

**Employment First
Communications Work Group
July 8, 2014 Meeting Notes**

Members Present:

X	Karen Fraser		X	Rick Langley		X	Denise McCarthy
	Brad Strause						

Others Present: Betsy Hopkins

Agenda Item	Discussion	Action to be Taken
July 11th Coalition Meeting Agenda	<p>Proposed Agenda:</p> <ul style="list-style-type: none"> - Vision Quest Update: Data as a Priority Recommendation - Rhode Island Summit Report: Rachel Dyer, Lisa Sturtevant and Karen Fraser - October 2014 EFM Summit - Work Groups Report Out to include: <ul style="list-style-type: none"> o Business Engagement Survey Results o Policy Group Membership Survey 	<ol style="list-style-type: none"> 1. Rick will finalize the agenda and send it out to the Coalition and interested parties. 2. Betsy is prepared to facilitate the Coalition meeting.
June 13th Steering Committee Meeting	Briefly reviewed the minutes from the June EF Steering Committee meeting and used it to help formulate the above agenda for the Coalition, as well as maintain our awareness of items related to communications. The biggest thing seems to be the October Summit; Rick indicated that there was an immediate flurry of activity after the 13 th meeting and some details have been confirmed and will be shared at the Coalition meeting.	Based upon discussion and an update at the July Coalition meeting, this group will assist with planning and communication regarding the October Summit.
June 17th EF Communications' Meeting	Only Rick and Denise were able to participate in this call and primarily talked about the alert system, especially given the upcoming legislative session.	Rick will finish the minutes and get them posted on the web.
Policy Group's Survey	Rick has received a draft from Kim Moody who chairs this group and will forward to the EF Communications group for review and feedback. The plan is to present it as ready to go by Friday when the Coalition meets.	EF Communications group members should respond to Rick by Thursday, July 10 th .

Agenda Item	Discussion	Action to be Taken
Website	Groups are doing better in calendar notification. Rick is updating membership lists as part of general housekeeping activities. In general, the website is looking good.	Work with Steering Committee and work group chairs to ensure that meeting information and membership lists are up-to-date.
Next Meetings	<p>Clarified upcoming meeting schedules:</p> <p>Friday, July 11th – Full EF Coalition to meet</p> <p>Tuesday, July 15th – EF Communications group meeting cancelled because of today’s rescheduled meeting, but Rick will hold date as his deadline for EF meeting materials; will request help from group if needed.</p> <p>Tuesday, July 29th – EF Communications group to meet</p> <p>Friday, August 1st – EF Steering Committee to meet instead of regular 2nd Friday because of member availability.</p> <p>September 12th – Full EF Coalition to meet</p>	<p>July 29th Agenda:</p> <ul style="list-style-type: none"> • Plan August 1st EF Steering Committee Meeting Agenda • October EF Summit • Website development • Communications Plan