



Proposal for Services

NEWTON COUNTY  
SOLID WASTE LANDFILL CITIZEN COMMITTEE FACILITATION

April 2015

**BACKGROUND AND PURPOSE:**

The Newton County Board of Commissioners seeks assistance to facilitate a citizen committee, appointed by the Board, to review and make recommendations to the BOC on topics related to the county's Municipal Solid Waste Landfill.

**SCOPE OF WORK:**

This proposal includes the following elements:

*Clarification of Topics to be considered by Citizen Committee*

The Institute of Government will work with the Newton County Board of Commissioners to clarify the topics for which they seek feedback and recommendations from the committee. To ensure effective meetings and meaningful recommendations for the Board, clarification of the original motion is needed so the citizen committee clearly understands its role and responsibility.

*Educational Meeting with Citizens Committee (Meeting 1)*

The first meeting of the committee will be focused on outlining the committee's role, the topics the group is to consider and a review of the background (both history and data) of those topics.

In anticipation of this meeting, Institute of Government Faculty will contact each committee member to solicit input from them on the information they need to make meaningful recommendations back to the Board of Commissioners

This meeting will be managed and facilitated by faculty from the Institute of Government

*Recommendation Formulation Meetings (Meetings 2 and 3)*

Meetings 2 and 3 will be collaborative decision-making sessions, facilitated and managed by Institute of Government faculty, to develop the committee's recommendations to the Board of Commissioners.

Institute of Government faculty will make a record of the group's work and, after the sessions, develop a written document outlining the committee's work and recommendations.

*Final Meeting*

Meeting 4 will be used for the committee to review the report of their work and recommendations and make any final edits prior to submitting it to the Board of Commissioners for their consideration.

**PROJECT TIMELINE:**

Institute faculty will work diligently to complete the work outlined in this proposal by July 31, 2015.

**PROPOSED FEE:**

The Institute of Government will provide the services outlined in this proposal for a flat fee of \$12,500. This figure includes all project expenses (i.e. travel) associated with providing the facilitation services of the two individuals identified below as well as time associated with meeting preparation and compiling a brief written summary of the committee's work.

Any additional expenses incurred by providing the information requested by citizen committee and approved by the Board of Commissioners will be in addition to the figure above.

**PROJECT TEAM:**

**Langford D. Holbrook, AICP**

Langford D. Holbrook has more than 20 years experience working with communities in planning, administration and project management. In the past five years Langford has led projects in the areas of community planning and visioning, strategic planning, and implementation strategy development. His clients include City of Perry, City of Americus and Sumter County, City of Conyers, Gordon County, City of Suwanee, Athens Downtown Development Authority and the Jekyll Island Authority among others.

Langford has served local government in many roles including Planning Director, Assistant City Manager, and County Administrator. He has an extensive background in land use planning, service and infrastructure planning, project management, community development and strategic planning.

Langford holds a Bachelor of Arts degree in Political Science from Wofford College and a Master of City and Regional Planning (MCRP) degree from Clemson University. He is an active member of the American Planning Association and the Georgia Planning Association, and 1995 he was

accepted into the American Institute of Certified Planners (AICP) and is a member in good standing.

**Raye Rawls, JD**

Raye Rawls works in community leadership development with a specialty in conflict resolution. She is an attorney, arbitrator, and mediator and holds a Masters Degree in Human Resources. Raye has mediated and arbitrated thousands of cases in government institutions, court systems, corporations, and with private parties. Recent clients include the Atlanta Regional Commission, the Atlanta Public School System, UGA's Archway Project and the 10th Judicial District's Alternative Dispute Resolution Program.

Since 1983, she has traveled extensively throughout the United States offering courses in basic and advanced mediation, arbitration, conflict management, designing conflict management systems, and valuing diversity. Her courses have been approved by several state bar associations, the National Association of Social Workers, and other professional organizations. She has facilitated numerous meetings on issues of diversity, public policy and strategic planning. In 2002, the Supreme Court of Georgia appointed her to a five-year term on the Georgia Commission on Dispute Resolution — the body responsible for establishing ADR policies and procedures in the courts of Georgia. She currently serves on the editorial board of Conflict Resolution Quarterly.

**CAPABILITIES OF THE INSTITUTE OF GOVERNMENT:**

The mission of the Institute of Government is to improve governance and the lives of people in Georgia. In carrying out this mission, the Institute of Government can call on the wide-ranging knowledge base of the University of Georgia as well as on 80 years of direct service experience in providing technical assistance, research and policy analysis to local and state governments in Georgia. The Institute of Government is among the most highly-rated university-based organizations designed specifically to span the gap between best practices research and the existing practice of government. The Institute of Government has developed expertise in numerous areas of public policy, public management, meeting facilitation, training, and human services and resource development.