

Outline for Facilitator
Confederate Names Task Force
May 20, 2021

Overview

Recognizing that the legacy of the Confederacy continues to have negative implications on the community, the Fairfax County Board of Supervisors is interested in evaluating the names of Lee Highway (U.S. Route 29) and Lee-Jackson Memorial Highway (U.S. Route 50) within the County, and securing community input as to whether to change them, and, if so, what to change them to. To accomplish this evaluation, the Board is establishing a diverse task force of residents, business owners and other stakeholders. The task force will be charged with two principal tasks:

- Recommend whether the Board should change the names of Lee Highway and Lee-Jackson Memorial Highway or not; and
- If the task force recommends the names should be changed, further recommend alternative names for these highways.

The Board is expected to formally appoint the task force and its chairperson in July 2021, and the first task force meeting is anticipated to be in late July 2021. The task force is expected to have until the end of 2021 to prepare its recommendations. As part of its work, it is anticipated that the task force will seek public input via public meetings and/or survey, to secure broader input on the topics. It is anticipated that task force meetings will be open to the public.

Following receipt of the task force's recommendations, it is anticipated that the Board of Supervisors will hold one or more formal public hearings, if a change is recommended for one or both highways.

Role of the Facilitator

It is anticipated that the facilitator will act as a neutral party to assist the task force in having productive discussions that will lead to reaching consensus on recommendations to the Board. The tasks associated with this effort will include, but will not be limited to, the following:

- Assist the Chairperson in convening the initial task force meeting;
- Assist the task force in establishing and adopting ground rules for conducting meetings;
- Enforce the ground rules once they are established;
- Ensure that meetings are structured to allow all task force members to participate and share their opinions productively;
- Help the task force determine the appropriate frequency of meetings and preferred days and times for meetings and potentially whether the meeting will be in person or virtual;
- Work with the Chairperson and County staff to organize agendas and activities for each meeting;
- Facilitate the task force discussion of whether to change the highway names and identify alternative names;
- Assist the task force in identifying and implementing public participation in the process;
- Guide public engagement, once an approach has been selected;
- Help the task force select a method of reaching consensus on its recommendations; and

- Work with the Chairperson to develop a process or activity to allow task force members to share their perspectives on the topics discussed safely without fear of reprisals.

Role of the Chairperson

- Convene task force meetings;
- Assist the facilitator and staff in developing agendas for the meeting;
- Assist the facilitator in preparing for the activities and discussions associated with each meeting;
- Ensure that the Task Force remains focused on assigned tasks;
- Assist the facilitator in maintaining order within the meeting, as necessary;
- Facilitate a final vote on Task Force recommendations; and
- Present the Task Force's recommendation to the Board of Supervisors.

Role of County Staff

- Provide administrative and technical support to the facilitator, the Chairperson, and the Task Force;
- Coordinate meeting locations whether in person or virtual;
- Prepare, distribute, and present meeting materials;
- Assist in maintaining meeting and task force records;
- Assist the Task Force in preparing documents associated with the Task Force's recommendations to the Board; and
- Respond to Task Force questions and requests for information to the extent possible.

Minutes

It is recommended that the Task Force select a secretary or otherwise arrange for minutes of their meetings to be compiled by a Task Force member.

Compensation

It is envisioned that the facilitator will be compensated on an hourly basis at the rates included in the facilitator's existing contract with the County or as otherwise negotiated. Other expenses will be reimbursed as outlined in the facilitator's existing contract, as well.

Potential Additional Tasks

Following the completion of the Task Force recommendations related to Lee Highway and Lee-Jackson Memorial Highway, the facilitator may be asked to assist with smaller more localized task forces to discuss the names of approximately seven arterial roadways whose names are related to the Confederacy.

The facilitator may also be asked to assist with the renaming of County planning districts with names linked to the Confederacy. If the County desires to have the facilitator undertake these tasks, a separate Scope of Work will be developed and negotiated with the facilitator.

Facilitators may partner with others in preparing their proposals.