

## HIGHLINE COMMUNITY BUDGET FORUM PROCESS

Apr. 23, 25, & 27, 2009

**Registration** 4/23 & 4/27      4/25  
5:45-6:10PM      8:45-9:10 AM

- Participants register at front table and are given a name tag labeled with their table number
- Interpreters will be at the registration table to assist non-English speaking participants
- Tables 1-8 (with SLT facilitators) will be filled before adding additional tables
- Overflow participants asked to stand at back of room to hear the opening statements

**Large Group Introduction to Process—** 6:10-6:30 PM      9:10-9:30 AM

- John and board members welcome and set the context for the forum
- Translator headphones provided for non-English speaking
- **--Move to Small Groups**
- Non-English speaking groups move to designated rooms
- Table groups begin (see facilitator guidelines)
- Overflow crowd is provided with budget packages, score sheets and given verbal instructions for giving feedback

**Small Group Process** 6:30-8:30 PM      9:30-11:00 AM

- See facilitator guidelines for table process details
- “Floaters” provided in large room and non-English speaking rooms for support as needed
- Board members play observer role

## FACILITATOR GUIDELINES FOR SMALL GROUP PROCESS

- ❖ As participants are seated at your table, have them “sign in” with e-mail address.

### 1] Introductions/How We Will Work Together 5-10 min

- ❖ *Introduce yourself* and have participants do the same. Ask participants to share their *demographic information* when they introduce themselves (complete demographic box on back of table score sheet)
- ❖ Remind participants that you are here to *facilitate only*, that you will not be voting, nor will you be able to answer questions about the impact of the packages.
- ❖ Remind participants that we *want everyone to participate* and that the time will go fast. Let them know that your job is to ensure that everyone does get to participate.
- ❖ Ask participants if it is okay to *set a minute or so time limit* on individual comments to ensure everyone has a chance to be heard.
- ❖ Note that *table consensus* needs to be reached for decisions—this means at least 2/3 to ¾ agreement.  
5-6 people@ table = 3-4 yes      7-8 people@ table = 5-6 yes      9-10 people @ table = 6-7 yes

### 2] Individuals: Read through Budget Document & Choose Cuts 25-30 min

- ❖ Participants ask questions, as needed, to clarify meaning of terms
- ❖ Participants make notes on individual worksheet—*ask participants to think in terms of total cuts of \$6 million*. [Note: there are three columns on the worksheet to give participants space to work and try out different combinations of cuts.]
- ❖ After 20 minutes, let participants know there are 10 minutes left for individual work and then we will be moving to table conversation.

*NOTE: If participants seem ready in less than 25-30 minutes, feel free to move to Step 3].*

### 3] Table Group: Finding Budget Reduction Consensus (up to) 60 min

1. Move through the list of budget packages—tally the # of votes for each one
2. Find the items that the majority agree with
  - Ask if there are any serious disagreements with putting those on the cut list; allow others to explain why they disagree. If the majority still agrees on a cut, list it on the master tally sheet.
  - Calculate the total for chosen budget packages
3. If the above total is less than \$6 million move to a second round of finding packages to cut—choose those that have multiple (but less than a majority of) votes. Have discussion as needed to reach the \$6 million budget cuts.

### 4] Ending the session

- ❖ Thank participants for their help and remind them they will receive a summary results. **ASK PARTICIPANTS TO FILL OUT FEEDBACK FORM!**
- ❖ Complete the “Final Scoresheet” and turn into the front table.