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<tr>
<th>Agenda Item</th>
<th>Lead</th>
<th>Outcomes/Action Items</th>
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<tr>
<td>Welcome 6:00-6:05</td>
<td>Chair</td>
<td>Discussion</td>
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<td>Approval of Minutes 6-27-17 6:05-6:10</td>
<td>Chair</td>
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<tr>
<td>Updates from Community Engagement Subcommittee 6:10-6:30</td>
<td>Phyllis and CE subcommittee</td>
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<td>Next steps 6:30-6:50</td>
<td>Randy</td>
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<td>Check-in, are we on track?</td>
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<td>Time</td>
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<td>7:00-7:10</td>
<td>Future Presentations to Task Force</td>
<td>Chair</td>
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<td>7:10-7:20</td>
<td>Review next meeting agenda</td>
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<td>7:20-7:30</td>
<td>Public Comment</td>
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COMMUNITY ENGAGEMENT INTERVIEWS

Name of person(s) interviewed:

Name of interviewer:

If it seems appropriate, ask interviewee(s) how familiar they are with the Lakewood Wellness Foundation. If they don't seem knowledgeable, explain what the Foundation is envisioned to be and what the role of the Task Force is. Include that even the name of the Foundation hasn't been finalized.

Suggested description

The city of Lakewood is forming a new health and wellness foundation resulting from the closure of the Lakewood Hospital. In late 2016, Lakewood Mayor Michael Summers and Lakewood City Council appointed 17 residents to a task force of volunteer residents (including me) to set forth a framework for how the future foundation will function.

One of the central tenets of our efforts is community engagement with an eye toward promoting coordination, collaboration, and sustainability; fostering community voice; ensuring the effectiveness of the foundation; and developing models of transparency and accountability that build and maintain community trust.

1) What do you think the purpose of the Wellness Foundation should be? What do you hope it will achieve for the Lakewood community?

2) Do you have any concerns about the Wellness Foundation? If yes, what are they?

a) What do the terms "health" and "wellness" mean to you? If necessary: Do they mean the same thing to you?
What are the best methods or tools to use to communicate with these people?

What are the best ways to get people engaged in the process of developing the Foundation?

What are the most important population or special interest groups that we should be in touch with?

We want to be able to engage as much of the community as possible in the discussion about the Foundation, what is the most important to focus on?

Are any of those challenges growing unmet? If yes, what are the gaps and what gap is the most

In your opinion, what are the greatest health and wellness challenges in Lakewood today?
d) What are the most important messages we should convey?

5) In your opinion, what is the best way for the Task Force and later the Board to build trust, particularly with people who were very unhappy about Lakewood Hospital closing?

6) What are the most important things for the Task Force to keep in mind as we go through the planning process?

7) In your opinion who is a good spokesperson for [name of Population/Issue group]?

8) Is there anything on this topic you'd like to say that you haven't had a chance to say?

Thank.

Additional comments from interviewee/panel
Please follow up with a brief hand written note thanking interviewees for their time and help.

Notes/observations from interviewer
PROTOCOL FOR INTERVIEWS/PANELS

Here is the protocol for the interviews/panels that the Community Engagement Subcommittee agreed to.

We’re all in this together
This isn’t going to work if we all don’t do things the same way, or if we don’t meet the deadlines.

Timeline
July 21, 2017 — Start date
September 14, 2017 — End of interviews/panels
September 21, 2017 — Deadline for submitting interview/panel summaries (please don’t leave them all to the end — the time to write the report is really short and it will be easier if they come in as you do them)
Week of October 9, 2017 — Distribution of draft report and subcommittee meeting to discuss revisions
October 19, 2017 — Report-out to task force

Scheduling
The interviewer will decide whether a population/issue group should be handled as individual interviews, a panel, or both.

The interviewer will schedule interviews/panels based on his/her availability, but since all interview summaries must be submitted by September 21, interviews should be completed by September 14.

An email template for contacting people has been sent to you.

If you can’t schedule everyone on the list within a population/issue group, get a minimum of two to three people on the list (either through individual interviews or a panel). Try for as broad of a representation as possible.

You’ll probably want to schedule an interview for 30 minutes and a panel for one hour. That time allocation will only work, though, if you’re adept at getting quickly through opening niceties and keeping people on track. If you think you might be short on time, add a little time to the interview/panel (e.g., 45 minutes for an interview, 1 ¼ hours for a panel).

Note taking/Summaries
A form was sent out for you to use to record your notes from interviews/panels.

No need to get every word down. Just capture the main points.

It will make things a lot easier if you get the summary out to us soon after the interview/panel.
If you run into any problems, please let Phil know right away.

Responses to each question can be easily located and added into the overall summary.

Mel, Dan, Martha, Brittan, Randy and Shannon. We need you to use the form so that
Using the interview/panel form, please type your notes and send them to Phil so with copies to
you want the report writer to be aware of
and responses. You may want to use the same place to record your observations or something
might have. There's a place at the bottom of the notes form where you can record questions
If you have time left at the end of the interview/panel, feel free to ask any other questions you
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**References**

- John Doe
- Jane Smith
- Mary Johnson

**Emergency Contact Person**

- Name: John Smith
- Relationship: Father
- Phone Number: 555-123-4567

**Employment History**

- Company: XYZ Corporation
  - Position: Senior Manager
  - Dates: 2008-2012
  - Responsibilities:
    - Managed a team of 20 employees
    - Led the development of new products

- Company: ABC Industries
  - Position: Project Manager
  - Responsibilities:
    - Coordinated projects with various stakeholders
    - Oversaw the completion of 5 major projects

**Education**

- Bachelor of Science in Computer Science, University of XYZ
  - Graduation Date: 2005
  - GPA: 3.7
- Master of Business Administration, University of ABC
  - Graduation Date: 2008
  - GPA: 3.9

**Certifications**

- Certified Project Manager (CCPM)
- Lean Six Sigma Black Belt (LSSBB)
- Microsoft Certified Solutions Expert (MCSE)

**Languages**

- Fluent in English
- Proficient in Spanish

**Skills**

- Microsoft Office Suite
- Adobe Creative Suite
- Data Analysis

**Hobbies**

- Reading
- Hiking
- Cycling

**Emergency Contact Numbers**

- Home: 555-123-4567
- Work: 555-678-9012
- Cell: 555-987-6543

**Additional Information**

- Available for Immediate Hire
- Willing to relocate
- Open to working remotely

**References Available Upon Request**
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<thead>
<tr>
<th>Name</th>
<th>Title</th>
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<tr>
<td>John Doe</td>
<td>President</td>
<td>New York</td>
<td>123-456-7890</td>
<td><a href="mailto:john.doe@example.com">john.doe@example.com</a></td>
</tr>
<tr>
<td>Jane Smith</td>
<td>Vice President</td>
<td>Los Angeles</td>
<td>987-654-3210</td>
<td><a href="mailto:jane.smith@example.com">jane.smith@example.com</a></td>
</tr>
<tr>
<td>Mike Johnson</td>
<td>Executive Director</td>
<td>Chicago</td>
<td>456-789-0123</td>
<td><a href="mailto:mike.johnson@example.com">mike.johnson@example.com</a></td>
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**OCTOBER**

- Board Meeting
- Annual Report

**NOVEMBER**

- Quarterly Review
- Staff Training

**DECEMBER**

- Year-end Report
- Holiday Party