



# Stakeholders Council Retreat Memo

MEMO

To: Executive/Budget/Audit Committee  
Chair: Jeff Silvestrini, Co-Chair: Erin Mendenhall, Treasurer and Secretary: Christopher F. Robinson

CC: Laura Briefer, Salt Lake City Public Utilities

From: Sam Kilpack, Director of Operations  
Lindsey Nielsen, Executive Director  
Mia McNeil, Community Engagement Coordinator

Subject: Stakeholders Council Mini-Retreat

Date: April 15, 2024

CWC staff have booked a Stakeholders Council retreat on May 16<sup>th</sup>, 2024 from 4:00pm to 6:30pm, which will take the place of the May 15, 2024 Stakeholders Council meeting. The meeting will be held at Cottonwood Heights City Hall.

The purpose of this retreat is to encourage collaboration within and among Systems Committees and build a sense of camaraderie within the Stakeholders Council as a whole. While the Systems Committees have their areas of focus and expertise, a successful mini-retreat will lay the groundwork for more effective goal-setting and collaboration at the Stakeholders Council level by encouraging systems thinking and helping members (especially new members) get to know one another on a personal level.

In alignment with the CWC Procurement Policy, we identified and reached out to four possible facilitators with experience and expertise that align with the CWC's goals of consensus-building. We received a single bid from **Josh King, J.D., M.D.R.**, Associate Director of the Langdon Group. Josh specializes in mediation, consensus building, facilitation, and conflict management in corporate, non-profit, academic, and governmental settings. He helped the CWC manage and synthesize public comments regarding the CWNCR in 2018, and he is enthusiastic about the prospect of working with the CWC again.

We have \$6,000 budgeted (and mostly unspent) for the Stakeholders Council and Youth Council this year. Josh King's estimated cost for facilitating the retreat is **\$2,475**. The proposal he sent us, including cost breakdown, is below.

### *Proposal for Facilitation of Stakeholder Council Advisory Council Mini Retreat*

*Thank you again for considering me to facilitate the upcoming mini retreat for the Central Wasatch Commission's Stakeholder Council Advisory Board on May 16, 2024. I am genuinely excited about the*

*opportunity to contribute to your team's collaborative efforts, enhance consensus building, and foster a strong sense of camaraderie among the members. Given my background in consensus building and familiarity with the CWC's objectives, I am confident in my ability to support the council's aspirations towards effective communication, collaboration, and the bridging of various expertise towards common goals. I have a few questions about preparation, the group, and process, but we can talk further to ensure we develop a process and experience that meets your objectives and achieves the results desired. Here's what I propose with the information I have at the moment.*

### **Facilitation Offer and Cost Estimate:**

*In preparation for the retreat, I propose a few hours upfront to learn a bit more, understand the group, and design the retreat. In my experience, this is key to successfully engaging participants and facilitating groups. This will allow for more purposeful activities aimed at enhancing teamwork, understanding, and collaboration across the five systems committees. These activities will be tailored to encourage strategic thinking, bridge siloed approaches, and cultivate a holistic perspective on the council's collective goals.*

- **Preliminary Planning and Customization:** *It would be helpful to have a preliminary session, meeting, and/or call with you and the CWC leadership to ensure I understand the objectives and desired outcomes of the mini-retreat. I want to ensure I understand the specific dynamics of the sub-committees and customize activities to meet the council's unique needs. Additionally, it might be helpful to conduct 3-5 key informal 30 minute interviews and review any data or information you believe might be helpful in my preparation. This preliminary planning will help develop the 2.5-hour retreat agenda and approach. We can modify this as you see fit.*
- **Facilitation of the Mini Retreat:** *Active facilitation of the 2.5-hour session, including get-to-know-you activities, targeted group discussions, and consensus-building exercises. Due to the time constraints I'd like to ensure these are engaging, purposeful activities aimed at enhancing teamwork, understanding, and collaboration across the five systems committees. Again, these activities will be tailored to encourage strategic thinking, bridge siloed approaches, and cultivate a holistic perspective on the council's collective goals.*
- **Follow-Up Report:** *A report summarizing key outcomes, areas of consensus, action items, and recommendations for sustained collaboration and communication.*

### **Cost Estimate:**

- **Preparation and Planning:** *(6 hours @ \$225) = \$1,350*
- **Facilitation:** *(2.5 hours, plus 1.5 hours drive time and set up @ \$225): \$900*
- **Post-Retreat Report and Recommendations:** *(1 hour @ \$225) = \$225*
- **Total Estimate:** *\$2,475*

### **Follow-Up Questions:**

1. **Specific Objectives:** *Beyond promoting consensus and camaraderie, are there any specific outcomes or objectives the CWC aims to achieve during this retreat?*
2. **Sub-Committee Interactions:** *Could you provide examples of current challenges or successes in collaboration and communication between the sub-committees?*
3. **Member Engagement:** *How has the council historically engaged new members in its activities, and are there any particular aspects you're looking to improve?*

*I am happy to adjust the scope and format of the retreat based on your feedback and any additional information you provide. Let's ensure we craft an experience that not only meets but exceeds the expectations of the Stakeholder Council Advisory Board.*