

Present: Amy Dusek, Nick Metcalf, Andy Ansell, Carissa Weisdorf, Sirry Alang, Krissie Guerard

Item	Details	Minutes
Welcome	<ul style="list-style-type: none"> <li>• Hamjambo! (Swahili for Hello)</li> <li>• Sirry has news...</li> <li>• September dates – Amy is in Ireland (9/10-9/25). Our meetings are Thursday 9/10 &amp; 9/24. Keep dates or adjust to earlier &amp; later? Check out upcoming email.</li> </ul>	<ul style="list-style-type: none"> <li>• Sirry’s last day is August 6<sup>th</sup></li> <li>• Carissa out 8/3 – 8/7</li> <li>• Amy will send out email with options for September.</li> <li>• Please respond to her with what works otherwise dates can remain and volunteer can run the meeting</li> </ul>
Basecamp	<ul style="list-style-type: none"> <li>• How’s it going? Nick – please post a photo – it helps!</li> </ul>	
Minutes Rock Star	<ul style="list-style-type: none"> <li>• Amy will send minutes from the meeting to Nick Metcalf to review, give feedback/changes and post on Basecamp when they are ready</li> <li>• On deck is Sirry Alang</li> </ul>	
Integrated Planning Updates	<ul style="list-style-type: none"> <li>• 6.9 planning council meeting – impressions? What is working, not working? Next steps</li> <li>• “Questions for PM” received</li> </ul>	<p>6.9 planning council impressions:</p> <ul style="list-style-type: none"> <li>• Disaster pretty much</li> <li>• Surprised at the request to have Membership &amp; Structure planning committees weighted with more Planning Council members. [Amy suggests responding there is equal representation by both planning bodies on these subcommittees to make sure Care &amp; Prevention are equally represented – that is a value that we are keeping in mind through this integration process]</li> <li>• It’s clear that there continues to be misunderstanding, misinterpretation of message, lack of education about basic “grantees responsibility &amp; planning body responsibility.”</li> <li>• People continue to talk, workgroup needs to do our best to let it go and not engage in conflict</li> <li>• We need to come up with some kind of messaging</li> <li>• This is the reality. We are doing integrated planning, both bodies agreed, we’re not going to stop. We cannot continue to come back and discuss. Continual mistrust of grantees isn’t going to help. We are moving forward</li> <li>• Frustrating for members who are on board</li> <li>• A lot of frustration is from members who were not on the planning body when decision made</li> <li>• The underlying message is mistrust. “Somehow the grantees are doing something to do something over the members. “</li> <li>• What is your underlying issue? Need to ask members this. Have a conversation.</li> <li>• How do we let them know softly there would be no planning council without grantees?</li> </ul>

		<ul style="list-style-type: none"> <li>Nick talked about when CDC redefined duties for CCCHAP; it meant a decrease in responsibilities and there was upset. Staff felt in the middle because it came from above</li> <li>Amy has reached out to Bill Kelnap, communications director</li> <li>Krissie also has a communications contact with MDH</li> </ul> <p>“Questions for PM” received:</p> <ul style="list-style-type: none"> <li>Amy received feedback from a PC member suggesting that workgroup meetings are open for members to attend and set guidelines as to the level of participation i.e. listening session only or identify time when folks can give feedback. To tell planning council members no you can’t attend adds to mistrust</li> <li>Workgroup discussion: As grantees we are talking about things that are separate from planning bodies that they are not privy too. Have to offer it to all or none. Workgroup is a working committee. if members attend and are vocal during the meeting, may be disruptive. There are conversations that the grantees have to have that members are not privy too such as budget and planning bodies</li> </ul>
<p>Follow up Items from workplan</p>	<ul style="list-style-type: none"> <li>Naming Contest, when is deadline? – Carissa</li> <li>Logo – is CCCHAP ok with using PC’s logo for the new group? – Krissie</li> <li>Budget – work plan says MDH needs this in June, by end of June or specific date? – Krissie</li> <li>Draft of charter (in place of MOU’s) between grantees and planning body – who is lead to start this draft? When to start? Fall? Needed by Jan? – grantees</li> <li>See 3.18 work plan, able to add that to item 3.15? – all</li> <li>1yr, 5yr, 10yr outcomes – when do we identify these? Now? Fall? Is this something that each “tier” should do i.e. Grantees? Planning Body? – all</li> </ul>	<ul style="list-style-type: none"> <li>6/30 to submit names, 1<sup>st</sup> workgroup meeting in July 9<sup>th</sup> to choose top 3. Planning body members can vote. Send out 7/9 to CCCHAP. Carissa will update work plan</li> <li>CCCHAP is ok with logo</li> <li>Each of grantees expected to pay. Nice to know by July 9<sup>th</sup>. If we need to write a contract going forward for January need to know sooner than later. Nick asked about administration of new planning body effort, it was decided a couple months ago at a workgroup meeting that HC would administer.</li> <li>Draft of charter – charter need to be in place? Needed? Good idea to maintain transparency.3 separate charters; MDH &amp; new planning body; DHS &amp; new planning body; HC &amp; new planning body. Can be done a little while after the new planning body forms.</li> <li>Agreed that item 3.18 on workplan add to item 3.15. Also - Meeting schedule in bylaws meeting on 6.25. Suggestion to find a happy place between both planning bodies. Full body committee one month, next month subcommittees. Concern for part A if they’re waiting on a decision. Able to use technology? Can get feedback at bylaws meeting. This also keeps in mind the culture change for both parties. CCCHAP is used to meeting every 3 months. PC meets every month.</li> <li>Important to stress to folks this can be revisited.</li> </ul>
<p>Bylaws Research</p>	<ul style="list-style-type: none"> <li>Update – Brett</li> </ul>	<ul style="list-style-type: none"> <li>Bylaws are across the board, has information that he will pull out highlights &amp; post on Basecamp.</li> </ul>

