

Foundation Planning Task Force Agenda
Monday, July 31
6:00 pm – 7:30 pm
Lakewood City Hall-Auditorium

Agenda Item	Lead	Discussion	Outcomes/Action Items
Welcome 6:00-6:05	Chair		
Approval of Minutes 6-27-17 6:05-6:10	Chair		
Updates from Community Engagement Subcommittee 6:10-6:30	Phyllis and CE subcommittee		
Next steps Check-in, are we on track? 6:30-6:50	Randy		

		Chair	Prep for Dr. Hekman and Dr. Welsh 6:50-7:00
		Chair	Future Presentations to Task Force Who else do we need to hear from? 7:00-7:10
			Review next meeting agenda 7:10-7:20
			Public Comment 7:20-7:30

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?

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- 3) In your opinion, what are the greatest health and wellness challenges in Lakewood today?
- a) Are any of those challenges going unmet? If yes, what are the gaps and what gap is the most important to focus on?
- 4) We want to be able to engage as much of the community as possible in the discussion about developing the Foundation.
- a) What are the most important population or special interest groups that we should be in touch with?
- b) What are the best ways to get people engaged in the process of developing the Foundation?
- c) What are the best methods or tools to use to communicate with these people?

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

Notes/ observations from interviewer

Please follow up with a brief hand written note thanking interviewees for their time and help.

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 have time left at the end of the interview/panel, feel free to ask any other questions you might have. There's a place at the bottom of the notes form where you can record questions and responses. You may want to use the same place to record your observations or something you want the report writer to be aware of.

Using the interview/panel form, please type your notes and send them to Phyllis with copies to Mike, Dan, Martha, Brittany, Randy and Shannon. We need you to use the form so that responses to each question can be easily located and added into the overall summary.

If you run into any problems, please let Phyllis know right away.

