



Steering Committee Meeting (4.20.2022)

This meeting took place virtually via Zoom.

I. Surveys

- a. 180 in hand, 163 coming in this week, 415 in all have been paid for to be returned to us

II. Community Engagement

- a. Focus Groups
 - i. 1 completed
 - ii. 2 or 3 scheduled tentatively
 - iii. Others have planning underway w/the help of Toni, Shawn, and Dave
 - iv. Group decided to use visa gift cards as the incentive
- b. Key Informant Interviews
 - i. 3 completed
 - ii. 1 scheduled
 - iii. Most have been contacted
 - iv. Action: Toni will do an e-introduction w/Education Informant
- c. Community wide events
 - i. Pushing back to June to allow for better planning
 - ii. Scoping out locations
 - iii. Have decided to do table topics, rather than identifiable groups to help individuals feel more comfortable

III. Action Plan Review

- a. Phase I (summer 2022): CCS review survey data and chunk into 5-7 themes for review
- b. Phase II (Sep, Oct): (most time intensive); Develop affinity diagram as joint committees, and review; community brainstorming (in-person & virtual) for

them to add ideas; prioritization criteria for rank ordering; scoring of community concepts w/matrix

- c. Phase III (Oct, Nov): Secondary Research—rank interventions, look at what other cities are doing, and any current efforts in Lakewood to support action leading to a scorecard
- d. Finalize Plan (Nov Dec 2022)
- e. Create communication tools to be shared with anyone who has joined focus groups to be able to help with prioritization
 - i. **Action**: email out the event and link for adding community comments to those who have participated or were contacted previously for other things
- f. Make sure that we do not shortchange the needs of the community in the prioritization process
 - i. Do a separate process to talk thru implementation and challenges separately from prioritization process so that it is not limited by available resources
 - ii. Focus JUST on values of criteria (not money, etc.) at first and allow those who have power over resources to make those decisions on efficiency, funding, etc. so we can capture the pure needs of the community
 1. Suggestion: Advisory committee can do the initial ranking, and then secondary analysis can be completed by Steering committee taking implementation into consideration
 - iii. Develop criteria to look at each item (e.g. manpower, policy, resourcing, etc.) with importance of criteria and difficulty of completing
 1. **Action**: Dave will share something for us to use as a starting point
 - iv. Consider how to get to the action steps of the plan at end of this process
- g. CCS can help with the prioritization & implementation plan phase & then help create a governing structure for how to move forward and put into place as a guide thereafter