

HNJ2030 Coordinating Committee

MEETING MINUTES

APRIL 16, 2019

ATTENDANCE

- Maria Baron, Loretta Kelly, Yannai Kranzler, Marisol Meyer, Kaitlyn Woolford, Amanda Medina-Forrester
- Via phone: Alison Shippy

OLD BUSINESS

HNJAC RECRUITMENT

- 40 applicants as of 4/16/19 Noon
- Accept applicants in rounds on a rolling basis – 3-5 at a time – and then the first round helps select the second round and so forth. They can nominate people who haven't applied if they know someone they think is appropriate for the HNJAC.
- Send each a letter with:
 - HNJAC member expectation document
 - Outside Activity Questionnaire
 - Non-Disclosure Agreement
 - Info about required Ethics training video
- Maria, Marisol, and Yannai have made selections out of the first 40
- Loretta, Kelly, Alison, and Kaitlyn still have to review the applications
- Aim for 8-10 members
- Do not end recruitment period yet. Still getting applications almost daily. Let it run through 4/30.

TOPIC AREA SCHEMES

- Give HNJAC slides 11 and 10 from today's meeting slides as ideas and have them choose the TAs given our constraint of 3-6 TAs total. (i.e., the # of TAs can not exceed the # of HNJCC members)

NEW BUSINESS

TOPIC AREA WORKGROUPS → TOPIC ACTION COMMITTEES

- No more "TAWGs." They're now going to be called "TACs" for Topic Action Committees.
- Want to integrate the TACs with the HNJAC. Each TAC will be assigned to one HNJCC member and one or more HNJAC members.
- HNJ2030/TACs need to be integrated with the next Strategic Plan, too.
- TAC recruitment ideas:

- Intranet (SharePoint)
- Branch/Division meetings, newsletters
- Health Matters
- DOH home page
- Need to brainstorm more

ACTION ITEMS

- Review HNJAC applications and begin making decisions
- Maria:
 - Change TAWG to TAC in [HNJ2030Team.pdf](#)
 - Ask Communications to replace 2018 SHA “In The News” with info about HNJ2030
 - Put HNJCC meeting minutes on HNJ2030 SharePoint where all DOH staff can see it
 - Put NDA, Outside Activities, and Ethics info onto letterhead/logo’d paper
- Loretta:
 - Draft HNJAC member expectations document
 - Find out if Print Shop has started HNJ2030 logo design. If not, we can have a design contest among DOH staff.
- Kaitlyn:
 - Draft acceptance emails
- Kelly (voluntold in absentia):
 - Draft project charter

AGENDA FOR NEXT MEETING

- Review HNJAC top applicants
- Determine Topic Area Work Group duties and recruitment methods
 - Internal recruitment
 - External recruitment