

Present: Amy Dusek, Sirry Alang, Carissa Weisdorf, Brett Burnham, Andy Ansell & Chrissy Jones via phone		
On deck to review 6.11 meeting minutes: Nick Metcalf or Sirry Alang in case Nick is unable to attend		
Item	Details	Minutes
Welcome	<ul style="list-style-type: none"> Bonjour! Ca Va? Welcome Brett! Please tell us about yourself.. 	<ul style="list-style-type: none"> Brett is an intern working with Sirry & Planning council. Will assist with integration process & design an evaluation process for the integration Is a student studying for a doctorate degree at Columbia University focusing on health promotion Nick Metcalf has a family emergency and may not be available for some weeks
6/11 meeting location	<ul style="list-style-type: none"> Location is DHS: check in Any parking do's & don'ts to share? 	<ul style="list-style-type: none"> Name badges at front desk Parking on first level otherwise street level Light rail drops you off at front the building
IGA	<ul style="list-style-type: none"> Where are we at? DHS & MDH review? Share with CCCHAP & PC members? Prepare for questions 	<ul style="list-style-type: none"> JH did receive something from MDH, nothing from DHS JH sent it to Hennepin County legal for review because the IGA is a Part A requirement. Then will send to MDH & DHS for review. Andy & Chrissy agree good idea JH will check in with Susan about other jurisdictions' Boards of Health (STP, Mpls, Ram County) to find out if Henn Co has reached out to them to give them a heads up that this is coming Legal to review by HC, DHS and MDH before sending it to STP, Mpls and Ramsey County Andy will touch base with Nick to see if he's had a chance to review it IGA & Bylaws will be shared with CCCHAP & PC members at 6.25 workgroup meeting. Sent out beforehand by Carissa & Ruth after 6.11 workgroup meeting IGA & Bylaws are closely tied together. Both will be shared with emphasis on Bylaws at 6.25 meeting. Feedback from CCCHAP & PC requested & will be considered. Final decision is with workgroup. Meeting will start with a presentation by grantees: Krissie, Andy and Part A Sirry or Jonathan and then discussion Amy suggests 6.25 needs to be structured so everyone is heard at the meeting and its productive Challenge here is we need to move the IGA. There are 5 gov't agencies to get a legal agreement through
Term limits	<ul style="list-style-type: none"> Research to share Please note Basecamp has some research posted on this item, including HC Mental Health Local Advisory Council Bylaws 	<ul style="list-style-type: none"> Brett doing more research around this topic

<p>Bylaws</p>	<ul style="list-style-type: none"> • Highlights pulled out into one document • Next steps: feedback from PC & CCCHAP 6/25. How does this look? Amy has a plan for your consideration. • Q: Dictates subcommittees and make up of new planning body? 	<ul style="list-style-type: none"> • Brett doing more follow up with LA County on this and with West Virginia (suggestion came out of CVC meeting) • Sirry uploaded Bylaws draft to Basecamp. Next bylaws meeting is June 4th & by June 11th will have a revised copy. This draft will used at June 25th open workgroup meeting
<p>Budget for new planning body</p>	<ul style="list-style-type: none"> • What is the breakdown? Are estimates available? What can be decided here? What needs follow up with higher ups? 	<ul style="list-style-type: none"> • Mileage for unaligned consumer that didn't work for an agency, would they be reimbursed? PC has a bylaw that speaks to that & allows that • CCCHAP has a per diem? Hotel room, mileage, day care if possible. Sort of like a stipend • CDC proposal has funds for CCCHAP meeting • Financial responsibility is among the 3 agencies • Chrissy suggests that one agency takes responsibility to put together the plan and others give an MOU to that agency for their responsibility • Krissie, Andy & JH or Nick need to talk Budget. We need to figure out what portion HC will cover and what MDH/DHS will cover. JH will convene a meeting between the 3 of us to figure that out. Note: Committees may play a roll on budget depending on how many subcommittees are needed (ex: Operations, NA&E, etc.) • JH question to the MOU discussion from previous meeting – Charter suffice between grantees & planning body? Andy thinks ok. As long as we don't have to get an official signature on it above Nick or one higher. Should be complete by January. Existing MOUs can be used to assist with charter draft. Workgroup: JH, Andy, MDH member will review draft. Krissie may need to be the one for this, Chrissy will follow up with her
<p>1)FAQ 2)Facilitated Conversations with CCCHAP/PC/CVC 3)Q for PM</p>	<ul style="list-style-type: none"> • See Basecamp for notes from CVC & CCCHAP (will be up Friday) • Takeaways 	<ol style="list-style-type: none"> 1. Amy added a couple of questions on FAQ after facilitated questions. See number 10 & 11. Feedback requested 2. Takeaways at facilitated conversations is folks want to be involved, not trusting the process and hopefully with more identified opportunities to get members involved this will aid trust between grantees and members 3. Amy received a number of “questions for the PM” and created a document. These will be shared at the next Planning Council meeting. CCCHAP folks want this sent out too? A couple questions came from CCCHAP meeting. Some were answered by Amy, other answers need help. Specifically: How soon will part C/D recipients be involved in process? Response: Part C and Part D have a voice in the integration process through involvement as a Planning

		<p>Council member. AND Representation of HIV positive persons and actual care providers at the table (are needed). It is a mistake not having care providers at table if holistic approach. Response: Their representation is sought through the integrated planning input process (IGA/Bylaws, committee structure) and as members of the new planning body. Full document on Basecamp (See Questions for PM). Feedback requested.</p>
<p>Opportunities to get CCCHAP & PC involvement</p>	<ul style="list-style-type: none"> • See handout 	<ul style="list-style-type: none"> • Need to clearly communicate with CCCHAP & PC members where they're involved in this process. • See handout on opportunities to get committee members involved – workgroup decided these will be added to work plan. Some of these are items to work on after January 2016. See Basecamp • Another planning piece where current committee members are needed: Determination Committee that determines committees within new planning body. Same membership structure & guidelines as Membership Selection Committee. Sirry to update. This opportunity will be presented at next Planning Council meeting as well on 6/9 • Members for both committees will be selected at next PC meeting. CCCHAP will do via email. • Final decision is by grantees
<p>Work Plan</p>	<ul style="list-style-type: none"> • See updated on Basecamp. Will be added by next week As certain tasks identified for CCCHAP & PC, will be updated 	
<p>Summary Points</p>	<ul style="list-style-type: none"> • What are our accomplishments during our meeting? <ul style="list-style-type: none"> ○ 1st, 2nd, 3rd, 4th • Gut Check 	<ul style="list-style-type: none"> • Naming, selection of members of new planning body, providing input on committees structure, input on bylaws, deciding how CCCHAP and Planning Council will end their business • Maybe during integrated planning update ask PC folks who attended CCCHAP meeting to present and share how meeting went
<p>End</p>		<p>3:30</p>
<p>Next Meeting:</p>	<p>Thursday, June 11th, 9:30 to 11:00am DHS, 540 Cedar Street, Saint Paul, MN</p>	

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

Guiding Principles for this effort as identified by Integrated Planning Workgroup members:

- Maintain positive attitude
- Transparency
- Model positive behavior
- Maintain consumer voice in the process
- Assume good intentions
- Follow through
- We value their input