

## Integrated Planning Work Group Minutes

**Date:** Thursday, 3/26/15, 9:30am to 11:00am. **Location:** HSB, 525 Portland Ave S, Minneapolis

Item	Details	Notes
Welcome	<ul style="list-style-type: none"> <li>Additional items to add to the agenda</li> <li>Welcome Chryssie!</li> <li>Updates to share from your organizations</li> </ul>	<ul style="list-style-type: none"> <li>Nothing new shared</li> </ul>
Housekeeping	<ul style="list-style-type: none"> <li>Basecamp (Chrome or updated Internet Explorer needed)               <ul style="list-style-type: none"> <li>Brief review</li> <li>Feel free to bring your laptops. Connection is HC Guest, no password. Please note you will not be able to access your own organization's intranet</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Amy used her computer to give a demonstration</li> <li>Some report they are still unable to access, were advised to use forgot password and try that. If that does not work, Please advise Amy</li> <li>Please upload a photo to your Basecamp profile</li> <li>Please update BaseCamp calendar with Planning Council, CCCHAP, Community Voice and other upcoming events &amp; activities</li> </ul>
Our message	<ul style="list-style-type: none"> <li>Discussion last time &amp; questions to answer as we go forward</li> <li>Talking points will be added to Base Camp</li> </ul>	<ul style="list-style-type: none"> <li>Amy led a conversation asking: <b>Why are we doing this effort?</b> 4<sup>th</sup> goal of National HIV strategy, bring HIV care &amp; prevention together, duplication of resources &amp; efforts, maximize resources, comprehensive/statewide plan, natural evolution/before when prevention was for negative consumers, breaking down silos <b>What was "wrong" before or why change in the first place?</b> Outdated, not current, efforts at federal level, national expectation <b>How does this make my life better?</b> Better integration = more seamless at patient/care level, resources will benefit clients, further the mission of preventing new infections &amp; better care of those living with HIV, better health outcomes, focus on patient/client</li> <li>Amy has done some research around delivering "difficult" or emotional messages</li> <li>All this information is captured and posted on Basecamp. See <b>Talking Points.</b></li> <li>Amy brought up the next planning council agenda &amp; message delivery of their involvement in this process (i.e. their feedback is asked for but there are no guarantees that the new planning body will contain all those requests. In the end it lies with the Grantees). At our last meeting it was discussed to give that announcement at the end of planning council meeting, Amy is suggesting that it happen in the beginning of the meeting with the other updates so as not to give the impression we're not being transparent. The group felt the report should stay on the agenda as it has been with grantee updates.</li> </ul>
Integration Efforts elsewhere	<ul style="list-style-type: none"> <li>LA County – Top takeaways</li> <li>WI, Idaho, Iowa – other available resources</li> <li>Integration efforts amongst other groups, look outside the box, include not just area of HIV/AIDS</li> <li>More research needed – workgroup</li> </ul>	<ul style="list-style-type: none"> <li>Sirry shared takeaways on interview with LA County, full interview is posted on Basecamp; See <b>LA County Michael Green Interview 3.19.15</b></li> <li>LA County had their members create the plan, it took 7 months, they voted to dissolve both bodies and reformed new one a week a later.</li> <li>Discussion includes: involve community planning co-chairs in this process? Not sure at what point this would be most helpful. Personalities could get in the way; we should think about what</li> </ul>

