

## Consulting Agreement

This Agreement is entered into between the City of Peoria, 456 Fulton St, Suite 420B, Peoria, IL 61602 ("City") and Leading Change School LLC, 408 S Arrawana #A3, Tampa, FL 33609 ("Consultant").

1. **Consultant:** Subject to the terms and conditions of this Agreement, City hereby engages Consultant as an independent contractor to perform the services set forth herein, and the Consultant hereby accepts such engagement.
2. **Duties, Term, Responsibilities, and Compensation:** Consultant's duties, term of engagement, responsibilities, compensation, and provisions for payment thereof shall be as set forth in the Statement of Work provided to City by Consultant and which is attached as Exhibit A, which may be amended in writing from time to time or supplemented with subsequent estimates for services to be rendered by the Consultant and agreed to by City and which collectively are hereby incorporated by reference. Additionally, special areas of responsibility for either Consultant or City will be outlined in Exhibit A.
3. **Termination, Modification or Amendment:** This agreement may be terminated, modified or amended at any time with the mutual consent of both parties in writing.
4. **Independent Contractor:** This Agreement shall not render Consultant an employee, partner, agent of, or joint venturer with City for any purpose. Consultant is and will remain an independent consultant in its relationship to City. City shall not be responsible for withholding taxes with respect to Consultant's compensation hereunder. Consultant shall have no claim against City hereunder or otherwise for vacation pay, sick leave, retirement benefits, social security, worker's compensation, health or disability benefits, unemployment insurance benefits, or employee benefits of any kind.
5. **Human Rights Act:** This Agreement will be subject to and governed by the rules and regulations of the Illinois Human Rights Act 775 ILCS5/1-101 et seq. and as amended. And the provision of Chapter 775 of the Illinois Compiled Statutes 5/2-105 on Sexual Harassment policies.
6. **Affirmative Action Requirements:** Consultant will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual harassment, ancestry, national origin, place of birth, age or a physical or mental handicap which would not interfere with the efficient performance of the job in question. Consultant will take affirmative action to comply with the provision of this division and will require any subcontractor to submit to the City of Peoria written commitment to comply with this division. The Consultant will distribute copies of this commitment to all persons who participate in recruitment, screening, referral and selection of job applicants, prospective job applicants, member or prospective subcontractors.
  - i. Consultant agrees that the affirmative action requirements of Section 17-120 of Division 4 of Article III of Chapter 17 of the Code of the City of Peoria is hereby incorporated by reference, as if set out verbatim.
7. **Choice of Law:** The laws of the state of Illinois shall govern the validity of this Agreement, the construction of its terms, and the interpretation of the rights and duties of the parties hereto.

8. Notices: Any and all notices, demands, or other communications required or desired to be given hereunder by any party shall be in writing and shall be validly given or made to another party if personally served, sent by email, or if deposited in the United States mail. If such notice or demand is served personally, notice shall be deemed constructively made at the time of such personal service. If such notice, demand, or other communication is given by mail, such notice shall be conclusively deemed given five days after deposit thereof in the United States mail addressed to the party to whom such notice, demand, or other communication is to be given as follows:

If to City:

City of Peoria  
City Manager  
419 Fulton Street, Suite 207  
Peoria, IL 61602  
purich@peoriagov.org

With a Copy to:

City of Peoria Innovation Team  
Anthony Corso  
456 Fulton Street, Suite 420B  
Peoria, IL 61602  
acorso@peoriagov.org

If to Consultant:

Leading Change  
Amelia Terrapin  
408 S Arrawana #A3  
Tampa, FL 33609  
ameliaterrapin@gmail.com

Any party hereto may change its address for purposes of this paragraph by written notice given in the manner provided above.

9. Unenforceability of Provisions: If any provision of this Agreement, or any portion thereof, is held to be invalid and unenforceable, then the remainder of this Agreement shall nevertheless remain in full force and effect.

IN WITNESS WHEREOF the undersigned have executed this Agreement as of the day and year first written below. The parties hereto agree that facsimile or scanned/emailed signatures shall be as effective as if originals.

\_\_\_\_\_  
Signature  
City of Peoria

\_\_\_\_\_  
Printed Name/Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature  
Leading Change School LLC

\_\_\_\_\_  
Amelia Terrapin/Founder

\_\_\_\_\_  
Date

DR

## EXHIBIT A

### Duties, Term, Compensation, and Responsibilities

A mutually acceptable scope of work arranging the details of the workshop sessions below will be agreed to between City and Consultant via email prior to the visit. The duties and the timeline for the consulting projects are listed below.

#### Background

Community Engagement is crucial to the success of City projects, but public meetings sometimes fail to fully engage residents. Public meetings are often characterized by polarization, unequal distribution of power and platform, absence of relationship and trust, and difficulty arriving at tangible outcomes or agreements. City staff often work with a limited one-size-fits-all toolkit for hosting meetings that might engage some residents, but not others.

#### DUTIES

Consultant will deliver the Leading Change workshop titled “Leading Change: Hosting and Facilitating Public Meetings for Positive Community Engagement” to up to 20 key stakeholders from the City.

*Leading Change: Hosting and Facilitating Public Meetings for Positive Community Engagement* is a 2-day session designed to provide City staff with the tools to thrive in challenging environments. Participants will gain skills in working with these tools and apply them to a critical work challenge. Participants will leave equipped to operate more strategically within the organization and empowered to make immediate impact. Specific outcomes include:

- Understanding the value of learning new facilitation tools that allow us to elicit more engagement, distribute leadership and share power in the interest of creating positive change.
- Internalizing new tools and practices for designing and hosting productive community engagements.
- Identifying adaptations and competencies needed to make progress.
- Connecting the tools and concepts for application to participants' individual and team / department challenges.
- Gaining insights from peers through group discussion and dialogue.

