



# Clark County Department of Family Services

## Communications Workgroup

Minutes for November 6, 2014

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### Present

Anne-Marie Abruscato, Mojave Mental Health  
Jennifer Erbes, Maple Star  
Brenda Herbstman, DFS  
Kevin MacDonald, DFS  
Denise Parker, DFS  
Leo Terzian, Mojave Mental Health

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### Agenda

Caregiver Courier Content Review  
QPI Internal Communications  
QPI Workgroup Email Communications  
Other

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### Meeting Minutes

#### Caregiver Courier Content Review

- **November Issue**
  - ON HOLD
  
- **December Issue**
  - Community events—Jennifer E.
  - At-home events (?) activities—Denise P (?)
  - Dealing with Mental health care issues around the holidays—Anne-Marie
  - Angel Tree Reminder—MacDonald
  - (For foster parents) Cultural awareness/understanding of all faiths during holiday season
  - Caregiver Spotlight: Patricia Nordstrom
  
- **January 2015**
  - QPI changes

### **Internal QPI Communications Plan**

- Plan was shared with Communications Workgroup
- No in-depth discussion took place, at this time

### **QPI Workgroup Email Communications**

- Proposal was shared with workgroup to discontinue practice of sending all meeting invitations via Constant Contact
  - Reasons: time consuming, limited open rates, “spamming” QPI lists
- Instead of individual emails for meetings, CPE will send monthly email to QPI lists, sharing monthly schedule of QPI workgroup meetings, minutes, etc.
- Co-leads will be responsible for maintaining meeting communications with their respective workgroups
- Proposal is currently being reviewed by management

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### **Next Meeting**

9:30 a.m. Thursday, Dec. 4, 2014

DFS Central Storey Room

121 S. Martin Luther King Blvd.