

**BH Workforce Equity Capacity Building Project
Grantee Group**

July 23, 2019
10:00 - 12:00

Minutes

1. Introduction / Grantee proposal 'big ideas' (10:00-10:30) –
Traci Warnberg-Lemm, Carl Young, Abdi Ali and Angela Reed presented for the meeting. Traci shared a work plan template for Social Motion's Deliverables under this contract. Traci shared that any grantee can use it to formulate their plans specific to the deliverables in their contracts. Ange Hwang shared her big ideas through email and Resmaa will share his with the group, specific to his training expertise and thoughts. Big ideas shared centered around the following themes;
 - *Capacity*
 - *Resources*
 - *Navigating systems*
 - *Staffing*
 - *Long term Vision*
 - *Developing processes/procedures*
 - *Communications about the work*
 - *Providers representative of populations served and importance of*
2. Project Scope / Work / Purpose (10:30 - 11:15)
 - a. *Meeting locations / meeting facilitation, the group decided on a rotating schedule with Social Motion hosting the August two meetings, August 6th and August 20th, 2019. Mikki will send the draft agendas with the meeting locations and call in information prior to the scheduled meeting.*
 - b. *12-month work plans due July 30, 2019 – Traci shared a template, Mikki suggested each grantee drop their contract deliverables into the work plans, expand upon them and then send to Mikki and keep a copy for yourself to continue updating throughout the project*
 - c. *Group norms-The group shared norms that are important for our group that they would like to be considered. The following norms were shared in the meeting;*
 - *Recognize the objectives of this work*

- *All for open objectivity (agree to disagree) while respecting and valuing all ideas*
 - *Take ownership in the work*
 - *Acknowledge the good/the positive*
 - *Remember yes, and....*
 - *Be open to amending ideas, having perspective outside of your own*
 - *Share the why of why we are all here*
 - *Share training resources*
 - *Confidentiality/Maintain privacy*
 - *Mindful exercises*
 - *Maintain a culture of learning and coaching*
- d. Agenda template
- The group shared the following for our “Typical Agenda”*
- *DRAFT Agenda to Group*
 - *Plan for next meeting at meetings*
 - *Add a closing to agenda*
 - *Allow for open agenda items*
 - *Use multiple facilitators and multiple locations for meetings*
 - *Plan one training early on and use attendees to learn more about needs*
- e. Culture & Values of Project Team
- *Be open to alternative approaches*
 - *Sharing and connecting resources*
 - *Ability to make policy recommendations*
3. Literature Review & Assessment - Carl and Traci (11:15 - 12:00)
- a. Literature Review
 - b. Review past assessment themes
 - c. Brainstorm new assessment design, topics, etc.

MEETING WRAP UP

1.Action Items:

Action Item	Timeline / Person Responsible
Mikki send uniform service standards from DHS	Mikki
Send relevant literature reviews to Traci and Carl per project expertise and cultural responsiveness/supportive research	All
Think about ways to engage service providers	All
Think about why engagement is not occurring in some communities, Do providers know how to engage populations?	All
Begin to gather list serves, addresses or emails of BHC providers for training opportunities	All

Send a draft logic model for BHC Capacity Building project	Mikki

2. How did we do today?

- Value #1 - TBD**
- Value #2 - TBD**

3. Lessons Learned /What will keep us moving forward?

4. Next Meeting Agenda Items: