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| **Employment First**  **\_\_Systems Development/Capacity Building Work Group Notes**  **Date: 3/7/14** | | | | | | | | |
| **Members Present:** | | | | | | | | |
| X | Name Debbie Gilmer |  | X | Name Leticia Huttman |  | | X | Name Bethany Goding |
| x | Name Gail Fanjoy |  | X | Name Jenny Ardito |  | | X | Name Riley Albair |
| x | Name Kevin Owen |  |  | Name Simonne Maline |  | |  | Name |
| **Others Present: Karen Fraser** | | | | | | | | |
| Name | | Name | | | | Name | | |

| Agenda Item | **Discussion** | **Action to be Taken** |
| --- | --- | --- |
| **Review draft project plan** | Great discussion of the draft—kudos to Karen for her assistance…..some minor changes noted, milestones discussed and recognition that it is a living, vibrant document that will evolve | Debbie will make the changes discussed and send back out and to Rick for posting on the EFM website |
| **Review provider survey** | Lots of discussion about who should get this, what info we want to gather, and whether multiple surveys should be developed for different audiences | Debbie will re-work and get back to the work group—we are not ready for prime time yet so will only discuss but not share it at the EF Coalition meeting next week |
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| **Next Meeting** | Date  **April 4, 2014 via teleconference 11:30-1:00** | Agenda Items  Provider survey |