04/24/19 - Facilitator Agenda v1.2

**“Any Town” Community Conversation About Housing**

**Goal for Attendees**

Content Goals: Broaden shared understanding of who lives and works in \_\_\_\_ and how the current housing situation affects the community

Identify priorities, values and principles that can guide the City’s upcoming planning efforts

Build community capacity to have inclusive and informed dialogue about housing

Experiential Goals: Build feelings of trust and positivity, helping the community to come together around a shared sense of possibility for the future

Repair relationships that may have suffered during past policy debates around housing

Connect community members with a broader range of their fellow residents, particularly those whose perspectives and life experiences may have been underrepresented in past conversations about housing

**Goals for City**

Create a climate for inclusive and informed dialogue that generates useful input:

* + - * Increase trust between residents, stakeholders and the City
      * Build shared understanding about the way housing is affecting the entire community
      * Broaden participation, reaching new audiences and those who have not traditionally participated in conversations about housing
      * Bridge divides, helping those with positions on housing to find common ground

**Logistics**

Timing: Meeting Date

* Doors open at 9:00 a.m. for breakfast and mingling
* Table in lobby to have information about upcoming community events and community services
* Main discussion 9:30 a.m. to 11:30am

Location:

Participants: Broad cross section of \_\_\_\_\_\_ residents (100-120 community participants seated at tables of 8-9 people, one of whom is a neutral, volunteer table facilitator from PCRC/H4A); high priority has been placed on recruiting people who will provide a more representative mix of the City’s population – e.g., including parts of the community that have been less involved in past conversations.

Sign in process: Greeters, name tags, Sharpies, table assignments, board/mapping activity

Child Care: TBD

Food: Healthy breakfast

Facilitation: Volunteer table facilitators recruited by PCRC; Home for All (H4A) and Common Knowledge (CK) to help facilitate

Handouts: City prints; H4A provides folders and brochures

Room set-up: Done evening before, Scott will set up at 5pm on 4/26 to get tables and quick test of projector, sound equip, etc.

AV: Projector; sound system supports two mics (at least one handheld, preferably both handheld)

Translation services: TBD; Spanish-speaking City staff member helps provide warm welcome

Directional signage: City or H4A to provide A frames for directional signs

Table Assignments: City develops table assignments with help from CK; numbers provided at each table

Invitation/Eventbrite: City sends invitations, monitors Eventbrite, prints final RSVP list

**City Team:**

* City will have 3-4 people able to provide warm greeting and manage check in and drop ins
* Welcome/closing statement:
* City lead (delivers presentations #1 and #2):
* Bilingual co-lead (provides warm welcome and thank you):
* Listeners: Mayor/vice mayor/council members, planning commissioners, supervisors, others

