the car, members will drive it
- The reality is there wouldn’t be a CCCHAP/PC unless grantees formed it
- Mandated responsibility
- We don’t want to reinvent the wheel
- Is a positive doing this in time of change
- Business functions of councils will not change
- Opportunities exist
- We want their input but we can’t guarantee that there will be democratic consensus. Grantees reach/decide on. Once planning body convenes, able to make changes
- Chief elected officer convenes – go back to them
- Decisions made by grantees at the end of the day

Summary of Talking Points

- Reviewed work plan
- Defined role of grantees in forming convening planning body
- Added a guiding principle for the Work Group – we value your input

Action Items

- **Andy, Jonathan, Krissie** – talk to internal managers regarding budget & staffing of new planning body
 - Contributions changing? Is there someone writing that state increase?
- **Andy** - give update to planning council at next meeting that includes items from components from above item “message needed to stakeholders”
- **Sirry, Amy to assist** - talk to Chicago, L.A., Miami – research how other councils merged care & prevention
 - **Krissie & Chryssie assist?**– research state level
 - **Possible questions:** how did it go? What did it look like before and after? What was your message to stakeholders and how did you get their input? Was there a continual method or vehicle to receive that input? Other “good to knows” going forward?
- **HC & MDH** – find out who started planning council & CCCHAP. Good idea to find out their beginning experiences
- **Andy & Krissie** – DHS & MDH legal rules & board approval for this effort
- **Amy** - follow up with Susan & Jim regarding HC legal & board approval at next meeting
- **Amy** – set up BaseCamp and get folks signed up. create tutorial
 - Sirry to assist pilot
- **Amy** – draft conversation for next PC, CV & CCCHAP meetings, secure facilitators – outside County staff is available