



## CPI Communications Work Group

*MINUTES*

JULY 13, 2010

2:30 PM

<b>ATTENDEES</b>	Caitlin Smith (DCW), Anne Comstock (MPCWIC), Elaine Huffman (FAD), Laurel Moore (DCW), Haley McKean (Arapahoe DHS), Connie Linn (Broomfield County), Stacey Read (DCW), Glenn Lavezzi (DCW)
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### AGENDA TOPICS AND DISCUSSION:

#### LAST MONTHS MINUTES

#### WORKGROUP

<b>DISCUSSION</b>	Approved	
<b>ACTION ITEMS</b>	<b>ASSIGNED TO</b>	<b>DEADLINE</b>
NA		

#### REVIEW OF FLYER/POSTER DESIGN AND TOOLKIT

#### WORKGROUP

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• Distributed to counties to advertise the workshops that will gather information for the Practice Model Design</li> <li>• The survey will not be included in the Toolkit</li> <li>• Toolkits will be distributed to each county director and be available online</li> <li>• Cover letter will be added to the Toolkit</li> <li>• Distribution of Toolkits will begin as soon as they are approved by POIT</li> <li>• Toolkit may have to be approved at higher levels of DHS</li> <li>• Survey and coversheet will not be included in toolkit</li> </ul>	
<b>ACTION ITEMS</b>	<b>ASSIGNED TO</b>	<b>DEADLINE</b>
Revise and simplify Workgroup Wheel and discuss with David Menefee	Glenn Lavezzi and Haley McKean	7/28/10
Edit Glossary	Anne Comstock	7/14/10
Edit workgroup membership lists to include a workgroup description and an asterisk next to the chair's name	Glenn Lavezzi	7/15/10
Get POIT approval for partially approved Toolkit	Glenn Lavezzi	7/15/10
Send latest version of one-pager to Haley McKean to convert to PDF	Glenn Lavezzi	7/13/10
Convert one-pager to PDF	Haley McKean	7/14/10
Write cover letter for Toolkit	Monica Wilkerson	7/20/10

**POWERPOINT PRESENTATION****WORKGROUP**

<b>DISCUSSION</b>			
<b>ACTION ITEMS</b>	<b>ASSIGNED TO</b>	<b>DEADLINE</b>	
Edit powerpoint presentation as prescribed by workgroup and email to workgroup for review	Connie Linn, Laurel Moore, Anne Comstock, Haley McKean	7/15/10	
Revise posters as per workgroup instructions	Caitlin Smith	7/15/10	

**COMMUNICATIONS PLAN****WORKGROUP**

<b>DISCUSSION</b>	Possible radio spot announcement for CPI – would be premature now		
<b>ACTION ITEMS</b>	<b>ASSIGNED TO</b>	<b>DEADLINE</b>	
Send Glenn Lavezzi changes in plan	Workgroup	7/28/10	

<b>OTHER NOTES</b>	
<b>NEXT MEETING</b>	