

Preliminary Proposal for Facilitation of Teton County Wyoming Public Lands Initiative Advisory Committee

For: Teton County Board of Commissioners

By: Ruckelshaus Institute of Environment & Natural Resources, University of Wyoming

The Ruckelshaus Institute proposes to facilitate the Teton County WPLI Advisory Committee. In doing so, the Institute will plan, coordinate, facilitate, and summarize ongoing Advisory Committee meetings. Tasks include: (1) preparing each meeting; (2) managing the group's agenda; (3) keeping a visible record of the meeting; (4) helping the group stay on task and on process; (5) balancing discussion; (6) managing information generated by group members and technical resource people during the meetings; (7) helping members reach consensus; (8) recording and disseminating meeting notes; (9) serving as a clearinghouse for reports, presentations, and other information; and (10) managing between-meeting communications.

Under this proposal, personnel from the Ruckelshaus Institute assigned to this project include Steve Smutko and Jessica Clement (vita attached). We may also include the services of a private sector facilitator, Deb Kleinman of Lupine Collaborative, inc. We will hire one University of Wyoming student (either a graduate student or an upper-level undergraduate) to coordinate logistics, edit and distribute meeting notes, maintain a dedicated web page, and take notes at Advisory Committee meetings.

We have received a grant from the Pew Charitable Trusts (Pew) and The Wilderness Society (TWS) to offset the costs of facilitating WPLI advisory committees in four Wyoming counties including Teton County. Teton County may choose to apply those grant funds to our work in Teton County.

Below is an estimate of our total costs for providing facilitation services for the Teton County WPLI Advisory Committee. Application of the Pew and TWS grants will offset those costs for six meetings of the advisory committee. Costs to Teton County for facilitation of additional meetings by the Ruckelshaus Institute are negotiable, and may include funding by Pew and TWS.

Estimated Meeting Facilitation Cost for Teton County WPLI Advisory Committee Meetings

Cost per Meeting

Item		Teton
Personnel		3,129.37
Travel		1,340.00
Total		4,469.37
University Overhead	20%	893.87
Total		5,363.24

Six meetings **32,179.44**

Notes and assumptions:

- Assumes 1 facilitator and one note taker (student) per meeting.

- Labor cost calculated per 8 hour meeting. Assumes 3 hours prep, 3 hours follow up, 8 hours facilitation and 1 hour each set up and take down.
- Between meeting activities include coordinating agendas with commissioners, conference calls, etc.
- Student labor includes logistical planning and organizing, preparation of meeting summaries, between meeting communications, and information dissemination.
- Does not include meeting facility rental, refreshments, or supplies.
- Lodging and per diem rate based on standard GSA rates per location. Assume two nights lodging per meeting.
- Per Diem: 1 day of, 2 travel days @ 75% per diem rate.
- Mileage: IRS rate per location (will rent car if cheaper)
- Total cost assumes six full-day meetings per year per location
- University overhead is calculated at 20%. Actual overhead rate will be negotiated with the University of Wyoming.

A Note About Funding and Neutrality

Facilitation services provided by the Ruckelshaus Institute are not usually free. We must cover travel expenses and time for staff and students not paid through state funds. Some of our operational expenses are covered through an endowment provided by the Spicer family of Rock Springs. We also receive funding from foundations, state and federal agencies, and private companies. In this case, the Pew Charitable Trusts and The Wilderness Society have provided funds to the University for our services with WPLI advisory committees. This may bring to question our neutrality when we are being paid by an organization that has an interest in the issue being decided by the group we are facilitating. It is usually the case that we are paid by one entity among the many at the table. Usually, the convening organization pays our expenses. Regardless of our funding source, we operate by standards and practices that ensure impartiality that is codified in the Ruckelshaus Institute's Collaborative Solutions Code of Conduct on all projects (see attachment).

Ruckelshaus Institute Collaborative Solutions Code of Conduct

Dear Participants,

We are nonpartisan and committed to fairly serving all individuals, organizations and agencies working to shape outcomes within and between their organizations.

Even though _____ is paying our fee for this work, our responsibility is to all participants in your shared meeting on _____. We actively strive to be equally and appropriately attentive to all parties at the table.

We understand our role as facilitators is most valuable to all parties when we do not advocate for any particular interest or outcome and we strive to be free from favoritism or bias by word or action.

Our code of conduct emphasizes the voluntary nature of engagement in the processes we facilitate, the self-determination of parties, our impartiality as a third party neutrals, our treatment of conflicts of interest (disclosure), how we handle any questions of our competence in this field, the confidentiality of what we hear, the quality of the process, the disclosure of who is pays our fees, and our obligations to the process. Regardless of who pays for our work, our responsibility is to all participants and to the integrity and fairness of the process itself.

Competencies for each facilitator include:

- **Impartiality:** we are impartial about the subjects for which we are serving as facilitators.
- Allowing participants to own the process and topics as much as possible, balancing that need with the deliberative goals of the process.
- **Group efficiency:** we use authentic methods to keep the meeting on track in terms of time and subject matter.
- **Attentiveness:** we pay simultaneous attention to the substance, process, and relationships present at the table.
- **Modeling:** we practice modeling and encouraging collaborative attitudes and skills.
- **Confined Expertise:** our focus is entirely on process. We will not take on an “expert” role with the subject.
- **Focus on Interests:** we help participants identify the values and underlying interests that motivate their perspectives.
- **Mutual Education:** we help participants develop mutual understanding and consider a broad range of views.
- **Conflict Management and Resolution:** we help participants identify and work through key tensions within and between their perspectives.
- **Balance:** We help the group manage a range of deliberative tensions, seeking their own practical balance between idealism and realism, complexity and simplicity, depth and breadth, etc.

Please feel free to call or write with any questions or needs you may have regarding this code of ethics. We are looking forward to be of service to you in _____.