



Lakewood Steering and Advisory Combined Committee Meeting (7.27.22)

This meeting took place virtually via Zoom.

I. Introductions and Welcoming

- a. First combined meeting of Steering and Advisory Committees

II. Review of the Assessment Process

- a. Timeline
 - i. Committee members must provide initial feedback of the report by August 5th
 - ii. Instructed that final review of assessment document will be made of committee members on August 24th
 - iii. Will have final draft of assessment document on September 7th
- b. Committee members were asked to think about where the document should be hosted once complete
- c. Explanation of the three deliverables from this assessment process and their different values
 - i. The Assessment
 - ii. The Assessment Appendix
 - iii. The data file

III. Review of Assessment Report

- a. The primary focus of the assessment review was to look at structure of the report and the formatting
- b. Provided feedback stated:
 - i. Some sections contain data that is unclear how it relates to the topic
 - ii. Some sections may need more context
 - 1. Specifically, a suggestion to include comparative data from other regions in the report
 - iii. Concern about some information being interpreted in unintended ways

- iv. More clarity regarding where information is coming from since multiple data sources are being used
- v. Suggestions on using language to explain the purpose of using a survey in an assessment
- vi. An executive summary was requested

IV. Next Steps

- a. Committee members were again reminded to provide feedback by the 5th
 - i. Specific requests were made for what data should be elevated in the report
- b. Suggestions made in this meeting were reaffirmed as being valuable and will be incorporated when possible into the next draft of the report
- c. A reminder of both the quick pace, and the looming nature of the Action Plan process was provided