**AUTISM COMMISSION SUB-COMMITTEE FOR WORKFORCE DEVELOPMENT**

**DRAFT MEETING AGENDA**

Friday, June 23, 2017 10 AM – 11:30 AM

Advocates, Second Floor Executive Conference Room

1881 Worcester Road

Framingham, MA

1. Approval of April 24, 2017 minutes
2. Update on May 31, 2017 MA Commission Meeting – Carolyn Kain
3. Organizational design and structure of the subcommittee
	1. Addition of the MA Executive Office of Labor & Workforce Development representative – Jennifer James, Director, Workforce Skills Cabinet
	2. Other missing perspectives on the committee?
	3. MA Commission meets four times per year, most of the work is carried out in subcommittees:
		1. How often should our subcommittee meet?
		2. Should we set a standard day/time/place?
		3. Should we set a standard agenda?
		4. Should we set annual goals and strategies so we can foresee the work load and resources needed?
		5. Other operating logistics?
4. Respite registry – Rewarding Work/Till, Inc. and the DDS contract – Jeff Keilson
5. Other?

Documents attached:

 Meeting minutes April 24, 2017