**Agenda**

1. **Welcome and Introductions**

 **(1-1:10)**

1. **Review Meeting Minutes and Action Items from Last Meeting**

 **(1:10-1:15)**

**Action Items – 8/14 Meeting**

|  |  |  |
| --- | --- | --- |
| **Person Assigned Task** | **Task** | **Status: Completed/ Not Complete** |
| Joey and Alexis | Type up and share meeting notes with attendees | Complete |
| Pauline | Serve as “spokesperson” for bi-weekly call, 8/19 | Complete |
| Beth  | Collect and manage team charter | Complete |
| Crissy | Schedule and organize next Cohort meeting | Complete |
| Jennifer | Follow-up with Crissy about presenting on 9/2 bi-weekly call, provide mock meeting minutes – case mgmt. meeting | Complete |
| Joey | Follow-up with Ray about attending 9/3 Cohort meeting and what to present during RHP 8 LC event 8/20 | Complete |

1. **Cohort Development – Discuss Goal 1 and Related Aims**
2. Goal 1: Increase Communication Among the Cohort Participants
	1. Are all Cohort members clear on what this goal means?

**(1:15-1:25)**

1. Aim 1: Discussing access to care and finding resources
	1. Are all Cohort members clear on what this aim means?
	2. Confirm there is no “output” for this aim?
		1. This aim is focused on Cohort participants actively sharing information about projects and finding ways to help one another.
	3. Are there any new Cohort participants at meeting? If yes, would they like to share a short overview of their project – target population, count/counties it is being implemented, etc.?

**(1:25-1:45)**

1. Aim 2: Develop an RHP 8 county-based resource list
	1. Are all Cohort members clear on what this aim means?
	2. Brainstorm and decide on what type of resources to capture and list?

 **(1:45-2:30)**

1. **Next Steps/Adjourn Meeting**
2. Decide on next Cohort meeting objectives and date
3. Select “spokesperson” for Cohort update for RHP 8 bi-weekly conference call scheduled September 16
4. Review Action Items
5. Decide on any others to add to the Cohort
6. Adjourn

**(2:30-2:45)**

**Action Items**

|  |  |  |
| --- | --- | --- |
| **Person Assigned Task** | **Task** | **Status: Completed/ Not Complete** |
|  | Type up and share meeting notes with attendees |  |
|  | Serve as “spokesperson” for bi-weekly call, 9/16 |  |
|  | Update team charter |  |
|  | Schedule and organize next Cohort meeting |  |
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**Brainstorming and Development – RHP 8 County-Based Resource List**

This brainstorming guide is intended to get the conversation started for Cohort members.

Key points to keep in mind about the RHP 8 resource guide:

1. It should be easy to use.
2. It should be meaningful.
3. It should be easy to access.
4. It should be kept up-to-date.

Questions to talk through:

1. What types of information does the Cohort want to see in the guide? What would be helpful for every-day reference?
	1. Examples:
		1. Name of Organization
		2. Name of Contact – name, phone, email, etc.
		3. County Resource is Located
2. What can reasonably be captured and collected with participants in Cohort, while not being time-consuming?
	1. Example: It should take no more than 5 minutes for someone to complete this in a Word document.
3. Are there any examples that people have seen that worked well?

Are there any examples that people have seen that did not work well?

1. Should this be categorized by topic, county, etc.?

What makes sense to the users?

1. How many pages, maximum, does Cohort want this resource guide to be?
2. What will the template look like?
3. Who will create the template and disseminate to Cohort participants?
4. Who is going to collect information (templates) and combine all information?