**Communications Committee Meeting**

Thursday, October 8, 2020, 10:00 – 11:30 AM

Google Meet Link: <https://meet.google.com/agd-numw-rqs?hs=122&authuser=2>

Call-in #: 1-508-779-6106‬ | PIN:

**MEETING MINUTES**

Attendees

*Attendees*: Brit Ayers, Alan Crawley, Jamie Harris, Susan Kaliush, John Lane, Molly Mesnard, Katherine Morris, LiLi Taylor and Emma Wilson.

Handouts

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| * September Overview of Committee Activities (presented at the September WIOA Alignment Group meeting)
* Updated 2020 newsletter schedule
* APPROVED October Newsletter Topics Guide
* PROPOSED November/December Newsletter Topics Guide Template
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1. **Opening**

The Committee Chairs, Susan Kaliush and Kim Schultz, opened the meeting and led introductions. A special welcome was extended to new member and Harford County Community Action Agency Director of Community Case Management Services Brit Ayers, who is stepping in to replace Department of Housing and Community Development’s Pamela Craig as the local representative.

The representative for Labor’s Division of Unemployment Insurance (DUI), Steven King, announced that he may be stepping away from the committee in the near future because his role within DUI has recently been significantly changed.

1. **Old Business**

*WIOA Alignment Group Updates:*

* Susan presented the committee’s proposal for a new newsletter approval process, which the Alignment Group approved with enthusiasm.
* The WIOA Alignment Group reviewed and approved the proposed October Newsletter Topic Guide and suggested adding a report on the Kennedy Krieger Virtual Conference scheduled for October 22 at which Labor Secretary Robinson and Department of Disabilities Secretary Beatty will speak.
* Chairs of the Policy and Data and Dashboard Committees brought suggestions for Survey topics for the newsletter, including the following ideas:
* How do frontline staff report on financial literacy training and supportive services;
* Information sharing about the Ride Share Coordinators and the Commuter Tax Credit Program available through the Maryland Department of Transportation; and
* Ask the readership to vote on which topics identified by the Policy Committee should be selected for that group’s year-long research and 2021 recommendations report.

The Professional Development and Technical Assistance (PDTA) Committee had not yet developed suggestions. Committee Coordinator LiLi Taylor followed up after the meeting with PDTA Chair John Feaster to secure their ideas.

The WIOA Alignment Group agreed that a quarterly, rather than monthly, schedule for posting a survey question in the newsletter made more sense, as so few ideas were generated.

1. **New Business**

*October Newsletter Development Status*

* + - LiLi reviewed the Approved October Newsletter Topic Guide to remind committee members about the content, writing assignments and due dates.
		- Content from the Department of Human Services (DHS) was still needed. Katherine Morris suggested an article on the recent cohort for DHS’s Public Assistance to Entrepreneurship Program.

*Topics Identification for November/December Newsletter*

The Committee identified Apprenticeship as the overarching topic for the November/December newsletter, since USDOL has announced that National Apprenticeship Week will take place the week of November 8-14, 2020.

1. **Next Steps**
* **Kim** will send LiLi the articles for the Maryland State Department of Education’s Division of Rehabilitation Services (DORS) identified in the October Topic Guide. For the November/December newsletter, Kim will survey colleagues at next week’s Directors Meeting to see if anyone has suggestions and will check to see if DORS can provide partners with accessibility training;
* **Katherine/John Lane** will send a webpage link with specifics on the virtual program and will reach out to the Steve Bendin, the DHS Director of Office of Strategy and Performance, for October newsletter content; for the November/December newsletter, they will send LiLi content on programs to help non-custodial parents secure employment that pays a family-sustaining wage. (Child Support).
* **LiLi** will send an email out to committee members representing different partner programs to find out how they are delivering services as the state moves into Phase III of the Governor’s recovery plan.
* **Alan** will send LiLi information on the College of Southern Maryland’s “Getting People Back to Work” program for the October newsletter and a story on apprenticeship for the November/December newsletter.
* **Steven** will send content discussing the new features available for self-service in BEACON 2.0 for the November/December newsletter.

**Next Meeting:** Thursday, November 12, 2020 / 10:00 – 11:30

Google Meets Meeting Link: <https://meet.google.com/jmb-xxdn-tce?authuser=2&hs=122>

Conference Call-in: 1-719-679-3768‬ | PIN: