

Item	Details
Hello, how are you?	<ul style="list-style-type: none"> • Hela vi zenen ir (Yiddish) • Introductions – Welcome to the workgroup meeting!
Minutes Rock Star	<ul style="list-style-type: none"> • Review minutes: Chryssie Jones • On deck is Carissa Weisdorf
Housekeeping	<ul style="list-style-type: none"> • Next 2 meetings are within a week of each other. 8.24 meeting KG cannot attend. Will cancel that meeting. Next meeting is Thursday, 9/3, 9:30 – 11am at MDH, Room B462
MCHACP	<ul style="list-style-type: none"> • Meeting schedule of new planning body <ul style="list-style-type: none"> ○ Start meeting monthly due to comprehensive planning then reassess in October ○ Who is reassessing? Grantee staff & Executive Committee ○ All committees will need to develop work plan from there you can assess ○ Grantees to start talking about first meeting agenda, full day retreat? Some new member orientation done beforehand? Co-chair election taking place there. Need to book large enough room • Structure committee determine frequency of meetings for subcommittee based on tasks • Grantees will set first meeting of each subcommittee
RACI Chart & timeline graph 9:55 (15)	<ul style="list-style-type: none"> • Straightforward tool to identify roles & responsibilities • Group felt it is confusing and hard to determine • May be good to have for future but like to continue doing PowerPoint updates at PC • Like the timeline graph
Bylaws 10:10 (5)	<ul style="list-style-type: none"> • Considered all comments & feedback from committee • Committee responsibilities & co-chair responsibilities need to be added • Latest version will be posted on basecamp for workgroup to review • Hennepin County legal review first then and MDH/DHS administrative review • Post on Integrated Tab after MDH/DHS administrative review • Questions at 6.25 meeting may come up again: number of members, term limits, criteria for co-chairs, disparities committee – prepared with reasoning
IGA 10:15 (5)	<ul style="list-style-type: none"> • JH will get it from county attorney and will send to DHS & MDH this week
Structure Committee 10:20 (10)	<ul style="list-style-type: none"> • Subcommittees decided, now deciding tasks, need to flesh out disparities committee, need to flesh out full ideas as to what it is going to do. Need basic framework. • Community Voice Committee is people with HIV. Going forward with Community Voices committee need to flesh out: How to engage people of high risk? Everyone come together or subgroups (care& prevention) that meet?
Membership Selection Committee 10:30 (10)	<ul style="list-style-type: none"> • Matthew Stewart moved, will ask CCCHAP for another nomination • Next steps reviewing interview questions • Paper applications left at PC meeting. Will be emailed out to all members • Next: create criteria for selecting members, reflectiveness sheet created to assist members • Recruit at Heartlands conference • Membership Selection Committee is electing new members through open nominations process • Officially members need to be appointed by HC Chair & Board of Commissioners. Need to provide more information, packet for Commissioners, talks about representation and requirements, more information of those who have been selected. Create a letter signed by all grantees to attach to packets

Integrated Work Plan	<ul style="list-style-type: none">• Budget is complete• Please upload any Charter & MOU templates to basecamp• New members a resource when looking at what training materials to include in new member orientation of new planning body. Ask what helped? What didn't?
Summary Points	<ul style="list-style-type: none">• What are our accomplishments during our meeting?<ul style="list-style-type: none">○ Came up with introduction for application○ Reviewed RACI chart & timeline○ Decided on frequency of meetings for first year○ Updates on major items○ Process to finalize bylaws