**Exhibit B**

**Quarterly Partner Engagement Summary**

**Document engagement with the Steering Committee and other community partners in the CHA & CHIP process. Include meeting date(s), time(s) and location(s), Provider and Department staff, Community Partner representative name, organization and sector represented at each meeting that took place during the quarter. Include a summary of the meeting discussion and action items resulting from the meeting.**

**Meeting 1**

|  |  |
| --- | --- |
| **Meeting date, time and location** | *e.g. September 15, 2023, 9-10am, DOH-Kelton facility* |
| **Provider staff in attendance** | *e.g. staff name 1, staff name 2* |
| **Department staff in attendance** | *e.g. staff name 1, staff name 2* |
| **Partners in attendance, including name, their organization, and what sector they represent** | *e.g. Jane Smith, ABC organization, representing transportation**e.g. John Doe, ABC organization, representing housing* |
| **Meeting summary** | *e.g. In this meeting we discussed upcoming focus groups, including a plan for recruitment. Partners decided to pursue the first option presented by the Provider. Partners also discussed….DOH presented….Provider presented…* |
| **Action items resulting from the meeting** | *e.g. 1. The Provider will be email focus group invitations to partners. 2. The provider will develop and post recruitment information online.* |

**Summarize partner engagement efforts by describing steps taken to engage partners on specific elements of the CHA and CHIP process. Identify any barriers encountered in the process**

|  |  |  |
| --- | --- | --- |
|  | **Indicate status: not started, in progress, or completed.** | **Progress Summary:** **Summarize activities for the quarter and include any barriers encountered** |
| **Community Assessments** | *e.g. In progress* | *e.g. This month partners were engaged through the Steering Committee meetings describe above. In addition, partners were engaged by emailing invitations for the upcoming focus groups. Barriers encountered were….* |
| **CHIP Development** | *e.g. Not started*  | *e.g. Not started as this process occurs once the CHA is complete* |