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| **Employment First**  **Communications Work Group**  **November 4, 2014 Meeting Notes** | | | | | | | |
| **Members Present:** | | | | | | | |
| X | Karen Fraser |  | X | Rick Langley |  | X | Denise McCarthy |
| X | Brad Strause |  | X | Kelly Osborn |  |  |  |
| **Others Present:**  Betsy Hopkins | | | | | | | |

| Agenda Item | **Discussion** | **Action to be Taken** |
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| **Introductions** | Welcome to Kelly Osborn as a new member of this group. | None |
| **October EF Summit**  **De-Brief** | Had a general discussion about the Summit, which had approx. 160 attendees. Rick indicated that there were many new names added to the EF master distribution list as a result of the attendance. Feedback so far has been good, including about the speakers, presence of the 3 commissioners and information provided. There was an evaluation sent afterwards from Syntiro, but concern that not everyone may have received it.   One thing noted is that we need to get more people with disabilities to this type of event. | 1. Rick will check to see how many people are now receiving EF Maine information through the master distribution list. 2. Kelly will check to see if she received the survey from Syntiro and let us know if not. 3. Next time we have a similar event we need more targeted outreach to people with disabilities, including understanding and addressing barriers to attendance. |
| **Preparation for November Coalition Meeting** | Brad will be facilitating the meeting in Betsy’s absence; we reviewed the proposed agenda and noted that the items are substantial, so time management within the two hours may be challenging.  Phasing out subminimum wage and the iWaiver for people with mental illness are two Year One recommendations that will need to be discussed and ideally voted upon at the November EF Coalition meeting, but we recognize that members vary in their knowledge about these two items. To help people become more informed, information has been posted on the EFM website, but we also plan to have a presentation and discussion on each at the meeting before looking for a vote. Because of the legislature’s cloture date in December, time is very tight.  Also on the agenda is electing officers for this next year. A slate of officers is being prepared, but nominations can also happen at the meeting.  We agreed that a refresher might be in order at the beginning of the Coalition meeting regarding the voting protocol. | 1. Leticia Huttman will be presenting information on the (i) Waiver at the meeting; Karen will follow-up with her about presentation materials and specifically a PowerPoint that she was hoping to use. 2. Karen will also follow-up with Lisa Sturtevant to present information at the meeting on the current state of the use of sub-minimum wages in Maine. 3. Rick will ask Debbie Gilmer to share information from a national perspective at the meeting. 4. Rick will send out a meeting reminder by Nov. 7th with supporting materials for member preparation. 5. Rick will check on the status of the proposed slate of officers and note this in the meeting reminder. 6. Rick will review the Bylaws and bring a membership list to the meeting. |
| **Web Site** | Rick reported that some of the work groups meeting dates are not current.   Generally the website seems to be serving well as a communication vehicle. Brad was very positive about its accessibility and simplicity, which makes ease of use very good. | 1. Rick will send a reminder to work group chairs to provide updated meeting schedule and materials, so they are available through the website 2. He will also update the site with pictures of the Summit and the agenda once Betsy sends it to him electronically. |
| **Communications Plan** | Karen provided an update that she’s been working on a matrix that captures the primary EF Maine activities to include in the Communication plan. | 1. Karen will send along the draft Communications plan for review when the matrix is complete and incorporated. |
| **Next Meetings** | 11/14 - EF Maine Coalition  11/18 - EF Communications Workgroup  12/5 - EF Communications Workgroup (Reschedule of 12/2)  12/12 – EF Maine Steering Committee  12/16 – EF Communications Workgroup | November 18th Agenda:   * Nov. 14th Coalition Meeting * Web Site * Communications Plan |