

Cross-Agency Partnership – Communications Group

Meeting Minutes

# November 28, 2017

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| Present: | Matt Cornett, Misti Ruthven, Megan McDermott, Inta Morris, Julia Pirnack |
| Next meeting: | TBD |
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## Introduction

Julia stated the goals of the meeting are to receive feedback from the group on the draft messages and to discuss how the messaging will be delivered to stakeholders. Time was provided for group members to review the draft messages.

## Discussion

Discussion and general suggestions for the messaging included strengthening the language around why this change is being made to CIC to include funding challenges and desire for multi-agency partnership, changing the timeline for the current platform to “calendar year 2018” rather than “at least until June 2018,” as well as providing clearer recommendation regarding grant requests to CDE for potential product funding for K-12 schools/districts.

Direction was also received regarding the best way to disseminate the message to stakeholder groups.

## Action Items

Megan and Julia will finalize the messages based upon feedback received. By week end, the updated text will be sent to the full task force for their review prior to that group’s Dec 4 meeting.

Once approved by the full task force, each agency will assist to disseminate the message to their stakeholders:

* Workforce Centers: Julia will forward messages to Elise – distribute through two mailing lists for directors and staff
* CIC will send a blast to counselors, superintendents and include in the newsletter which goes to all CIC users
* CDE will include an item in the SCOOP
* Julia will contact Trevor and Derek to determine how to get the word out to DHS