



# Clark County Department of Family Services

## Communications Workgroup

Minutes for Thursday, 19 November, 2015

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### Present

Anne-Marie Abruscato, Mojave Adult, Child and Family Services  
Jennifer Erbes, Olive Crest  
Elizabeth Freeland, DFS  
Brenda Herbstman, DFS  
Kevin MacDonald, DFS  
Caleb Orton, DFS  
Denise Parker, DFS

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### Agenda

Introductions

Caregiver Courier

- Process review
- December content
- January issue

2016 Caregiver Courier editorial calendar

Communications Workgroup 2016 Planning

- Meeting Schedule
- Goals

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### Meeting Minutes

#### Caregiver Courier – Process review

- Re-establish normal deadlines for December 2015 issue and beyond
- Brenda Herbstman will be back-up editor, moving forward

**QPI Communications Workgroup Meeting Minutes, continued  
Thursday, 19 November 2015**

**Caregiver Courier**

Caregiver Courier December 2015 Issue		October 2015 Issue Schedule	
Article	Author		
Respite: Where You Go, I Go	M. Pochowski	<b>Assigned</b>	17-Nov-15
Independent Living Update	R. Brantley	<b>Submission Deadline</b>	25 Nov-15
Adoption Day Re-cap	K. MacDonald	<b>Workgroup Review</b>	30-Nov-15
Project Independence	J. Erbes	<b>CPE/M. Knight Review</b>	1-Dec-15
Dr. Zeanah Webinar	D. Parker	<b>Publication Date</b>	3-Dec-15
QPI Saturday Meeting	D. Parker		
Springs Preserve Discount	K. MacDonald		

Caregiver Courier January 2016 Issue		October 2015 Issue Schedule	
Article	Author		
Angel Tree Recap	K. MacDonald	<b>Assigned</b>	17-Nov-15
QPI Training Videos	B. Herbstman	<b>Submission Deadline</b>	14-Dec-15
Save the Date: Nat'l Foster Parent Assoc. Conf.	D. Parker	<b>Workgroup Review</b>	17-Dec-15
QPI Workgroups 2016 Goals	D. Parker	<b>CPE/M. Knight Review</b>	31-Dec-15
Dr. Zeanah Webinar	K. MacDonald	<b>Publication Date</b>	1-Jan-16
Foster Parent Association Update (tent.)	D. Parker		
Training Hours for Foster Parents	Parker/MacDonald		

**2016 Caregiver Courier editorial calendar**

- February: Wait No More event
- April: Child Abuse Awareness Month (pinwheels)
- May: Foster Care Awareness Month
- June: National Foster Parent conference, June 16 – 18
- MacDonald will provide 2016 editorial calendar at January meeting
  - Include:
    - Major annual events/observations
    - QPI Workgroup spotlight
    - Develop list of potential spotlight topics, people, initiatives

**Communications Workgroup 2016 Planning: Workgroup Meeting Schedule**

- Maintain same schedule throughout 2016
  - 9:30 – 11 a.m. Third Thursday of month
  - DFS Central: Storey Room

**Next Meeting**

9:30 a.m. Thursday, 17 December 2015  
DFS Central Storey Room  
121 S. Martin Luther King Blvd.

***QPI Communications Workgroup Meeting Minutes, continued  
Thursday, 19 November 2015***

**Communications Workgroup 2016 Planning: Workgroup Goals**

- Research possible mobile template usage for Caregiver Courier
- Identify and implement backup editorial procedure
- Maintain current Caregiver Courier publication schedule (1<sup>st</sup> Thursday of the month)
- Implement QPI email/voicemail message communications plan
- Review/modify QPI internal/external communications plans at monthly meetings
- Develop plan to invite all DFS case managers to receive Caregiver Courier
  - Possible all-staff communication with opt-in invitation
- Disseminate QPI quarterly updates

**Next Meeting**

9:30 a.m. Thursday, 17 December 2015  
DFS Central Storey Room  
121 S. Martin Luther King Blvd.