

**Employment First  
Communications Work Group  
April 29, 2014 Meeting Notes**

**Members Present:**

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

**Others Present:** None

Agenda Item		Action to be Taken
<b>Review of April 11<sup>th</sup> Steering Team meeting</b>	<p>Rick led a quick review of minutes from the last Coalition meeting since they haven't yet been posted to the website. Seemed like everything is on track, but we do want to follow-up with work group chairs about their work group project definitions in preparation of the May Coalition meeting. We also had a question a reference to the Policy Committee and a report that they plan to compile, in terms of our role and that of the Coalition when reports are issued.</p>	<ol style="list-style-type: none"> <li>1. Rick will send out a reminder to work group leaders that projection definitions should be to him for posting by next Friday, May 2<sup>nd</sup>.</li> <li>2. We also want to remind EF members at the next meeting about involving us in materials that are publically disseminated.</li> </ol>
<b>EF Web Site</b>	<p>Continued discussion about the EF website development. Rick was in touch with Go Daddy and the issue for state users and some others is that there is likely a problem with using an older browser. The site works with Chrome and Firefox, but some state agencies may not approve these browsers.</p> <p>There were still some things to be updated on the site, which Rick does through a DRC office manager.</p> <p>We are still looking for ideas about how to manage new information, including notification to people on the distribution list and how to best set up the News and Information page.</p>	<ol style="list-style-type: none"> <li>1. Rick will follow-up within DRC to get minutes and other documents updated as soon as possible.</li> <li>2. He'll also remind EF work group chairs that he need to know in advance to let him know in advance of meetings, need for interpreters, etc., so that they can be managed in a timely manner.</li> </ol>
<b>Communications Group Project Definition</b>	<p>We finalized the Project Definition for our EF Communications work group. No substantive changes were made to the last draft, except for adjusting the milestone dates for some deliverables into April and May.</p>	<ol style="list-style-type: none"> <li>1. Karen will send the final draft to Rick for posting on the web site, in preparation of Coalition review and approval at the May 9<sup>th</sup> meeting.</li> </ol>

Agenda Item		Action to be Taken
<b>Communications Protocol</b>	We discussed the latest draft and identified further revisions that are needed, which will make it clearer the specific steps that should be taken to communicate when work group activities are occurring and ensure alignment with the broader EF Maine initiative. We also want to stress that our group is available to assist as needed.	<ol style="list-style-type: none"> <li>1. Karen will start the final revisions and then send along to Rick to add a checklist for users.</li> <li>2. Our Communications group will then do a final review and present to the full Coalition at the May 9<sup>th</sup> meeting.</li> </ol>
<b>Communications Plan Development</b>	Briefly discussed this deliverable for our group and how it ties into the project definitions and the communications protocol as the umbrella plan. Karen has identified a few examples, so hopefully, this will become clearer as we look at them and actually develop it.	<ol style="list-style-type: none"> <li>1. Karen will narrow down some suggested formats that we might use and bring to our next meeting.</li> </ol>
<b>Next Meeting</b>	May 13th at 1:00	<p>Agenda:</p> <ul style="list-style-type: none"> <li>• May 9<sup>th</sup> Coalition Meeting De-Brief, including any feedback and revisions needed to our project definition and proposed communications protocol.</li> <li>• Further enhancement of EF Website</li> <li>• Communication Plan Development</li> </ul>