

South Portland Police Services Review Working Group

Facilitator Duties

November 12, 2020

This is a direct excerpt from the Scope of Services section of the RFQ #12-21 and is included in the contract between the City and the Facilitator.

The Facilitator will work in consultation with the City and the Working Group to structure a process that is designed help the Working Group meet the City Councils charge. Specifics around the process include:

- The Facilitator is expected to prepare for and attend all Working Group meetings in carrying out their responsibilities until the successful completion of the scope of work. The Working Group has not yet determined how often and for how long it will need to meet. Initial discussions indicate meetings will occur at least twice per month, but could be more than that, and will last for approximately two hours each during early evening hours (e.g., 6:30 pm – 8:30 pm). Most committees are currently meeting virtually via Zoom, but some have chosen to meet in-person with proper masking and physical distancing. The City is unsure how this Working Group will choose to meet. The Council requires the Working Group's report to be presented to them no later than February 9, 2021;
- The Facilitator will determine if formal roles, such as chairs and vice chairs, are necessary;
- The Facilitator will determine how to best conduct the Working Group meetings, including how decisions are made, how items get on to an agenda, how debate occurs, whether and when public comment should be allowed, etc;
- The Facilitator will prepare all materials and make all other preparations for the Working Group sessions (e.g., invite resources, book facilities, prepare notices, create agendas, consult with staff);
- The Facilitator will work with City to determine best process to take meeting minutes;
- The Facilitator will determine the best platform for the Working Group to receive public comment;
- In addition to the Working Group meetings, the Facilitator shall be responsible for the facilitation of any public sessions, if initiated; and
- The Facilitator shall develop, create, and give the presentation of any Working Group recommendations to the City Council. This may include a final report, if necessary. Such a presentation is scheduled for February 9, 2021.