**Home for All**

**Facilitation Team**

**Interpretation Team**

* Lead interpreter
* Bilingual table facilitators from PCRC

**Participant Packet:**  Participant agenda

Background information about housing, who lives and works in City

Participant input sheet and feedback form

Home for All brochure

**Meeting Agenda**

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| **Time** | **Item** | **Responsible** |
| 8:30 am | Room set-up; Info tables set up, if needed. Food arrives by 9:15 am | City staff |
| 8:45 am | Table facilitators start arriving; gather for briefing no later than 9:00. | All table facilitators |
| 9:00 am | Doors open; greeters use RSVP list and also welcome walk-ins. Attendees with children will be shown to childcare area  Begin Activity: People encouraged to put dot where they live/work on a map of the City, share what they value about *Town Name* on two boards (mounted on wall or easel) in area near food  Table facilitators at their tables greet attendees one by one as they flow in; encourage people to sit next to someone they do not know. Chat informally (“soft start”).  Council and City staff greeting people. | City Greeters |
| 9:30 am | City lead and bilingual co-lead welcomes everyone and acknowledges outreach process to invite more of the community (thank partners); introduces H4A Lead facilitator  Home for All facilitator introduces Spanish language interpreter and invites people to do introductions at tables.  Table facilitators lead brief “go round” table introductions:  • What is your name and how long have you lived and/or worked in *Town Name*? (If they don’t live or work in *Town Name*, ask about their connection to the city) | City staff |
| 9:50 am | Mayor/City Manager provides warm welcome   * Briefly explain City’s purpose: We want to bring the community together and to think about how we can shape our shared future. * Explains how today’s format is a different kind of community conversation -- Council, planning Commissioners, Developer and others will be **listeners**. * How input from today’s meeting will be used – to shape future decisions about Town Name’s future * Introduce Home for All | Mayor/City Manager |
| 10:00 am | Brief intro about H4A;   * Goal of this SMC supported initiative * Who is involved in H4A * Why and how we are working with *Town Name* * No connection to the specific projects or developers   Lead Facilitator asks for “roll call” of who is in the room – who works and lives here, goes to school here, business owner, etc.  Lead facilitator reviews meeting purpose and agenda; shares conversation guidelines (*copy of guidelines located on each table):*   * Speak from your own experience * Listen to understand each other * Respect differences; be curious * Let everyone participate * Your questions are valuable   Lead facilitator sets up listening-oriented icebreaker at tables. As needed, table facilitators help people find someone to pair up with (hopefully new); they take :90 each to share:   * **What brought you to this community conversation?** * **What do you hope to hear, learn, share?**   Lead facilitator asks for a few “popcorn” comments (time permitting)  Lead facilitator calls City lead back for presentation | Home for All  Lead Facilitator |
| 10:30 am | Slide presentation #1   * Regional Context * Basics about *Town Name*:   + Who lives in *Town Name*? (Total population, ages, number of families, education level, number of schools/students, etc.)   + Who works in *Town Name* (incomes, major employers, employment rate, etc.)   + Community conditions (Mix of housing types, cost of housing, etc.)   + Other issues impacting housing (traffic, parking, education, etc.) * Share what City has heard from residents about their experiences with housing | City co-lead |
| 10:40 am | **Set up Table discussion #1:**  Lead facilitator reminds participants to jot down thoughts in their worksheets, if they’d like. Please put your table number on the top. Table facilitators lead discussion:  Reflecting on the information we just looked at and your own experiences…   1. **How does the issue of housing affect you and the people you know in *Town Name*?** 2. **As we think about *Town Name*’s future, what kind of community do you want to live in? Why is that important to you?**  * **What hopes do you have?** * **What concerns are coming up for you?**   Table facilitator (or partner) captures themes on 11x17 sheet. Prepare for VERY short report out of top themes across both questions, no more than a minute (aim for :45). | Lead facilitator  Table facilitators |
| 11:00 am | Brief “themes” report from tables (:45 each) | Lead facilitator & table facilitators |
| 10:45 am | Slide presentation #2   * Brief overview of values or principles guiding the City’s work * How can *Town Name* work together to address the community’s housing needs and to plan for the future? * Review range of options to address housing using local examples * Highlight work of partners and examples of community collaboration | City co-lead |
| 11:00 am | **Conduct Table Discussion #2**  Lead facilitator turns the meeting back to table facilitators:  Discussion questions:   1. ***Which of these housing options seems promising based on our community’s needs?*** 2. ***Are any concerns coming up for you?*** 3. ***What other housing ideas do you have that can help our community thrive?***   Capture notes for this section on new 11x17 sheet. *Remind people they can also share thoughts on their personal input sheet.*  *Because people are in learning mode, there is no report out for this section. Instead, the input gets captured and reported out before the next meeting and shapes that discussion.* | Lead facilitator  Table facilitators |
| 11:25 am | Next steps   * A report to the community about what was shared will be sent out next week * City will be updating website with information people requested * Another community conversation on May 18 will build on themes and issues raised in this meeting * People asked to stay engaged, help reach out to others, suggest what other information is needed on the website, come to the next meeting, etc. * Mayor/City Manager/Council say thank you | City co-lead, Mayor |
| 11:30 am | Set up table closing and encourage people to fill out feedback forms. Ask participants in final go round for “one to three words”  Promote 5/18 meeting, encourage folks to attend | Lead/Table facilitators |
| 11:30 am | Official event ends; people invited to talk to staff with more detailed questions | City staff |
| 11:45 am | Facilitator debrief (up to 12:30pm) | All facilitators |
| 12:30 pm | Finish clean up; all leave the building | TBD |