

# Session 2: Sample Meeting Agenda for Resource Analysis and Final Issue Prioritization

Agenda Items	Facilitator Notes
Overview	Review where you are in the overall EBPP process and explain that the goal for today is to review the data regarding available resources related to your preliminary issue areas, and use that data to narrow down your focus to 1-3 priority issues.
Review of Priority Areas	Review the priority areas and the related indicator data briefly as a refresher from the last meeting.
Resource Review for each Priority Area	<p>Go through each priority area and discuss the available resources, using the <a href="#">Resource Review Question Guide</a>. Group members can use the <a href="#">Resource Analysis Handout</a> Chart tool to take notes.</p> <p>Following the discussion for each priority area, ask: "Is there a significant gap in resources for this priority area?" If so, document the gap and any relevant details, such as if the gap exists for a specific population or geographic area.</p> <p>You may choose to do a gallery walk format for this process.</p>
Overview of Resource Data	<p>Taken as a whole look at the priority areas and resources and discuss. Consider these questions when discussing:</p> <ol style="list-style-type: none"> <li>1. Is there an apparent gap in one or more priority areas?</li> <li>2. Are there disparities in how resources are distributed? Are resources distributed based on the need?</li> <li>3. Are adequate resources available, but being underutilized?</li> <li>4. What policies or practices might facilitate improved resource assessment and allocation in the future?</li> <li>5. Is there or could there be overlap in resource utilization to address multiple priority areas at once?</li> <li>6. Which of these problems do we think we can address most effectively, given our resources (people, expertise, funding, time)?</li> </ol>
Readiness Assessment	<p>Use the <a href="#">Community Readiness Assessment</a> tool to determine your community's readiness level for each priority area.</p> <p>Note: You may wish to have a subcommittee conduct a readiness assessment of the community if you do not already have this information and present the results to the group here. Resources for this assessment are referenced in the Tool.</p>
Final Decision	<p>Facilitate a decision-making process (voting or consensus) with the group to select the final 1-3 priority areas. It is not recommended that the group select more than three unless significant resources for creating change are available for all areas selected.</p> <p>Document the Priority Areas along with identified indicator data (which will help you identify how you will evaluate your change efforts).</p>
Closing	Review the process and decisions you accomplished today and celebrate your progress!