October 26, 2008

Matt Tyler
Jefferson County Department of Parks & Recreation
P.O. Box 2070
Port Townsend, WA 98368

Jim Rough and Associates
1040 Taylor Street
Port Townsend, WA 98368
(360) 385-7118

Scope of Services

EXHIBIT A

Jim Rough and Associates will provide a team of 10 facilitators for each meeting. The facilitators will help meeting attendees be themselves, assuring respectful listening and creative progress. Facilitators will help participants to determine the issues they really care about, and then help them speak authentically and reflect, so that all “co-sense” our shared perspectives and innovative ideas together.

The Process
Four meetings are included in the scope. The meetings are scheduled from 6:00 – 8:30 PM on:

- November 5th – Quilcene School Cafeteria
- November 6th – Chimacum Elementary School, Multi-purpose Room
- November 10th – Port Ludlow Beach Club, Bayview Room
- November 12th – Blue Heron Middle School in Port Townsend

The facilitators should arrive 30 minute early to help set up. 75-100 people are anticipated to be in attendance at each of these meetings. The beginning will be as a large group with County staff providing an overview of the department’s situation and what staff want from the meeting participants. Then, the process will be explained; small groups of 8-10 will be formed and facilitated. The participants will share their views. Each small group will determine key themes and articulate their shared concerns and solutions with the larger group to bring closure to the meeting.

The Outcomes
At the minimum the County will receive solid and creative input from the community about how they envision the short and long-term future of parks and recreation and how to address the funding issues. Ideally we will have meeting participants leaving feeling a shared sense of empowerment, involvement, and commitment to moving the department forward in a way that will work for everyone. The team of facilitators will provide a written report from each meeting that includes a compilation of the notes from the breakout groups.

Fees
Fee will be $50 per facilitator/consultant/hour. A two and one half hour meeting with ten facilitators would not exceed $1250 including pre/post

meeting consultation plus report preparation. We will provide an invoice at the completion of the set of meetings.

Billing address

Jean Rough
1040 Taylor Street
Port Townsend, WA 98368
(360) 385-7118
jean@dynamicfacilitation.com

County Commitment
County will to provide adequate easels, markers, easel paper, and any other supplies requested to conduct the facilitation. Preparation for the meetings and checking in between each meeting to assure we are on track and getting the results expected is included in the agreement,