

**Employment First
Communications Work Group
Feb. 3, 2015 Meeting Notes**

Members Present:

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

Others Present: Betsy Hopkins

Agenda Item	Discussion	Action to be Taken
<p>Preparation for Feb. 13th Steering Team Meeting</p>	<p>Reviewed minutes from last Steering Team meeting and Rick also looked at notes from January Coalition meeting to help identify items needing attention.</p> <p>Proposed Feb. 13th agenda includes: Ground Rules Follow-Up; Work Group Action Planning; ODEP/Workgroup Update; Summit <i>What's It Going To Take</i> Feedback; and communication of local success stories.</p> <p>This committee has the responsibility to share information about EFMaine publically, but content - such as the stories - needs to come from other members, so help is needed.</p> <p>We also discussed the lingering question about EF membership contact information since we did not get to this at the January Coalition meeting as hoped. Agreed that at this point it would be better to wrap this up by asking members directly for their contact information if they wish to make it available on the EF website. There have been some changes recently in membership (i.e. SILC and SUFU reps.) and the Bylaws speak to a Membership Registration form. Is this form required?</p>	<ol style="list-style-type: none"> 1. Rick will finish the Coalition minutes and post them, so they will be available by the end of the week. 2. He will send out the Steering Team meeting notice on Friday and post the draft of the sub-minimum wage bill in preparation of that discussion. 3. Brad will review the ODEP TA plan and let Rick know if it's okay to post on the website. 4. Karen will finish up compilation of the note cards from the Summit and get the document to Rick for posting.
<p>Web Site</p>	<p>Rick followed up on why tablet users are unable to access the full EFM site and was advised by Go Daddy that an upgrade is needed. This means that the drop down lists will change and some other modifications maybe needed. This doesn't seem to be an issue with other devices, such as laptops and iPhones.</p>	<ol style="list-style-type: none"> 1. As time allows, Rick will move ahead and have the site upgraded, but until then we need to remind people of the issue and plan accordingly.

Agenda Item	Discussion	Action to be Taken
<p>Next Meetings</p>	<p>1/13/15 – EF Communications Workgroup cancelled</p> <p>1/27/15 – EF Communications Workgroup rescheduled for 2/3/15</p> <p>2/13/15 – EF Maine Steering Committee</p> <p>2/17/15 – EF Communications Workgroup</p> <p>3/3/15 – EF Communications Workgroup</p> <p>3/13/15 – EF Maine Coalition Meeting</p>	<p>February 17th Proposed Agenda:</p> <ul style="list-style-type: none"> • De-Brief and Action Items from Feb. 13th Steering Team Meeting • Web Site • Sharing success Stories • Communications Plan