

HNJ2030 ADVISORY COUNCIL

MEETING MINUTES

DECEMBER 12, 2019

ATTENDANCE

Alycia Bayne	John Sarno	Victoria Brogan
Alysia Mastrangelo*	Marissa Davis	Maria Baron (HNJCC)
Bageshree Cheulkar	Regina Riccioni	Loretta Kelly (HNJCC)
Diane Hagerman*	Sherry Dolan*	*via phone/Zoom
Jeanne Herb	Tyree Ordein*	

ACTION TEAM RECRUITMENT

1. Agreed to do "rolling recruitment" starting with invitees and then applicants
2. Invitees:
 - a. Reviewed list of "must have" organizations and made edits
 - b. Standardized email wording including timeline and time/meeting commitment to be provided to HNJAC members by Wednesday 12/18
3. Applicants:
 - a. Reviewed list and made edits
 - b. Allow applicants to rank TA preferences on the application
 - c. Candidate list with "recommended by" column to be sent to HNJAC

ACTION TEAM STRUCTURE

1. The 3 HNJAC members on each ACT will be "tri-chairs" with these as main contacts:
 - a. AQC – Bageshree
 - b. HC – Diane
 - c. HF – Victoria
 - d. HL - John
2. The HNJCC member assigned to each ACT will be responsible for meeting minutes.

FIRST ACTION TEAM MEETING

1. Guidelines to be written and provided to the tri-chairs before first meeting will include info about:
 - a. HP2030's Topic Area Selection Guidance ([Step 1 on page 27](#))
 - b. Equity, policy, and climate are cross-cutting issues that are to be addressed in all TAs
 - c. HNJ2030 is not focused on outcomes, but is focused on upstream factors like determinants of health, prevention, etc.
 - d. HNJAC's brainstorming lists of what could go into each TA (all four lists to all four tri-chairs so everyone knows what's covered in other TAs)
2. ACTs will be making *recommendations* for the focus issues of each TA. HNJAC will make the final decisions together.

TOPIC AREA RATIONALE

1. Chairs will compose draft of Background Rationale.
 - a. After edits are made, draft will go to all HNJAC and HNJCC members for comments/edits.
2. After TA focus issues are finalized, each Topic Area rationale will be written to include:
 - a. Description of what focus issues are in the TA
 - b. Why those focus issues were chosen

UPCOMING MEETINGS

1. 12/17/19: Chairs will give presentation to DOH senior staff about the work of the HNJCC thus far, how the HNJAC was formed, and what the HNJAC has done thus far (including the selection of the four TAs and three cross-cutting issues)
2. 1/8/20: Next HNJAC meeting. May be cancelled if there's nothing new to discuss by then.
3. 1/23/20: Chairs meeting with DOH Commissioner to brief her on the development of HNJ2030

See meeting slides for more information.