



Clark County Department of Family Services

Communications Workgroup

Minutes for Thursday, 17 December, 2015

Present

Anne-Marie Abruscato, Mojave Adult, Child and Family Services
Jennifer Erbes, Olive Crest
Kevin MacDonald, DFS
Caleb Orton, DFS

Agenda

- Introductions
 - Jennifer Erbes Announcement
 - 2015 Caregiver Courier Review
 - 2016 Caregiver Courier Editorial Calendar
 - Caregiver Courier
 - Review January issue
 - February/March/April content
 - Communications Workgroup 2016 Planning
 - Research possible mobile template usage for Caregiver Courier
 - Identify and implement backup editorial procedure
 - Maintain current Caregiver Courier publication schedule (1st 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
 - Targeted for January 2016
 - Possible all-staff communication with opt-in invitation to Caregiver Courier
 - Plan is currently under review with DFS leadership
 - Disseminate QPI quarterly updates
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***QPI Communications Workgroup Meeting Minutes, continued
Thursday, 17 December 2015***

Meeting Minutes

Jennifer Erbes Announcement

- Stepping down as co-lead, due to accepting new position with DFS
- Will be in Academy for several weeks, but will return to workgroup afterward
- Anne-Marie Abruscato has been named workgroup co-lead

2015 Caregiver Courier Review

- See attached document

2016 Caregiver Courier Editorial Calendar

- Maintain same schedule
 - Publish first Thursday of month

Caregiver Courier—Review January 2015 issue

- Include training requirements article
- Change date for Saturday QPI meeting

Caregiver Courier—February/March/April content

- Develop monthly feature article, focusing on different people and groups involved in foster care
 - Foster parent
 - Foster children
 - Community partners
 - Street teens (J. Erbes)
 - Project Independence
- Spotlight people and resources
 - Internal (DFS) and external (partner organizations)
- Increase focus on foster kids
- Draft article about child who wants to be a foster parent
- “Roundtable” article with Independent Living kids (Q/A style)

- February content
 - Caregiver spotlight: ART Homes (Anne-Marie)
 - “Love letter” to caregivers from kids
 - Adoption Exchange webinar
 - Adoption Story (Anne-Marie)

Communications Workgroup 2016 Planning

- Discussion tabled

Next Meeting

9:30 a.m. Thursday, 21 January 2016
DFS Central Storey Room
121 S. Martin Luther King Blvd.