



A Guide to the Conduct of the Working Groups

Role and Mission

Working groups are where the technical solutions to problems are formulated and where initiatives to improve the neighborhood are discussed and proposed. The members of each Working Group have expertise in their respective topics and have the technical knowledge to advance proposals to address problems, issues and needs in the neighborhood. Membership on the Working Groups will be comprised of members of the Steering Committee and representatives of stakeholders who have expertise in the topic area.

This guide to the conduct of the Working Groups is offered by the Project Team to help advance ideas, initiatives and proposals that will inform the final East Rome Choice Neighborhoods Plan. Over the course of the Working Group process, members will collaborate with their colleagues to come up with solutions that will address the challenges facing the East Rome Neighborhood. Each Working Group will elect a chairman to preside over the meetings and organize the discussion and work performed. Working Groups function as subcommittees of the Steering Committee and will meet separately from the larger group over the course of the process. Members will be responsible for attending meetings and offering their thoughts in these meetings in a productive and meaningful way. With the help of the Project Team, chairs will be responsible for ensuring meetings are scheduled, productive, and result in high-quality deliverables that will contribute to the Transformation Plan.

Starting out: analyzing assets, challenges and opportunities

In order to create viable solutions for the problems facing the neighborhood, it is important that members first reach a consensus on the assets, challenges and opportunities of the neighborhood. By identifying assets, challenges and opportunities, the working groups will begin to frame options for East Rome's transformation into a neighborhood of choice for people of all income levels and backgrounds.

Defining terms would be useful. **An asset** is an existing resource or element of the neighborhood that positively contributes to the quality of life for residents. **A challenge** is just

the opposite, something that detracts from the quality of life. Assets and challenges can come in many forms, including physical, financial, or human resources (or the lack thereof). Examples of assets could include Restoration Rome, Banty Jones Park, and Northwest Georgia Housing Authority properties in the neighborhood. Examples of challenges could include the lack of high-quality public transportation options and lack of a nearby full-service grocery store.

An opportunity is an existing or emerging condition that could be leveraged to potentially improve the quality of life. Like assets and challenges, opportunities come in many forms including underutilized physical spaces, changing market forces, or underutilized social programs. Examples could include potential enhancements to Banty Jones Park, developer interest in the area, and the underutilized Napoleon Fielder Recreation Center.

To begin analyzing assets, challenges and opportunities, working group members should use their expertise and experiences in the neighborhood to work together to identify five to ten assets, challenges and opportunities each, without regard to their specific topic area. The working group should use a map of the neighborhood to help facilitate discussion. After considering general assets, challenges and opportunities of the neighborhood, members should discuss and come to a consensus on the assets, challenges and opportunities specific to their topic area. Understanding and agreeing upon these factors will allow members to begin forming solutions. A simple spreadsheet should be used to document both the general and topic-specific assets, challenges and opportunities. **At least one meeting** of each working group should be devoted to assessing assets, challenges and opportunities.

How will each Working Group influence the direction of the Transformation Plan

Once the neighborhood's assets, challenges and opportunities are understood, the working groups can then consider specific issues they want to formulate solutions/proposals for. Each working group will identify a select number (2-5) issues for which they will recommend solutions to improve quality of life and outcomes for the residents of the East Rome Neighborhood. These recommendations will be explained in detail in the form of **issue memos**. Each **issue memo** will: a) frame the issue; b) describe desired outcomes/ improvements; c) identify potential partners, d) suggest action steps; and e) identify funding sources (if applicable).

Similar to the Steering Committee, Working Group members are meant to be an informed extension of the broader interests of the community. With this in mind, Working Group members are tasked with recommending projects, initiatives and policies that address key challenges related to their topic area. The Project Team is ultimately responsible for incorporating these recommendations but Working Group members will provide insight and ideas that the Project Team would not be able to generate otherwise. It is likely that **each issue to be addressed will require a Project Team meeting**, with work/research performed in advance. The issues and solutions addressed by each working group will be discussed at

Steering Committee meetings to be endorsed or modified before remanding to the Project Team for incorporation into the Transformation Plan.

What work products will they produce?

Materials the Working Groups will produce will be: *a) the assets, challenges and opportunity assessments*; and *b) the issue memos*. Working materials (maps, charts, memos) will also be produced to facilitate discussion in Working Group meetings. Under the direction of the Project Team and the respective Working Group chairs, each group will work toward the following deliverables schedule:

- An assets, challenges and opportunities assessment (**End of June, 2021**)
- A preliminary list of issues the working group wants to address (**End of July, 2021**)
- Issue memos that frame the issues to be addressed in the Plan (**End of August, 2021**)

The responsibilities of each member

Each member is responsible for working with group chairs to complete the deliverables that will be submitted to the Steering Committee for consideration and referral to the Project Team for inclusion in the Plan. Each member should attend as many working group meetings as possible and contribute to work performed.