

Conducting a Needs Assessment for the Shelter Island Community “Our Process”

Phase 1: Preliminary Tasks:

- A. Setting up our new town committee w/ Meg Larsen as our town liaison..... DONE
- B. Identifying “outside help” w/expertise in community needs assessment (John Byron)..... DONE
- C. Identifying “primary stakeholders” and assigning them for interviews..... DONE
- D. Developing the interview questions to be asked..... DONE
- E. Fine tuning those interview questions and tailing them to specific individuals..... DONE

Phase 2: Conducting Primary Stakeholder Interviews: (Spring 2025)

- A. Each committee member was initially assigned 2-3 different individuals to be interviewed during the initial phase. These individuals included mostly community leaders in both the public & private sectors of the Shelter Island Community..... DONE
- B. “Secondary” interviews are also being explored, identifying other people who reside in the community that will help us identify specific concerns that they have, which will allow the committee to gather qualitative information about the opinions, experiences, and perspectives on community issues..... MAY/JUNE 2025
- C. Focus Groups: (TBD): This is a research method where groups of people, carefully selected to represent different segments of a town population, are brought together in small groups to discuss specific concerns, allowing the H&WC members to gather additional information and feedback necessary to develop their plan to target:
 - 1. Physical Health & Access to Care
 - 2. Social Well-Being
 - 3. Safety & Environment
 - 4. Economic Stability
 - 5. Mental Health & Well-Being
 - 6. Community Engagement & Leadership

Possible Considerations for Focus Groups: (Target Dates: June/July 2025)

- 1. Elderly &/or those suffering from Physically &/or Emotionally Impairments
- 2. Parents w/ Young Children
- 3. Hispanic Workers w/ Limited English (Binder Pools, Liberty/Walter Richards, etc)
Note: need a couple of people who assist with these groups that are bi-lingual
(ie: Bianca/Assessor’s Office or Terry Piccozzi (retired from SI Schools), etc.)
- 4. Gay Community
- 5. School Age Children (need the endorsement of Dr. Doelger)
- 6. Other(s)

Phase 3: Other Means of Gathering Data: (Summer 2025)

- A. Suffolk County Community Health Assessment and Improvement Plan (Bonnie)
- B. Shelter Island Comprehensive Plan (Meg)
- C. Social Media strategies (to be discussed further)
- D. Mailings/Surveys (needs further discussion)
- E. Neighborhood Association Summer Meetings
- F. Use of other Community Groups
- G. Other(s)

Phase 4: Gathering of Data: (Fall 2025, NLT Mid-November)

This part of the process will take some time to interrupt but John should be a valuable person in helping the committee with gathering, identifying and qualifying this data.

Phase 5: Developing a Plan: (late November, December, & early January 2026)

Phase 6: Implementation of the Plan: (late January, February, & March) w/ Town Board Approval