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| **Employment First**  **Communications Work Group**  **November 18, 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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| **November EF Coalition**  **Meeting** | Discussed at length the communication breakdown that was very evident at the meeting. This specifically was true related to the topic of phasing out sub-minimum wage. This recommendation resulted in differing perspectives about whether enough information was shared prior to meeting, which left members who represent the Councils feeling that they were unable to vote as motions were made. Balancing time constraints and the need to keep things moving with time to exchange information and achieve some level of consensus is a very challenging communication issue in a large group, such as this Coalition. Although there is lots of information coming out through the distribution list and on the website, there are still misperceptions and lack of a comprehensive understanding of EF Maine work. (Ex. Comment at the meeting about the 1915(i) waiver and sub-minimum wage being the only thing coming out of EF Maine when in fact there are many other action items in motion.)  It was hard for people on the phone to hear clearly at the meeting; procedurally the motions and voting were confusing at times. | 1. Rick will finish the minutes from the Coalition meeting and get them out as soon as possible. 2. Kelly will reach out to those who have indicated that they didn’t feel heard and seek concrete suggestions about how that can be addressed. If there are amendments to the Bylaws that could help, specifically around the issue of council and commission representatives voting, they should be identified and brought to the group. 3. It is recommended that the group working on drafting a bill to phase out sub-minimum wage should record and share minutes from their meetings. Individuals who are concerned about the work should be encouraged to join the group; additionally the Communications group should encourage a flow of communication about the bill that allows for input from a wide range of stakeholders as it proceeds. |
| **Web Site** | Rick shared a message from Janice Lachance from the Maine Parent Federation, expressing interest in joining the Coalition.  The announcement and additional information that Maine has been chosen for a Leadership Mentoring Program for Employment First by ODEP has been posted.  Accessible documents – Word documents may not be opening properly from the web site.  Some work group information still needs to be updated. | 1. Rick will respond with information to Janice on how to request membership. 2. Brad will reach out to Mel and Jim to get more information on what is happening with the Word documents and let Rick know. 3. Rick still needs to reach out to Workgroup Chairs for current documents and meeting dates. |
| **Communications Plan** | Karen provided the latest draft that is still incomplete, but we did not have time to discuss today. | Discuss at next meeting. |
| **Next Meetings** | 12/5 - EF Communications Workgroup (Reschedule of 12/2)  12/12 – EF Maine Steering Committee  12/16 – EF Communications Workgroup | December 5th Agenda:   * Preparation for 12/12 Steering Team Meeting * Follow-up on Coalition communication improvement recommendations as per today’s discussion. * Web Site * Communications Plan |