Integrated Planning Work Group Minutes 6/11/15 9:30 to 11am Location: Saint Paul DHS 5335.

<p>June 25<sup>th</sup> meeting: Bylaws &amp; IGA</p>	<ul style="list-style-type: none"> <li>• 9 to 11am, HSB rooms are booked at this time.</li> <li>• Invite sent out by Carissa &amp; Ruth on 6/15. What should invite say? Asking folks to attend to give feedback? Help us write the bylaws for the new planning body?</li> <li>• What are the anticipated questions/concerns members will have?</li> <li>• See separate document</li> </ul>	<ul style="list-style-type: none"> <li>• L15 is booked</li> <li>• Need specific instructions to what this meeting is for</li> <li>• Productive meeting, not venting</li> <li>• Invite: IGA &amp; Bylaws; date, location, time; RSVP please &amp; thank you; no food?; parking reimbursement – JH decide this; Purpose rules: Productive meeting, comment on bylaws, not gripe session, limited time, can meet with folks one on one; concerns outside bylaws/IGA need to be discussed at a later time; new planning body able to change bylaws. Feedback heard in person and via email by 6/30 to Ruth &amp; Carissa. Revisions highlighted &amp; sent out via email saying the new planning body has power to make changes</li> <li>• 6/25 meeting. Work group wants it to be productive, civil, collaborative, paradigm shift, respectful. Prep: bylaws committee will present draft, highlighting requirements and what has to be in there, 20 min presentation/10min questions; rules of decorum taken from CCCHAP &amp; PC; email out ahead of time documents; instructions added to invite – come with feedback, if language missing need to bring a suggestion that is tied to bylaws. You can disagree with something and it is necessary when you give feedback to couple it with a suggestion that is tied to a requirement</li> </ul>
<p>Membership &amp; Structure Committees</p>	<ul style="list-style-type: none"> <li>• Who is leading these efforts</li> <li>• What is needed to support the leads?</li> <li>• What can other workgroup members do to support leads?</li> <li>• Information documents on these efforts – is more information needed to help guide this process?</li> </ul>	<p><b>Membership</b> Committee – need a person from each agency on both. Carissa, Krissie, Andy. Ready to go</p> <p><b>Structure</b> Committee: Chryssie, JH, Andy. Need to meet &amp; write up frame work. Sirry will be a part of this committee before she leaves</p>
<p>Summary Points</p>	<ul style="list-style-type: none"> <li>• What are our accomplishments during our meeting?             <ul style="list-style-type: none"> <li>○ 1<sup>st</sup>; 2<sup>nd</sup>; 3<sup>rd</sup>; 4<sup>th</sup></li> </ul> </li> <li>• Gut Check</li> </ul>	<ul style="list-style-type: none"> <li>• 6/25 meeting prep &amp; how it goes</li> <li>• Anticipated questions &amp; concerns thought up for 6/25 meeting</li> <li>• Good, better than last Tuesday</li> </ul>
<p>Next Meeting:</p>	<p>June 25<sup>th</sup> 9 to 11am at HSB, Mpls</p>	