

**Who Wants to Work Meeting Notes**  
Date: 10/12/06, 10am  
Next Meeting: 12/14/06 @ 10am, Networks.

In attendance:

Kathy Cunningham  
Lynette Savoy  
Trina Losinno  
Shauna Roman  
Michelle Sparling

We reviewed September 8<sup>th</sup>'s meeting notes, and focused on how we can best reach our 06/30/2007 deadline which is two-fold:

1 - We will identify the number of people in day & sheltered programs who want competitive employment, using any/all of the following means:

- Survey/questionnaire
- Existing data on numbers (collaborate with the data group)
- Supports Coordinators
- Training

2 – We will increase participants enrolled in CIE services by 10%

We then created a timeline for how to best accomplish these 2 goals by 06/30/2007. Here is what we came up with:

**Detailed Timeline:**

October, 2006: (Shauna) Obtain list of everyone who attends VOC and ADT programs from Len Kravitz.

October, 2006: (Trina) Begin drafting letter (which will be signed by Kathy Sykes) requesting agency Program Directors and/or Executive Directors to complete an attached checklist identifying everyone who wants work within their programs.

November, 2006: (Michelle) Begin drafting checklist & simple instructions to be attached to letter, where agencies can check-off who wants work within their program.

December, 2006: (Shauna & Michelle) Add in specific names of people who attend each program, from the list given by Len.

December 14, 2006: (Everyone) Letter-stuffing party!

January 1, 2007: (Everyone) Mail out letters to agencies, with a 02/01/07 deadline – RSVP will be to Shauna @ Networks.

February, 2007: Receive responses & follow-up with outstanding agencies who have not responded. (Possibly collaborate with MRS Program Analysts?)

March, 2007: Will have a baseline number of people who want to work. (This is only a starting number, since we realize that there are probably many more who want to work – but have some “barrier” (ie: communication barriers, family concerns, etc...) to stating that they want to work.) This will prompt discussion amongst specific Supports Coordinators, agencies – and create a target audience to begin working on reducing these barriers ...

Early May, 2007: Plan to have Alberto Migliore come in for a half-day training for the target audience. (Alberto is the Doctoral student who wrote his thesis on who wants to work – includes surveys with picture responses, and methodologies for how you ask the question to various stakeholders.)

June, 2007: Conduct follow-up with target audience via letters, phone calls, possible meetings. Present at Employment Conference on 6/5 & 6/6.

September, 2007: Redistribute survey to agencies. Update baseline number of who wants to work. Make sure that people identified as wanting to work get followed-through with appropriate supports & services ie: CIE, ...

### General Timeline