	<p><b>Amy has a question:</b> Do we need to build cohesion with the existing planning councils? Do we use the activity of coming together with a new name? Are there events happening in the community? Sirry – survey events happening? Does this need to happen? Is this necessary? What are we not seeing?</p>	<p>role &amp; how to involve committee members in this process; members are on board but there’s a level of control. Question that has been brought up is why isn’t part c involved in this process? How to form new group – it was liked how LA County had a group take applications &amp; decide; what if workgroup figures out membership through a unification committee. 3 members from each planning group. Those on the “unification committee” are unaligned? Are they automatically on the new body or is that their service and they’re done? Did LA allow that? Did everyone have to reapply? what guarantees were there? If committee doesn’t have to reapply, we may have to assign more duties. Maybe they’re on one year and have to reapply.</p> <ul style="list-style-type: none"> <li>Recruiting? What type of recruiting did they do? Word of mouth? Before PRIDE &amp; summer events we could have application process decided to recruit</li> </ul>
New planning body	<p><b>Amy has a question:</b> Do we need to build cohesion with the existing planning councils? Do we use the activity of coming together with a new name? Are there events happening in the community? Sirry – survey events happening? Does this need to happen? Is this necessary? What are we not seeing?</p>	<ul style="list-style-type: none"> <li>There was a contest for Planning Council logo and an incentive. Carissa volunteered to spearhead, mention this at next council meeting and will work with Ruth from CCCHAP. Design could be a survey via survey monkey asking for ideas</li> </ul>
Our Design	<ul style="list-style-type: none"> <li>To what extent do we involve council (CCCHAP &amp; PC) feedback? How to decide?</li> <li>Guide for new council <ul style="list-style-type: none"> <li>How to use Integration crosswalk? Able to drill down or make checklists? Simplify?</li> <li>Use bylaws from both groups &amp; use that as a guide?</li> </ul> </li> <li>Discussion &amp; more research needed – workgroup</li> </ul>	<ul style="list-style-type: none"> <li>See above for more about involving committee feedback discussion</li> <li>Using the integration crosswalk – no contradictions, Part A requirements are more rigid. Krissie talked to her managers regarding Prevention requiring a Gov’t appointed Co-chair on CCCHAP and if that can change with new planning body – answer is Requirement will not change. Possible to ask that prevention have more duties besides prioritizing populations; may be a conversation in the future. Need to consider what level of participation this co-chair (gov’t appointed) would have in new planning body. Also need to have a conversation about defining role of co-chair in bylaws</li> <li>Group agreed each would be responsible to highlight requirements in their own bylaws and come back together to discuss. Tracking date is 4/9/15</li> </ul>
IGA	<ul style="list-style-type: none"> <li>What does this look like? What components are needed?</li> <li>Able to do this now?</li> <li>Use existing copy for reference? Able to use this?</li> <li>Bylaws of both groups meet IGA? Able to build new one off that? Need new council in existence before then?</li> <li>Question about all signatures on current IGA – those needed again? See last couple pages</li> </ul>	<ul style="list-style-type: none"> <li>Jonathan volunteered to head up the group since the IGA is a requirement of Part A. Will need assistance from MDH &amp; DHS.</li> <li>JH review first for updates &amp; changes, then MDH &amp; DHS will review</li> <li>Understanding that IGA needs more information about new planning body but those areas left blank for now</li> <li>Tracking dates: JH by 4/9 then draft by 5/14</li> </ul>
Work Plan	<ul style="list-style-type: none"> <li>May be silent item</li> </ul>	<ul style="list-style-type: none"> <li>Will be updated based on today’s conversations</li> </ul>
Summary	<ul style="list-style-type: none"> <li>What are our</li> </ul>	<ul style="list-style-type: none"> <li>Clear ways that we will have products developed. Name,</li> </ul>

Points	accomplishments during our meeting?	bylaws, IGA draft, knowing what we need to include <ul style="list-style-type: none"> <li>• Direction of talking points</li> <li>• Direction of integration of committee – what it would look like but it will include committee members feedback</li> </ul>
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**ACTION ITEMS**

**Basecamp – by 3/30**

- If you still do not have access, try clicking forgot password and go through that way. If that still doesn't work, contact Amy
- Upload a photo to your Basecamp profile
- Update calendar with upcoming meetings & events
- Amy will upload all documents mentioned to Basecamp

**Our message – by 3/30**

- Amy and Andy will create talking points to use as we go forward. See Basecamp **Talking Points**

**Integration Efforts – by 4/9**

- Sirry & Amy follow up with Miami and Chicago?
- Krissie & Chryssie will follow up with WI, Idaho & Iowa
- Amy suggested the idea to keep in mind to research other efforts besides HIV/AIDS for integration ideas
- All - On Basecamp see **Interview Questions for Jurisdictions** – possible questions when interviewing other jurisdictions.

**New Planning Body Naming Context – what is tracking date for this?**

- Carissa to collaborate with CCCHAP on design for this activity

**Bylaws Review –by 4/9**

- Carissa & Sirry will highlight requirements in Planning Council bylaws – does DHS need to be involved too?
- Chryssie & Krissie will highlight requirements in CCCHAP

**IGA Review & Draft –by 4/9 & 5/14**

- 4/9 JH will review IGA, verify who all needs to sign document, discover updates & changes, leave unknowns blank
- 5/14 KG, CJ & AA will review for their updates & changes

**Work Plan – by 4/2**

- Amy to update work plan with more details

**Parking Lot (to keep in mind and return to in the future)**

- Need a conversation about defining co-chair roles in bylaws for new planning body. Needs to be more of a facilitation role and a welcoming presence
- Prevention Co-Chair of new planning body – need to define level of participation. Current Co-Chair is present but leaves leading the group to other Co-Chairs
- Prevention consider increasing new planning body duties in addition to prioritizing populations