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| **Employment First****Communications Work Group**  **December 5, 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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| **Purpose of EF Communication Group** | We re-visited the purpose of the EF Communication work group as described in in our Project Definition. Acknowledged that we all have multiple roles in relation to EF Maine, but when we are in our work group role, the focus needs to be on being “a conduit for information and seek input to aid in the implementation of the Act from advocacy groups, commissions and councils that focus on issues related to employment, as well as with the general public and other stakeholders, such as schools, state agencies and employers.” | None identified other than supporting each other in keeping our Communication focus! |
| **Follow-Up on from November 18th Communications Action Items** | Rick has posted the minutes from the Coalition meeting, but we recognized that there was a lot covered in the meeting, so assistance is needed to make sure that nothing significant is missing.Kelly had a follow-up discussion with the SRC Executive Committee, which Betsy also participated in. Kelly indicated that the SRC’s concerns are less about the topics that were discussed at the Coalition than about not achieving consensus as described in the EF Act. No specific amendments to the Bylaws or other suggestions for improvement for Coalition consideration were mentioned.The EF Legislative committee has met and Betsy took draft minutes, which she forwarded to Kim Moody, the Chair. Our discussion was that it is very important that these minutes be captured and posted as quickly as possible - particularly to ensure that stakeholders can stay informed as the group works on a bill to phase out sub-minimum wage. | 1. Rick will make a specific request for review and feedback of Coalition meeting minutes when he sends out the Steering Team meeting reminder.
2. Betsy will follow-up with Kim ***(update – Rick followed up with Kim and these are now posted).***
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| **December 12th****EF Steering Team Agenda Preparation** | Identified the following agenda items:1. Welcome/Introductions (5 min.)
2. Ground-rules development (25 min.)
3. EFM Work plan development (30 mins.)
4. Elections preparation (5 min.)
5. ODEP State Leadership Mentoring project update (15 min.)
6. Report out from work groups (40 mins)
 | 1. The Steering Team needs to assist in the further development of the 3 year EF Work plan. To that end, Betsy will suggest a template that can be used and Rick will provide the full list of recommendations that have been compiled from all of the work groups.
2. Rick will follow-up with Kim to determine if the slate of officers has been identified.
3. Both items above will be brought to the Coalition at the January meeting for discussion and voting.
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| **Web Site** | Rick has unsuccessfully tried to reach Janice Lachance from the Maine Parent Federation regarding her interest in joining the Coalition. Brad was unable to connect with Mel Clarrage and Jim Phipps since the last meeting about the EF website accessibility and since that time we also had a request from Jeanie Coltart about this on behalf of Mel. Availability of timely EF work group information on the website is absolutely critical as the Coalition’s work moves ahead and we are very concerned that this is still not happening even though Rick has provided many reminders. Information from Maine’s participation in the ODEP Leadership Mentoring Program needs to be shared through the website and although the work being done fits within Capacity building, we decided that having its own page would be more user friendly. | 1. Rick will follow-up again with information to Janice on how to request membership.
2. Brad will reach out to Mel and Jim to get more information on the accessibility issues and let Rick know.
3. Betsy will address this strongly as the EF Coalition Chair and work with the Steering Team to set time parameters about when meeting dates and minutes must be posted.
4. Rick will add a page for the ODEP information under the Coalition Work Group tab.
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| **Communications Plan** | Discussed draft briefly and acknowledged that any Communications plan is a living document. Karen continues to seek other examples of project communications plans and recently learned of some being developed by VR agencies who are participating in a small initiative funded by the Rehabilitation Technical Assistance Center administered by ICI UMass Boston. | 1. Karen is requesting further review and feedback as she proceeds to finish this working draft. When complete, it will be shared with the Coalition for further input.
2. Karen will share other examples of Communications plans as she receives them.
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| **Next Meetings** | 12/12/14 – EF Maine Steering Committee12/16/14 – EF Communications Workgroup 1/9/15 – EF Maine Coalition Meeting 2/3/15 – EF Maine Steering Committee3/13/15 – EF Maine Coalition Meeting | 1. Karen will schedule the Communications team meetings through March and get invites out.
2. December 16th Proposed Agenda:
* De-Brief of 12/12 Steering Team Meeting
* Preparation for Jan Coalition Meeting
* Web Site
* Communications Plan
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