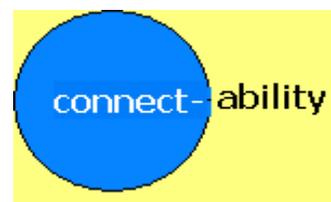


Objective: Technical Assistance Workgroup

Meeting Date: May 7, 2008

Meeting Place: UCE, Farmington



Attendees: Quincy Abbot, Larry Carlson, Glendine Henry, Amy Porter, Julie Robison, Noreen Shugrue, Margarita Torres, Robin Wood

Action Items:

Item	Action	Responsibility	Due Date	Status
1	Provide a chart of TA calls based on media release dates.	Larry	5/7/08	
2	Follow up on DDS site visit	Amy and Robin	5/7/08	
3	Schedule next visit with SDE (Pat and her Bureau Chief)	Amy and Pat	5/7/08	
4	Share information on prohibited use of grant funds with the workgroup	Amy	5/7/08	

TA Statistics

The workgroup briefly reviewed the TA statistics against the media calendar. The graph clearly demonstrates that the call volume is highest when the television commercials are airing. For example, in July 2008

State Agency Visits

A second visit was completed with DDS Staff. They have not had the opportunity to share the draft work plan with their Commissioner. We reviewed the state employee survey administered already within Vermont and Maine and talked about the purpose and benefits of administering a similar survey in Connecticut. Patsy will share this information with Pam Libbey and we will decide on next steps.

State Agency Funding Requests

At the last Steering Committee meeting, two alternatives were discussed as mechanisms to support infrastructure development within the state agencies. The alternatives were as follows:

- Alternative #1: This would focus specifically on the work plan developed between Connect-Ability and the individual agency and advance mutually agreed-upon goals.
- Alternative #2: This would be more like a bidding process, where the state agency would write up a proposal that would then be assessed by a review committee.

The Steering Committee opted for the first alternative. Either alternative would need to include some assurances about the use of grant funds. These assurances might include a provision to collaborate with other agencies, to advance a MIG priority area, to report outcomes, to support the work of the local level initiatives, to address sustainability, and to leverage other resources as appropriate. They would also have to meet the same criteria as the overall MIG grant, including adhering to the permitted use of funds categories. Information on prohibited use of funds will be shared with the workgroup.

State as a Model Employer

We have continued to be in contact with DAS about creating a baseline survey of state employees, as well as completing the tasks identified in our last meeting. They are still working on connecting with the DAS Commissioner to get approval to move forward.

Local Level Initiatives

The Connect-Ability Steering Committee recommended that this workgroup take on the responsibility for technical assistance for the local level initiatives. The workgroup discussed the approach, and recommended the following steps as a starting point: *(Note: these steps should be compared to the Connect-Ability project plan to see whether any of these steps are missing)*

- Review local level TA needs with Connect-Ability staff
- Identify liaisons within the Connect-Ability staff
- Identify a TA data collection process
- Generate a list of tools that are needed or anticipated
- Identify levels of TA: development of the strategic plan versus TA on specific content areas
- Define the role of a liaison
- Write up (2 pages) of our strategic planning process to share with the local level projects
- Ask awardees to identify a liaison on their team and have their contractors for strategic planning connected to the staff liaison
- Develop mechanism for sharing best practices
- Provide a summary of the local level plans to the Steering Committee, TA workgroup and Connect-Ability staff

We will discuss this area in more detail at our May workgroup meeting.