

**Employment First
Transition Work Group Notes
April 11, 2014
1-2:30 PM**

Members Present:

x	Jan Breton – Maine DOE		x	Janet May – CCIDS – UMaine		x	Margaret Cardoza – Self Advocate Community Partners
	Roberta Lucas – Maine DOE		X	Suzanne Boras – SAMHS		x	Sitara Sheikh – DOL - BRS
x	Dulcey Laberge – DHHS OCFS		x	Atlee Reilly - DRC		x	Tricia Barker- Morrison Center
x	Peter Phair – NAMI		x	Libby Stone-Sterling-VR		x	Valerie Smith – MDSOAB Oversight Bd.
							John Allen – parent

Others Present:

Name: Karen Fraser	Name:	Name
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Agenda Item	Discussion	Action to be Taken
Welcome and introduction		
Review January 14 minutes for approval		Approved as written; give to Rick Langley for posting online
Review draft of project definition-discuss, revise, adopt	Add Corrections? Should we include others affected by transition work? (e.g. families, other providers, etc)? Discussion of what is in scope vs what is out of scope	<ul style="list-style-type: none"> Consider inviting a representative onto committee once we get our work defined (Parking lot) Project definition accepted as written
Begin the scoping process to further define our work	Discussed various possibilities for in-scope work	Jan will draft a project definition form for the next meeting based on today's discussion
Next meeting : time and place	5/9/14 1 – 2:30 PM – Conference Room B – Commerce Center	

Agenda Item	Discussion	Action to be Taken
Next Meeting		Agenda Items