

**Employment First
Business EFM Work Group Notes
March 13th, 2014**

Members Present:

x	Name Suzanne Lapierre		x	Name Ann Nadzo			Name Joyce LaRoche
x	Name Valerie Oswald			Name Peaches Bass			Name Maine Manufacturing Assoc
x	Name Avery Olmstead			Name Lisa Soucie		x	Name Lisa Sturtevant

Others Present: Drew Bolduc-absent, Barrie MacMillan-absent

Name	Name	Name
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Agenda Item	Discussion	Action to be Taken
Business Survey Development	Business Survey development and data available to the group through Center for WorkForce Research and Information (CWRI), what might inform this group and assist us in looking at businesses in different size ranges and sectors, potentially targeting different or more businesses each of the three years: Year 1 target 200 businesses Year 2 Year 3	Valerie to connect with CWRI and Glenn Mills for information and share with group Valerie sent along this link which has most of the information we were looking for: http://www.maine.gov/labor/cwri/qcew.html
Development of a List of Ways which we will get to employers-	Group brainstormed lists and connections where we will be able to get directly to businesses- as much in person work as possible to gather input this first year. Start of List: C of C Meetings in areas around the State , Maine State Chamber Meetings/events SHRM- May 6-9 at Samoset, Portland Chamber Annual Meeting May 1 st , Career Centers-job Fairs, Certified Rehabilitation Providers- Business Contacts	Continue to add to list and have one member of group id where and when these occur , ask for people to go and cover the event, etc..
Development of Survey Questions	Group looked at the three survey samples –sent to them. 1. size of Business based on the # of employees(use a scale)	Lisa to draft a rough survey and send out based on notes and conversation EFM Group members add, and make suggestions

Agenda Item	Discussion	Action to be Taken
	<ol style="list-style-type: none"> 2. What role do you have in company HR, management 3. Occupational Field (CWRI information) 4. Current Diversity Hiring Initiatives at Company 5. Next Steps your company is planning on taking 6. What do you need to take a next step? (develop list of choices) 7. 5,000 k questions 8. EFM- what do you need- money, TA, support, etc... 	EFM Group finalize draft at next meeting
DOL, DHHS and DOE Business Work	Determine how each state agency interacts with the Business community- create a different survey? Tackle next time	<p>Lisa to reach out to Jan Breton at DOE</p> <p>Discuss at next EFM Business Meeting-agenda item</p>
<p>Next Meeting</p> <p>March 17th</p>	<p>Date</p> <p>April 17th at 41 Anthony</p> <p>10-12</p>	<p>Agenda Items</p> <ol style="list-style-type: none"> 1. Review /work on Survey 2. Business List- 3. Next steps for approval of survey 4. Bring your calendars...sign up to cover May and June events – we need 200 responses...