

Hepatitis Free Northern New England (Hep Free NNE) Agenda

March 2, 2023 | 11am-12pm | [ZOOM](#)
Meeting ID: 848 8401 1135 | Passcode: 972630

3/2: Meeting Roles

Leads (VH State Coordinators)	Bronwyn – facilitator & proj. mgr. Chloe – monitor chat Kelly – taskmaster & hands-raised
Timekeeper	Laurie

Official start time: 11:01

Housekeeping (~4 minutes)

- Meeting roles
- Any objections or revisions to the February 16 minutes?
- Thank you for completing the evaluation of last week's meeting
 - Will try to incorporate more live polls into the meeting – great suggestion!

Updates (~10 minutes)

- a. **Logo.** Present initial survey results.
 - i. **Lead:** Jonathan + JSI team

Steering Committee Charter & Meeting Guidelines (~15 minutes)

- Review final documents

Steering Committee & the Broader VH Elimination Planning Group: (~25 minutes)

- a. Roles & Responsibilities – [visit this document](#) to see how the different groups are working together toward the common goal of a NNE VH elimination plan.
- b. Timeline highlights – the “big buckets” over the next year.
- c. Balancing the role of the larger stakeholder group (“planning group”) versus the desire for immediate action to address longer-term projects at the steering committee level.

Planning Initiatives vs Discovery Committees [proposed] vs Workgroups

- i. **Planning initiatives** (Steering Committee): Process focused. Things we must do to *prepare* for engaging broader stakeholders in priority, goal, & objective development, and the things we must do to shepherd the plan development process *once it begins*. For example, the efforts under development to introduce NNE VH elimination planning during upcoming conferences & annual meetings as part of stakeholder recruitment.
- ii. **Discovery Committees** (mix of Steering Committee members and relevant stakeholders). Data and relationship focused. Gathering the local (ME/NH/VT) facts and situational awareness about topics we know to be complex, new/innovative, or politically fraught in order to make informed decisions about how to approach it and who needs to be involved for success. Gaining buy-in & building rapport early on with key stakeholders is a major activity of these committees.
- iii. **Workgroups** (broader planning group, ideally chaired by SC members). *After* the strategic priorities and goals are identified (via the bi-monthly, 2-hour planning group meetings), these workgroups are tasked with defining NNE-wide objectives and associated outcomes metrics and performance indicators.

Wrap up (~5 minutes)

- a. Review action items (Taskmaster)
- b. Assign Timekeeper role for the next meeting
- c. Evaluation reminder
- d. *Time permitting:* Any Other Business (Parking Lot)

Next meeting: March 16, 2023 @ 11am via ZOOM.