DETROIT HEALTH DEPARTMENT

3245 E Jefferson Ave

Detroit, Mi 48207

May 17, 2017

Name/Title

Address

City/State/Zip

Dear (Mr., Ms., Mrs. Name):

As Director of the City of Detroit Health Department, I am pleased to invite you to serve as a member of our community health assessment Steering Committee. The goal of the community health assessment is to identify the priority health needs and issues of our Detroit residents through a collaborative and systematic data collection and analysis process. The role of the Steering Committee is to serve as a representative for our community and the local public health system and to work with Detroit Health Department staff to guide and oversee the community health assessment process. We know that no single entity or agency can make a community healthy, so we are delighted to work with you towards a shared goal of assessing and improving health for Detroiters.

Our community health assessment process is expected to begin with our first Steering Committee meeting in June 2017 and be completed in September 2018. During this time, as a Steering Committee member, we ask that you commit to participating in all monthly in-person meetings as determined by the Steering Committee and planned around schedules. If you are unable to serve on the Steering Committee, but are still interested in having your organization be represented, we would appreciate it if you could send us the name, title, and email address of your designee. We ask that your designee be someone in a senior leadership position within your organization or who is otherwise authorized to represent the organization.

We would be honored to have you serve on the Steering Committee. Please consider our invitation, and email Gadah Sharif, Program Associate, at [Sharifg@detroitmi.gov](mailto:Sharifg@detroitmi.gov) with your decision no later than Monday, May 29th 2017. If you decide to participate, please fill out this doodle poll by May 29th (<https://doodle.com/poll/ekaagznr7v25gfn4>) indicating your availability for our first meeting, which will be held in mid to late June.

If you have questions or concerns, please contact Eric Kessell, Director of Policy and Planning, at [kesselle@detroitmi.gov](mailto:kesselle@detroitmi.gov) and Kim Rustem, Senior Policy Advisor to the Director, at [rustemk@detroitmi.gov](mailto:rustemk@detroitmi.gov).

Thank you for your time and we look forward to hearing back from you.

Sincerely,

Dr. Joneigh Khaldun

Executive Director and Health Officer

Detroit Health Department