PRE-READS – *Supplemental information provided in advance of weekly meeting as prep for discussion*	
1.	Sample Steering Committee Parameters & Role Description
2.	Sample Talking Points & FAQ

TIME	DESCRIPTION	LENGTH
Start at 2:04 pm	Welcome / Announcements *-Facilitator welcomes group*	*1 minutes*
2:05 pm – 2:14 pm	Steering Committee 　• General Parameters 　• Role Descriptions 　• Meeting Schedule 　• Recruitment *-Discussion around steering committee commitment and roles.* *-Facilitator reviews time commitment and emphasizes the role of steering committee – to provide advice, ensure outputs and project outcomes.* *-Facilitator provided pre-reads for Task Force to review commitment for Steering Committee* *-Additional member volunteered to serve on Steering Committee*	*9 minutes*
2:14 pm – 2:27 pm	Messaging 　• Talking Points 　• FAQ Sheet 　• Report out to Community *-Facilitator emphasizes the need for clear messaging around work of ECI Task Force* *City Staff informs Task Force that of the site where they can access data information.*	*13 Minutes*
2:27 pm – 2:58 pm	ECITF Weekly Meetings Format 　• Establish Guiding Principles *-Discussion to establish 'ground rules' on reaching consensus. Emerging themes were Community Informed Evidence /*	*31 minutes*

	Coordinating recommendations with existing work / Focusing on themes identified in previous ECITF meetings.	

2:58 pm – 3:45 pm	Project Timeline
	    • Identify Project Priorities
	    • Establish Impact Pathways
	
	-Facilitator shared a process timeline slide illustrating how ECI recommendations will align to the Mayor's budget timeline.
	-ECITF was asked to refine/prioritize problems, targets, levers, and outcomes of the project
		47 minutes

3:45 pm – 3:57pm	Recap & Next Steps *-Facilitator to complete desk review of background literature and present summary of problem, target, lever and outcome decisions ECITF has made to date.* *- Discussion around Op-ed piece. Op-ed piece has been completed and approved by Task Force. Discussion around timing for release to different communities represented in the group.*	*12 minutes*
4:00 pm	Adjourn	

Links Shared:
- [COVID-19 data dashboard by race/ethnicity - King County](#)
- [COVID-19 data dashboard - King County](#)
- [Washington Environmental Health Disparities Map :: Washington State Department of Health](#)

PowerPoint Slide:

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