

# Supplemental Budget Request

**Council**

Suppl ID # 4622    **Fund** 345    **Cost Center** 345200    **Originator:** Dana Brown-Davis

Year 2    2024    Add'l FTE     Priority    1

**Name of Request: Meeting Facilitation Consultant for IPRTF and JPOP**

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**Department Head Signature (Required on Hard Copy Submission) Date**

<i>Costs:</i>	<b>Object</b>	<b>Object Description</b>	<b>Amount Requested</b>
	6630	Professional Services	\$100,000
	<b>Request Total</b>		<b>\$100,000</b>

**1a. Description of request:**

The Task Force will contract with a meeting facilitator to guide the IPRTF in producing outcomes and recommendations as required by Ordinance 2023-039, including the formation and facilitation of the Justice Project Oversight and Planning (JPOP) Committee, which is Project 1 of the Justice Project Implementation Plan. Both the IPRTF and the new JPOP Committee are tasked with overseeing the Executive Branch in carrying out the Justice Project Implementation Plan. The main objectives for the consultant team are:

1. Seat the JPOP Committee, including onboarding and orienting new members and establishing meeting schedules, policies, mission, and bylaws.
  
2. Attend meetings of and liaise among the IPRTF, JPOP Committee, IPRTF Steering Committee, and Justice Project Planning Team, to include regular updates on the JPOP Committee's work product and to provide guidance and direction as needed. The contractor will also facilitate the IPRTF meetings to assist with the transition to new IPRTF leadership. The goal of successful meeting facilitation for the IPRTF and the JPOP Committee is to guide the meeting process so that it stays on course, ensures active, equitable participation, and reaches the agreed-upon meeting objectives.
  
3. The contractor will provide all administrative and technical support to the JPOP Committee, including agenda preparation and meeting follow up, scheduling, and in-meeting facilitation to provide efficient meeting outcomes.
  
4. Author annual reports, including the two annual reports required by WCC 2.46 and the JPOP Committee's annual report supplement as required by Ordinance 2023-039.
  
5. Identify a set of milestones for each Implementation Plan Project, create a format for reporting progress to the public via the IPRTF website. Keep that project tracking updated throughout the term of the contract.
  
6. Other items that may be assigned, such as attending other meetings and giving presentations on the work of the IPRTF and/or JPOP Committee or assisting the Health Department and JPOP Committee in drafting a section of the Community Health Assessment on a public health and safety component, as required by Ordinance 2023-039.

**1b. Primary customers:**

1. County residents, who approved Prop 4, authorizing a sales and use tax for costs associated with a new County jail, behavioral health, withdrawal management services, supportive housing, public safety, and other criminal justice facilities and services. This ballot measure was adopted by Council via the ordinance that also included the Justice Project Implementation Plan, which identifies 15 action items that will move forward the goals of Prop 4.

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2. Members of the IPRTF and JPOP Committee, who have been tasked with carrying out the requirements of Ordinance 2023-039 and the Justice Project Implementation Plan and who will benefit from an organized and efficient structure for Implementation Plan oversight and planning.

3. Implementation Plan project leaders and managers, by providing one point of contact to the IPRTF and JPOP Committee and who will also benefit from an organized and efficient structure for the oversight and planning of their projects.

### **2. Problem to be solved:**

Council's adoption of Ordinance 2023-039, including the Justice Project Implementation Plan, and the community's approval of Prop 4 to authorize a sales and use tax creates a significant new multi-year, multi-project responsibility for the County to accomplish. Oversight for all the Implementation Plan projects falls on the IPRTF and the new JPOP Committee. The IPRTF and JPOP Committee are also tasked with assisting the Executive Branch in planning efforts for each of the Implementation Plan's 15 projects. The Council Office, which is responsible for providing staffing to the IPRTF and the JPOP Committee do not have the staff currently to provide for the additional scope of responsibilities and goals assigned to the IPRTF and JPOP Committee. To achieve these goals, a professional meeting facilitator is needed to:

- Use the jail fund tax dollars effectively, the County must make sure the IPRTF and JPOP Committee function most efficiently in these new roles. The IPRTF does not currently have any technical support for meeting facilitation. This lack of technical support for facilitating meetings that include 30 IPRTF members and at least 20 JPOP Committee members can put meetings at risk of becoming disorganized and unproductive, straying from meeting goals, and not providing opportunities for all voices and perspectives to be heard.

Facilitation has in the past only been provided by IPRTF co-chairs, positions that are not expected or required to have professional facilitation expertise. Professional facilitation services to assist the IPRTF co-chairs and the JPOP Committee during this new era in the IPRTF's leadership and scope of responsibility would ensure that meetings and outcomes will stay on course, that there is active and equitable participation by all members and voices, and that the IPRTF and JPOP Committee reach agreed-upon meeting objectives most efficiently.

- Be accountable to the public who voted for Prop 4, the facilitator would also identify a set of milestones for each Implementation Plan Project, create a format for reporting progress to the public via the IPRTF website. Keep that project tracking updated throughout the term of the contract.

- Include a variety of voices and perspectives, the facilitator will assist the IPRTF and Council to identify and recruit potential JPOP Committee members that will include a balanced membership, ensuring fair representation of BIPOC communities, service providers, and people with lived experience.

### **3a. Options / Advantages:**

Planning for and overseeing the projects in the Implementation Plan, which is a new and additional scope of responsibility for the IPRTF and includes a new subcommittee, will take several years. The alternative to hiring a professional consultant is to hire new staff with specific facilitator experience in the Council Office. The Justice Project Planning Team determined that the better option would be to contract for this service.

### **3b. Cost savings:**

The additional service request is to fund a new scope of responsibility for the IPRTF, mandated by the adoption of Ordinance 2023-039 and the approval of Prop 4.

### **4a. Outcomes:**

Outcomes include:

- A successful launch of the JPOP Committee, with documented goals, expectations, charter, bylaws, and outcomes for the committee.
- Staff support for the JPOP Committee.
- Regular reporting of the JPOP progress to the IPRTF and other stakeholders of the Justice Project.

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Ordinance 2023-039 mandates annual reporting on the progress of the JPOP Committee, due by June 30 every year.

- Website content, including project tracking, to inform the public of the County's progress on the Implementation Plan

### **4b. Measures:**

Outcomes will be defined and monitored through the facilitator contract.

### **5a. Other Departments/Agencies:**

Several County departments are identified lead agencies for specific Implementation Plan project. It is anticipated that staff in the County Executive's Office will be the main project manager and primary contact for the facilitator.

### **5b. Name the person in charge of implementation and what they are responsible for:**

Councilmember Barry Buchanan, in consultation with the Justice Project Planning Team and with assistance from the Council Clerk and Council Office Legislative Coordinator Jill Nixon, will be the person in charge of implementation and monitoring of the facilitator contract.

### **6. Funding Source:**

New Jail Project Budget Fund 345.