

Roles and Responsibilities

Three **Task Forces** will be established to represent each of the three corridor study areas:

- **Suncoast Connector** (Citrus County to Jefferson County);
- **Northern Turnpike Connector** (northern terminus of the Florida Turnpike northwest to the Suncoast Parkway); and
- **Southwest-Central Florida Connector** (Collier County to Polk County).

For the purposes of Florida's Government in the Sunshine law, the Task Forces are considered to be three separate bodies.

The **Task Force Chair (Chair)** will be appointed by the Secretary of the Florida Department of Transportation (Secretary). The Chair will guide the overall process and lead Task Force meetings.

The **Task Force Vice-Chair (Vice-Chair)** will be appointed by the Secretary and work with the Chair to guide the overall process. The Vice-Chair will lead Task Force meetings if the Chair is absent.

Task Force Members (Members) are subject matter experts who will assist in the development of final report recommendations, proactively seek public and partner engagement, and make recommendations based on a consensus building process. Members are requested to attend and actively participate in all meetings, to the extent possible. Members who are unable to attend a specific meeting for good cause may request designation of a substitute to act on their behalf during the meeting, subject to approval by the Secretary.

Florida Department of Transportation Staff and Consultants will assist the Task Force with the facilitation of meetings; support technical and information needs, including data and information gathering and distribution; solicit and compile public and partner comment for Task Force use; and assist in drafting elements of the Task Force report, as directed by the Chair. The Department has not delegated any decision-making authority to the consultants and expressly requires them to be cognizant of and fully comply with Florida Sunshine Law. The consultants to the M-CORES Task Forces will only participate in objective fact-finding exercises/presentations without making any editorial comments, selections, or recommendations outside of the public meeting process.

The **Facilitator(s)** will assist in the design of the overall process and support the Chair in guiding the Task Force meetings as directed by the Chair. The facilitator(s) will work for/with the Task Force to support effective discussions, collaboration, and consensus-building.

Collaborative Consensus Building Process

The Task Force will seek consensus decisions on its recommendations. Consensus is a participatory process whereby, on matters of substance, the Task Force strives for agreements that members can accept, support, live with, or agree not to oppose. The Task Force will develop its recommendations using consensus building techniques with the assistance of facilitators, such as the use of acceptability ratings, iterative discussions, and prioritizing approaches.

This process builds trust and creates ownership and commitment with an end goal of creating an understanding of the issues and then sharing the perspectives of all involved. When implemented

effectively, this process is inclusive and engages all participants. Consensus leads to better quality outcomes that empower a group to move forward to create Florida's future together.

The consensus building process will focus on the following:

- Establish Task Force Work Plan;
- Describe high-level needs related to transportation corridors in the study area;
- Develop guiding principles related to the high-level needs;
- Review potential corridor path/courses developed by FDOT consistent with these guiding principles;
- Recommend instructions for project development and implementation by FDOT, other state agencies, local governments, and other partners;
- Address other policy issues identified in statute or as agreed upon by the Task Force; and
- Agree on recommendations to be included in a final report to be submitted to the Governor, the President of the Senate, and the Speaker of the House of Representatives by November 15, 2020.

The collaborative consensus building process will rely on the following rules of engagement:

- Establish a common understanding of the overall process as well as the specific area of recommendation;
- Seek commitment to strive for consensus;
- Support a process that is open, trusting, and respectful toward all participants;
- Establish communication protocols both during and between Task Force meetings;
- Understand and work to address differences in perspective and approach among Task Force members, ensuring that all ideas are honored;
- Identify a clear process for reaching recommendations with emphasis on looking for areas of shared understanding;
- Encourage all members to participate consistently and actively to identify inclusive solutions; and
- Monitor progress and outline accomplishments.

Consensus stages that will be used during this process:

- Introduce and clarify the opportunity/issue;
- Explore the opportunity/issue, collect, and discuss ideas for problem solving;

- Develop proposals related to corridor considerations that address public and stakeholder issues, as feasible;
- Make initial recommendations; and
- Discuss, clarify, and amend as needed.

The following acceptability scale will be used to evaluate emerging direction or recommendations:

- Wholehearted support – this is what I would do
- Support – this may not be what I would do, but it is good, and I can support it (or live with it)
- Minor reservations – I may be able to live with it or even support it, but I need clarification or refinement first
- Major reservations – I cannot support as currently drafted

Review and discussion of the recommendations will follow. Initial acceptability results will be used to identify possible refinements to the direction or recommendation that would make it more generally acceptable to the Task Force. Individual members or staff may be asked to address concerns and suggestions arising from Task Force discussion in redrafting and refining recommendations. Redrafted recommendations will ultimately be compiled into a document for the Task Force's review and refinement.

Recommendations will be adopted at the final meeting. The Task Force will strive for consensus on the recommendations as a package to be included in the final report. Consensus will be defined and documented as members being able to support, accept, live with, or agree not to oppose the package of recommendations for the final report. The final report will be submitted following the conclusion of the last Task Force meeting.

Task Force Meeting Structure

To ensure all Task Force meetings - whether conducted in person or via virtual means or via a hybrid format that combines these approaches - are effective and build toward consensus recommendations, the following guidelines will be used:

- Each meeting will provide an overview of Florida's Government in Sunshine Law.
- The Chair will work with staff and facilitators to design efficient and effective meeting agenda including specific agenda items and desired outcomes.
- The use of facilitators will enable the Chair to participate directly in the substantive process of seeking consensus on recommendations.
- To ensure that the meetings are flexible, formal parliamentary procedures will not be used. The Chair and facilitator will work to ensure effective and balanced participation of all members and sufficient discussion of agenda items to support development of recommendations. The Chair will have the ability to maintain order, lead content discussions, and move the agenda forward. There is no requirement for quorum for the Task Force to conduct its business.

- Each meeting will end with identification of next steps including potential action items and responsibilities to give direction to the Chair, members, or staff and ensure effective preparations for the subsequent Task Force meeting.
- A “parking lot” may be developed to reflect issues that are not yet resolved and may need discussion at a subsequent meeting or recorded in the Task Force report for consideration in future planning and project development.
- A summary of the Task Force meeting will be prepared and provided to the Task Force prior to the subsequent meeting.
- A public comment period will occur during each Task Force meeting for members of the public to provide verbal comment directly to the Task Force. This public comment period will occur in person, virtually, or in a hybrid approach, according to the format for the overall meeting. There will be multiple opportunities for the public to provide comments through other means throughout the day, which may include comment stations with court reporters and laptops, tables for hand-written comments, and/or opportunities to submit comments via email or telephone. All written public comments will be provided to the Task Force at its subsequent meeting.
- Discussion guidelines will be used:
 - Share responsibility for the process and the outcome;
 - Encourage honest and free policy discussion;
 - “Raise hand” using a physical tend card or a virtual button and wait to be recognized by the facilitator;
 - Direct comments to the facilitator;
 - Be courteous;
 - Speak one at a time;
 - Keep comments concise;
 - Speak to be understood;
 - Ask to understand; and
 - Listen actively.

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