**Exhibit D**

**Meeting Summary Report**

**Document the community members and partners present, DOH staff and Provider staff present, data shared, process for reviewing, discussing and ranking health priorities, and the final ranking of health priorities from the community prioritization meeting. This should resemble a written report that will be inserted into the final CHA Report. Must be a professional document for public audiences of print quality.**

**Examples of previous meetings summaries can be found within the Florida Department of Health in Hillsborough County’s 2019 Community Health Assessment, Appendix G, accessible here:** <https://hillsborough.floridahealth.gov/programs-and-services/community-health-planning-statistics/status-reports/_documents/hillsborough-cha-updated-07-2021.pdf>

**The report should also reflect the following criteria:**

**Measure 1.3.1 A: Analyze data and draw public health conclusions.**

1. **Data from multiple sources analyzed with findings shared. Each example must include:**
* At least some data specific to the population served by the health department.
* At least two (2) data sources per example. At least one (1) example will include qualitative data.
* The analytic process used.
* Conclusions drawn from data analysis
* Engagement with external stakeholders about findings.
* One example must include the health department’s governing entity or advisory board.