

Integrated Planning Work Group Agenda

Date: Thursday, 5/7/15, 9:30am to 11:00am. **Location:** MDH, B213 Freeman Building, 625 Robert St N, Saint Paul

Present: Andy Ansell, Krissie Guerard, Sirry Alang, Carissa Weisdorf

Item	Details	Notes
Basecamp	<ul style="list-style-type: none"> How's it going? Chrissy & Nick – please post a photo – it helps! 	<ul style="list-style-type: none"> Please upload a photo if you haven't. Helps maintain connections and personal touch. Does not need to be a photo of you, could be something else (pet, kiddo, superhero, etc)
Minutes Rock Star	<ul style="list-style-type: none"> Krissie G to review today's minutes, make corrections, initial & post on Basecamp. Jonathan Hanft on deck for May 29th meeting. 	
Monthly check in meeting with sponsors Susan & Jim 4/30	<ul style="list-style-type: none"> Will meet with Commissioner Callison regarding effort Advising to get committee members involved now so "you don't pay for it later" Next PC meeting – address feedback from facilitated conversation, give history & share work plan and where committee members are involved 	<p>Amy created a FAQ document based on facilitated conversation that happened with Planning Council on 4/14. The intention of this is to ease anxiety around this effort and have something workgroup, management can use with this effort. Posted on Basecamp & feedback received:</p> <p>AD to change</p> <ul style="list-style-type: none"> Combine #2 & #4 and add better use of resources; add "the decision was made to merge upon survey results" Add to #5 HRSA & CDC are encouraging care & prevention to coordinate. Comprehensive planning is mandated #6 add others have merged but not to include Part A, Part B & Prevention at state level AA will wordsmith #9. Folks need to be clear that while there are pieces that are not set in stone and may be able to be tweaked, there are pieces that cannot be changed KG will add a #10 statement regarding prevention not being lost in the mix Carissa will add a point about going forward with this effort & add to #3 "upon survey results"
Naming Contest Activity	<ul style="list-style-type: none"> What does Carissa & Ruth need? 	<ul style="list-style-type: none"> See guidelines on Basecamp CCCHAP & PC will hear about this at their May meeting Carissa is creating a flyer for this event <p>Logo question – Do we need to come up with another logo for the new planning body or use PC's logo for new group? KG will ask at May CCCHAP meeting. Follow up first meeting in June</p>
IGA	<ul style="list-style-type: none"> Update When PC & CCCHAP review? Will need to convene and anticipate questions 	<ul style="list-style-type: none"> JH done? Should it go to internal of MDH & DHS yet? Amy to follow up with JH IGA is a governmental agreement between jurisdictions. Governmental bodies coming to consensus regarding HIV planning. Due to IGA, planning bodies exist. In the end governmental jurisdictions have final say MOUs – Memorandum of Understanding. (spells out roles & responsibilities between 2 parties) MOU exists between DHS & Planning Council signed by Asst. Commissioner. DHS legal is recommending something different

		<ul style="list-style-type: none"> • Krissie reports that one exists with MDH and if DHS Legal has an issue that will probably be the same issue for MDH. • Need to explore alternatives in place of MOU (ex. guiding principles/roles & responsibilities/expectations conversation) • Need to identify where MOUs come in on work plan • Issue exists with HC? Maybe, but there's a mandate so maybe not – need to follow up • MOU Tracking date August
Bylaws	<ul style="list-style-type: none"> • Bylaws highlighted that are similar from both planning bodies • Bylaws workgroup: Krissie, Chryssie, Sirry, Carissa, (Japhet) • What else is needed? Next step council review then legal? • Will need to convene and anticipate questions • Next steps 	<ul style="list-style-type: none"> • Sirry, Carissa, Japhet & Chryssie met yesterday to pull out highlights • Meet again in a month to review draft. Will start with less and add as we go • First draft of bylaws with highlights will be brought to workgroup meeting June 11th • June 25th is workgroup & open meeting to committee members to hear ideas & feedback • Tracking date to send out bylaws for review to committee members before open meeting is 6/19. Carissa & Ruth to do this and ask for RSVP for room size • Need to decide process how this will go. Ground rules, how we will hear feedback, who is invited? • Krissie asked that when Carissa sends out things to PC, to CC Ruth so she knows and can keep CCCHAP informed & vice versa • tracking date 6/4
Work Plan	<ul style="list-style-type: none"> • What is useful? What is not useful? • What items need to be added or changed? • What items need updated? • What items can you lead? 	<ul style="list-style-type: none"> • Shrink to 1 page doc & add smiley/color faces • Important to remember that this is a living document subject to change as details come forward or decisions made • Amy will attend next PC & CCCHAP meetings, present work plan and offer to be available for questions by handing out a half sheet to participants and say they can use this to write down questions or ask in the group. Amy is asking that workgroup members be ambassadors to folks and meet with members one on one if necessary to ease anxiety. For some this is their life's work. Amy is available to partner with workgroup members to do this and can meet in the community. • Going forward workgroup needs to be prepared. We need to try to anticipate questions and have answers • Carissa found survey results (done last spring 2014) that support going forward. She said that for the most part people support the merger but are skeptical it will be successful • Is there danger that this will stop? No. Monica has been consistent in saying she doesn't want to merge and is concerned about losing prevention in this process – add an answer to FAQ about this topic. May need to start meeting with these people one on one to hear concerns, ease fears and assist transition.

		<ul style="list-style-type: none"> • It needs to be stated. We are going forward. There will be mistakes, we're human but this is a positive thing
Timeline & Communication Plan	<ul style="list-style-type: none"> • Update • CCCHAP & MHSPC website – tab needed for this effort? Change name to Merging? 	<ul style="list-style-type: none"> • Tab needs to be added to websites for folks to easily find information
Other	<ul style="list-style-type: none"> • Facilitated Conversation with CVC – Scheduled • Amy D attending next CCCHAP meeting • PM attend PC & CCCHAP meetings and have half sheet available for questions for PM • Idea to get committee members involved not discussed <ul style="list-style-type: none"> ○ Another committee of 6 members (3 from each) to create structure of new planning body, subcommittees, duties, etc. Thoughts? Who from wkgp steering this? <p>Questions from previous agenda:</p> <ul style="list-style-type: none"> ○ What components of new planning body will workgroup decide on? IGA draft, Bylaws draft, member involvement ○ What components of new planning body will members decide on? Where PC & CCCHAP involved in the process? New planning body name; membership selection committee 	<p>Membership selection committee moving forward.</p> <ul style="list-style-type: none"> ○ Krissie & Carissa heading this up ○ Will create membership application, interview questions and everyone will have to reapply. ○ Take 3 members from CCCHAP, 3 from PC ○ Beforehand need to have a meeting schedule and guidelines created ○ Announce opportunity CCCHAP on 5/28, 6/9 <p>Other to be discussed – PM unclear on decision</p> <ul style="list-style-type: none"> ○ Another committee of 6 members (3 from each) to create structure of new planning body, subcommittees, duties, etc. Thoughts? Who from wkgp steering this? ○ Firmed up pieces that planning bodies and grantees are deciding?
Summary Points	<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 	<ol style="list-style-type: none"> 1. Work plan ready to send out 2. Wordsmith FAQ 3. Naming Contest is ready
Next Meeting:	May 29 th at 1:30 to 3:30pm, HSB, 525 Portland Ave, Mpls	

Parking Lot:

- Culture change for everyone – how to prepare

Work Group Guiding Principles for this effort:

Maintain positive attitude

Transparency

Model positive behavior

Maintain consumer voice in the process

Assume good intentions

Follow through

We value their input

/AD