



WORKING GROUPS INFORMATION SHEET

PURPOSE

The PlanET Working Groups (WGs) will provide a method for people across the region with specialized knowledge/interest in areas covered by the WGs to provide input that can help inform each phase of PlanET decision making. They will complement, not duplicate, the public forums and leadership dialogues. It is anticipated that the WGs may continue to serve as valuable regional aids to implementation of plan priorities beyond the plan's endorsement by decision makers.

WORKING GROUP SUBJECT AREAS & STAFF

Working group subject areas parallel PlanET's five focus areas. A PlanET consultant team member will facilitate each group and assistance will be provided by staff members from the Knoxville-Knox County Metropolitan Planning Commission (MPC) and/or the Knoxville Regional Transportation Planning Organization (TPO).

1. *Transportation and Infrastructure*
 - Facilitator: Kevin Tilbury, Gresham, Smith & Partners
 - Staff assistance: Mike Reynolds & Alan Huff
2. *Economy and Workforce*
 - Facilitator: Ken Poole, Center for Regional Economic Competitiveness
 - Staff assistance: Bryan Berry & Terry Gilhula
3. *Environment*
 - Facilitator: Ann Coulter, A. Coulter Consulting
 - Staff assistance: Liz Albertson & Alex Zendel
4. *Health*
 - Facilitator: Ann Coulter, A. Coulter Consulting
 - Staff assistance: Ellen Zavisca & Liz Albertson
5. *Housing/Neighborhoods*
 - Facilitator: Ann Coulter, A. Coulter Consulting
 - Staff assistance: Jeff Archer & Mike Carberry

The topics of land use and equity will be treated as crosscutting issues and addressed as appropriate in each working group.



PROCESS/TIMING OF WORKING GROUPS

The WGs will convene between each public forum and its associated leadership dialogue. This would lay out approximately as follows based on the current schedule of work:

- *Round One Meetings:* February 21-22, 2012
- *Round Two Meetings:* Late May 2012
- *Round Three Meetings:* Fall 2012
- *Round Four Meetings:* Late Spring 2013
- *Round Five Meetings:* Fall 2013

At least one or two rounds of meetings may need to take place outside of Knoxville in other areas of the region. Each round of meetings will, as much as possible, be held within the same two- to three-day period for the maximum convenience of participants. The working groups will pursue a phased agenda, moving from consideration of issues, opportunities and challenges in early meetings to specific recommendations on priorities and recommended actions by final meetings.

Each WG will begin by reviewing a subject area white paper submitted by staff. An introductory PowerPoint presentation will be shown to each working group at its first meeting to set the stage for its work within the overall planning process. The public will be invited to participate.

Facilitators listed above will help manage the work of each group. MPC/TPO staff will be responsible for scheduling meetings, logistics, invitations, meeting support, and meeting documentation.

GOVERNANCE

Each WG will be limited to approximately 25 -35 participants. A chairperson will be identified for each group who will serve as the official liaison from the working group to the Community Leadership Team (CLT) and will be expected to participate as a working group member at the Regional Leadership Dialogues. Vice chairs may also be chosen from among working group members in case a chair must be absent from a meeting.

Function of Working Group Chairs

- Convene and attend Working Group Meetings
- Review working group meeting notes and work with consultant and staff to approve report working group will present at each Regional Leadership Dialogue
- Serve as Working Group liaison/spokesperson to the CLT and for Regional Leadership Dialogues
- Make necessary judgment calls to resolve any sticking points in a working group meeting that may hinder or halt the work of that working group meeting



WORKING GROUP GROUND RULES

1. Working groups will operate on the basis of consensus decision making. Should the group not be able to come to consensus on any point, the competing viewpoints will be forwarded on to inform the Regional Leadership Dialogues. (This does not prohibit vote-taking as a tactic during working group deliberation to identify a range of options or group sentiment for further discussion.)
2. Agenda and notes from previous meetings will be available on the PlanET website prior to each scheduled working group meeting.
3. Working group meetings will be open to the public and will be facilitated by the consultant in such a way as to incorporate public participation.
4. All working group notes, flip chart sheets, sign in sheets, etc., will be preserved throughout the planning process.
5. Should additional research be requested by WG members this request will be forward to the MPC/TPO for further consideration. Staff will not be given *ad hoc* assignments by the working group.