

CITY OF JACKSONVILLESUPPORTED BY NEFRC

Scope

This scope provides an overview of the proposed format and timeline for the development of a final report by the Special Committee on Critical Quality of Life Issues to the Jacksonville City Council. The anticipated timeframe is outlined below.

Special Committee Meetings

The first meeting of Special Committee will establish the organizational framework on August 17, 2022. The final meeting will entail a presentation of Final Report to City Council on December 13, 2022. Therefore, there will be an approximate four (4) month period for development of the project and interim deliverables.

The Special Committee will meet three times:

1. The first meeting which will be organizational in nature on August 17;
2. The second meeting is at the midway point, anticipated in mid-October; and
3. The final meeting is anticipated in early December to review the final draft of the report.

Working Group Meetings

There will be three working groups (Affordable/Workforce Housing, Access to Healthcare, and Homelessness) that will meet about every two weeks throughout the process with the intent that each working group will meet five times. There will be a framework for each of the five meetings to ensure the working groups accomplishing similar milestones. However, there will be flexibility in how the milestones are achieved based on the desires of the Chair and membership. It is anticipated that each meeting will be 1.5 to 2 hours long.

Timeframe:

Special Committee Meeting #1 –Scope, Milestones & Deliverables (August 17, 2022)

This first Special Committee meeting will provide an overview of the intent of the Committee, the proposed structure, general milestones, timeline, and final work product.

Working Group Meetings #1 – Organize and Review Current State of Affairs (early September – date TBD)

Working group members will discuss their mission, scope, milestones, and timeframe. The intended three guest speakers (Susan Grich, Health Planning Council of Northeast Florida; Dawn Gillman, Emergency Services & Homeless Coalition of Northeast Florida; and David Jaffee, PhD, Professor of Sociology, University of North Florida) who work directly in the field and respective to each working group will discuss the state of the issue as it relates to Jacksonville's overall Quality of Life, the number & nature of citizens impacted, stakeholders, funding sources and mechanisms, and other pertinent information.

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Each meeting will include:

- Introduction of Chair, Co-chair, and Members
- Organizational discussion
- One guest Speaker (30-minute presentation with a 10-minutes for questions & answers)
- The Working Group discussion, the perspective of others regarding the state of the issue(s) - (40 minutes)
- Public Comment and Next Steps

In addition, members will be asked to bring information to the next meeting regarding the organization they represent, who they serve, their work on the issue, etc.

Working Group Meetings #2 – Ongoing Efforts and Best Practices (middle/late September – date TBD)

The second meeting will continue the effort with municipal initiatives, impacts, and therefore best practices. The meeting will include:

- Brief recap of first meeting (10 minutes)
- Representative(s) from City working in the issue area to provide an overview of the City's work, future initiatives, and funding availability. (15 minutes)
- Discussion of the scope/impact of the working group members and the organizations they represent (assignment from previous meeting)
- Introduction of best practices with examples around the region/State. (30 minutes)
- Public Comment & Next Steps (20 minutes)

In addition, members will be asked to bring information on best practices to share – local, state, or national - to the next meeting.

Working Group Meetings #3 - Strengths, Weaknesses, Opportunities and Threats (SWOT) Analysis (early October – date TBD)

This meeting will have each working group participate in a SWOT Analysis – allowing the members to discuss the issues as they affect the City as a whole. Each working group's analysis will be combined into an overarching SWOT.

Each meeting will include:

- Recap of previous meeting (20 minutes)
- Facilitated SWOT Analysis (60 minutes)
- Best Practice Sharing (20 minutes)
- Public Comment and Next Steps (20 minutes)

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Special Committee Meeting #2 (middle October – date TBD)

This second Special Committee meeting will review the current progress on each working group issue and the outcomes of each of the working groups SWOT analysis. It will also include discussion on overlapping topics among Working Groups, consolidation of the issues identified to date, and review of any gaps. Finally, the Special Committee will provide strategic direction for the last two working group meetings.

Working Group Meetings #4 – Consolidated SWOT & Policy Discussion (late Oct/early Nov – date TBD)

This fourth meeting will review the consolidated SWOT and strategic direction from the Special Committee as well as the work accomplished by the other working groups. This will be used to frame the policy discussion. The agenda may also include a guest speaker to share information on current policies and/or proposed or future recommendations.

The meeting will include:

- Review of consolidated issues, strategic direction, and progress to date (30 minutes)
- Working Group discussion (30 minutes)
- Guest speaker presentation and Q&A (30 minutes)
- Policy Discussion for final meeting (20 minutes)
- Public Comment & Next Steps (20 minutes)

In addition, members will be asked to bring ideas and recommendations on policies, collaboration, and funding for discussion at the next meeting.

Working group meetings #5 – Policy Discussion & Final Report (middle November – date TBD)

The fifth working group meeting will include a review of the policy discussion, anticipated impacts of the proposed policies and allow consideration of public comments provided. The meeting will include:

- A discussion on policy recommendations and implementation (40 minutes)
- A review of public comments (20-30 minutes)
- Review of the final submission(s) to the Special Committee (20-30 minutes)
- Public Comment

Special Committee Meeting #3 – Final Report (early December – date TBD)

The third and final Steering Committee will review the final report and provide feedback, comments, and edits.

City Council Meeting – December 13, 2022 - Introduction of Final Report