Amador-Calaveras Consensus Group (ACCG)

ACCG General Meeting
July 21, 2021

Tania Carlone, Facilitator
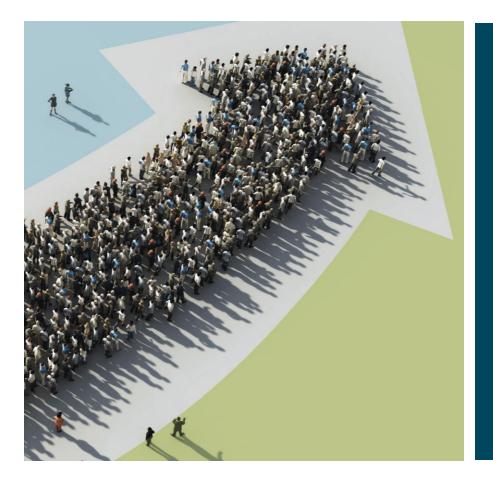
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Meeting Guiding Principles

Process Agreements

- **Commit to Learning:** Attempt to approach discussions with curiosity. Ask how, why, what and offer open- ended questions

- **Listen Actively:** without interrupting & with an ear towards understanding what is most important; avoid side conversations that make it difficult to maintain attention and focus

- **Participate:** in ways that encourage ALL VOICES to be heard ("step-up/step-back")

- **Seek Clarification:** Suspending judgement while clarifying meaning & intent

- **Offer Alternatives/Options/Make Requests:** that strive for mutual gain (meet your interests/needs while keeping the interests/needs of others in mind)

Considerations for Future Facilitation & Administration

Amador Calaveras Consensus Group
Administration Work Group
Recommendations to the Full ACCG

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Overall Recommendations

Administration

Administration:

- Continue administrative support at a similar level to what is currently provided.

- ACCG members could assist with some administrative responsibilities, such as general meeting speaker recruitment and communications and engagement to help broaden ACCG participation and community awareness about the collaborative.

Overall Recommendations

Facilitation

Facilitation:

- Maintain a relationship with a professional facilitator who would be on retainer to assist with strategy and issue resolution on complex topics, as needed, most specifically to:
    - support the Planning Work Group
    - provide strategic support more broadly, where needed.

Specific Recommendations

General Meetings

Administration

- Prepare meeting materials and conduct notifications
- Coordinate with speakers
- Take notes and prepare meeting summaries

Facilitation Options

- Self-identified small pool of ACCG members to serve as facilitators on a rotating basis (note: would receive facilitation training in the fall and would need to participate in Admin WG meetings)
- Alternately, consider UCCE facilitation support
- Note: professional facilitator could be available to assist, as needed

Specific Recommendations

Planning Work Group- Administration

Administration

The ACCG Administrator would continue to:

- organize meetings (host/attend Zoom meetings or organize/setup/attend in-person meetings)

- draft and distribute meeting agendas and meeting summaries

- and post materials to the ACCG website.

Specific Recommendations

Planning Work Group- Facilitation

Facilitation Options ("moderate level")

- ACCG Administrator serves as the regular facilitator and/or
- The group self facilitates (ACCG member volunteer facilitator)
- The ACCG Administrator or volunteer facilitator meets monthly with professional facilitator to discuss strategy, anticipate issues and concerns to support effective dialogue
- As needed, professional facilitator could attend meeting and help facilitate the conflict resolution process, consistent with the MOA.

This "moderate" level of professional facilitation support might look like: monthly planning sessions (2hr/mo); 1-2 hours for unexpected contingency on-call facilitation and mediation as needed (controversial and/or complex topics) support; help develop/revise key documents as needed.

Specific Recommendations

Funding Coordination & Monitoring Work Groups

Funding Coordination Work Group

- The Funding Coordination Work Group would continue to be self-facilitated.

- Regine Miller is currently working with Michael Pickard who will take over facilitation of that group.

Monitoring Work Group

- The Monitoring Work Group would continue to be self-facilitated.

Key Document Preparation

Other Possible Facilitation Services

As part of a moderate level of professional facilitation, the ACCG could request support from a facilitator to:

- Prepare, revise, and update key and foundational ACCG documents as needed (e.g., Strategic Plan, implementation of the C&E Plan, project development package, other potential new documents etc.).

- A facilitator could also help the ACCG Administrator prepare longer term meeting/process frameworks for project planning efforts).

Other Considerations

Streamlining Admin & Facilitation

Potential opportunities to streamline activities may include:

- Minimizing the level of detail in general meeting and Planning WG meeting summaries

- Soliciting ACCG member assistance with speaker coordination

- Maintaining a small pool of trained member facilitators to support general meetings.

Other Considerations

Changing Roles & Responsibilities

- **CBI:** If the professional facilitator isn't CBI, the ACCG will need to account for onboarding time for a new facilitator to get up to speed.
- **CHIPS:** CHIPS is able to continue to manage and maintain the SLAWG tools post-2021, and would consider helping with SLAWG tool expansion post-2021, but due to capacity constraints, CHIPS is stepping down from its administration and facilitation roles after 2021, but will make an effort to assist with a smooth transition to whomever takes on the work in 2022.
- Therefore, a replacement Administrator for 2022 and beyond needs to be identified soon.

Other Considerations

Funding

- It will be important to identify funding mechanisms for ongoing support for administration and facilitation.

- If the USFS intends to provide funding for facilitation, it will be important to explore if a professional facilitator could directly contract with the USFS rather than subcontract to reduce the cost-share requirement.

Preparing for Transition

Existing Facilitation Contract

Before CBI's current contract expires, a toolkit would be developed to support the transition. A toolkit may include some of the following resources and tools:

- Standard slide deck/handouts for "principles for participation" aka groundrules

- Tools and handouts for a conflict resolution discussion

- Templates for planning (meeting framework, work plans, etc.)

Note: that several of these tools would be part of the facilitation training materials

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Discussion & Next Steps

- Confirm the preferred level of administration and facilitation support post 2021

- Clarify follow-up activities and timeline

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