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| **Employment First****\_\_\_\_\_Systems Development/Capacity Builidng\_\_\_\_\_\_\_\_ Work Group Notes****Date: June 6, 2014** |
| **Members Present:**  |
| X | Name Debbie Gilmer |  | X | Name Leticia Huttman |  | X | Name Gail Fanjoy |
|  | Name Riley Albair |  | X | Name Kevin Owen |  | X | Name Bethany Goding |
|  | Name Janine Collins |  |  | Name Simonne Maline |  |  | Name  |
| **Others Present:**  |
| Name | Name | Name |

| Agenda Item | **Discussion** | **Action to be Taken** |
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| **Reviewed needs survey**  | Who hasn’t completed the survey; how can we get them to;  | We reviewed the agency participation—and identified the agencies that Kevin (for CRPs), Lisa (for WS providers) and Leticia (for LTS providers) will follow up—Debbie will draft the email to go with the link and they will send it out again |
| **Reviewed findings related to agency PD/TA needs** | Top priority—multiple ways to get out EF 101 out for gatekeepers, parents, PWD, casemanagers, educators, etc. | Gail and Bethany will draft some concepts to be included in EF 101 |
| **Initial Recommendations** | 1. That Work Support Providers must become CRPs
2. That EF 101 be widely available and accessible in a multitude of ways—face to face; webinars; website; etc.
3. Need to figure out how to move day support providers to WS to CRPs
 | These initial recommendations witll be shared with the Steering Committee on June 12th |
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| **Next Meeting:** | Date: July 29, 2014—11:00-1:00, 41 Anthony Ave. | Agenda Items: Work on mining data from survey |