

**Employment First
Communications Work Group
March 31, 2015 Meeting Notes**

Members Present:

X	Karen Fraser		X	Rick Langley		X	Denise McCarthy
X	Brad Strause			Kelly Osborn			

Others Present: Betsy Hopkins

Agenda Item	Discussion	Action to be Taken
Project Management Support to Work Groups	As previously discussed and typical of longer term projects, it really appears as though the work group chairs could benefit from some project management support in moving action items, team membership, etc., but this can't be achieved in the larger EF Coalition and Steering group meetings, so we are recommending a more individualized approach.	<ol style="list-style-type: none"> 1. Betsy will send out meeting invites to the work group chairs. 2. Karen will provide general project management assistance and Rick will bring in the Action Plan template that he's been working on.
De-Brief and Action Items March 13th Coalition Meeting	We reviewed the minutes from the meeting that are posted on the website. Primarily the actions needed are related to membership with a need to review our membership list and respond to requests from the Epilepsy Foundation, the ABIAC and OAD.	<ol style="list-style-type: none"> 1. Rick will follow-up on membership requests, so that we are prepared to discuss at the Steering Team meeting and take a vote at the May Coalition meeting. 2.
Preparation for April 10 th Steering Team Meeting	Built the agenda, which will include the standing items of ground rules and reporting of work groups, as well as <ul style="list-style-type: none"> - Membership review and preparation of Coalition meeting vote - Success Stories/Media – we need the raw material and some structure to put this into motion. 	<ol style="list-style-type: none"> 1. Rick will send out the agenda on Friday, April 3th.
Website	The most recent (March 26 th) draft of the sub-minimum wage bill from the Reviser's office has been posted on the EFM home page. Work is underway to re-vamp the site and remove the drop down options, but there is no guarantee by Go Daddy that it will solve the tablet access problems although this is hoped for.	<ol style="list-style-type: none"> 1. Rick needs to meet with the website administrator at DRC and make the changes.
Communication Plan	Although Karen has done no further work on the umbrella Communication plan, it was noted that the action plan template that Rick has created for each of the work groups will be a very helpful element in succinctly identifying, tracking and communicating work group deliverables.	<ol style="list-style-type: none"> 1. We will be introducing the action plan template as part of the project management support discussed above.

Agenda Item	Discussion	Action to be Taken
<p style="text-align: center;">Next Meetings</p>	<p>4/10/15 – EF Maine Steering Team Meeting</p> <p>4/14/15 – EF Communications Workgroup</p> <p>4/28/15 – EF Communications Workgroup</p> <p>5/8/15 – EF Maine Coalition Team Meeting</p>	<ol style="list-style-type: none"> 1. We agreed to keep to this meeting schedule and cancel if the time is not needed. Karen will send out meeting invites for the next few months, so that they will be in calendars. 2. The rhythm of the agenda's seem to be working, so we will continue with de-briefing from EF Coalition/Steering meetings as scheduled and then planning the next meetings and communication activities needed to support EF Maine.