*Leading Change: Hosting and Facilitating Public Meetings for Positive Community Engagement* sessions will be delivered all-day on September 13-14, 2018.

The workshop follow-up will be scheduled at a mutually agreeable time within 2 to 4 weeks following the workshop and will take place remotely via videoconference or via phone conference call. It will be 1.5-2 hours long and will support participants in continuing to build a community of practice.

#### TERM

This Agreement will be in effect through December 31, 2018.

#### COMPENSATION

### Workshop Fee

The cost for the 2-day workshop—including design, preparation, logistics, delivery, and immediate follow-up—is \$15,800. The City will pay Consultant in installments as follows (1.) \$5,000 at the time of signing the contract. (2.) \$13,800 upon completion of the 2-day workshop.

### Presentation Material Expenses

Consultant will cover the cost of printed materials and training / workshop supplies.

### Travel Expenses

City will reimburse Consultant for the cost of meals, travel, ground transport and accommodations in an amount not-to-exceed \$4,000, upon submission of receipts documenting such expenses. If City cancels this Agreement, any travel expenses already accrued will be reimbursed to Consultant upon submission of receipts documenting such expenses.

### Cancellation Terms

City may cancel this Agreement by providing written notice of cancellation to Consultant. Due to the costs of preparation for the workshop, and the opportunity costs involved with not being able to reschedule the Consultants' time, the City will be assessed amounts based on when notice was received by Consultant, as follows:

(i) Cancellation between date of signing the contract by both parties and 14 days prior to the event, 40% of the workshop fee.

(ii) If notified between 13 days and zero days prior to the event, 75% of the workshop fee.

### RESPONSIBILITIES

Consultant will provide any digital presentation materials. For all presentations, City will provide complete a/v equipment set up, including screen, projector, and laptop suitable for projecting any digital presentation materials. Consultant shall also provide printed and writing materials for use during the training / workshop.

### Proposed Agenda

See Agenda and Program Information attached as Exhibit B.

End of Exhibit A

DR

EXHIBIT B  
Program Design and Agenda for Leading Change: Hosting and Facilitating  
Public Meetings for Positive Community Engagement

**Leading Change:**  
Hosting and Facilitating Public Meetings for Positive Community Engagement  
Peoria, IL  
September 13-14, 2018

**Problem: Community Engagement is crucial to the success of City projects, but public meetings sometimes fail to fully engage residents.** Public meetings are often characterized by polarization, unequal distribution of power and platform, absence of relationship and trust, and difficulty arriving at tangible outcomes or agreements. City staff often work with a limited one-size-fits-all toolkit for hosting meetings that might engage some residents, but not others.

**Solution: A training that introduces a methodology for hosting meetings that is adaptable to various formats and participants.** The Leading Change training is designed to transform existing dynamics by introducing a set of flexible tools and strategies for diagnosing what's required, and creating the conditions for successful outcomes.

**Takeaway: A set of tools, “learned by doing” at the training, that can be used to host more engaging meetings.** Participants will leave with first-hand experience participating in and facilitating a variety of innovative community engagement sessions. Individually, participants will expand their leadership capacity. Collectively, the group will develop a shared set of practices for catalyzing the future success of Peoria.

**DAY ONE: 8am-5pm**

**TOOL** **Circle Practice:** Checking in/Group introductions

***Problem:** At conventional open-platform meetings, there is an absence of opportunities for relationship-building, which can lead to disrespectful, unproductive, and often heated interactions.*

***Solution:** This practice offers an innovative strategy for de-escalating community-engaged meetings by giving each participant an opportunity to speak in response to a specific prompt (or set of prompts). The structured format gives rise to more productive and results-oriented conversations than conventional open-platform meetings. It allows us to build community with those present, and get a sense of the group's shared purpose. Bringing forward the voice of each participant puts into practice the values of inclusion and sharing from a personal perspective.*

***Takeaway:** Participants will gain an understanding of how to facilitate circle practice at their meetings.*

**TOOL** **Agreements:** How do we want to work together?

**Problem:** Community-engaged meetings often lack a shared commitment to a culture of productive and respectful interaction and engagement.

**Solution:** This session addresses this need by facilitating the critical conversation about what kinds of norms we want to follow as we interact with each other. In this session, the group explores and makes explicit the conditions necessary for everyone to fully participate, not just those who have traditionally and historically held power and influence.

**Takeaway:** Participants will gain an understanding of the value of shared agreements and how to facilitate them.

**THEORY Understanding Systems Change:** What roles do we play within our system?

**Problem:** When we enter the conversation from our own narrowly focused silos, we lose respect for other perspectives. In order to have productive meetings internally and with residents, we must first expand to a macro view that includes all perspectives, offers a healthier understanding of the complexity of our system, and the importance of all roles.

**Solution:** This session illuminates a theory of change, used by an organization called the Berkana Institute. Each participant identifies the role they play in either the current dominant system, a new emerging system, or sometimes as a bridge between both.

**Takeaway:** Participants gain a broader perspective of the current state, historical context, and where one might want to be in a future state. Participants will also understand how their community's work fits into a larger picture of systems change.

**PARTICIPANT-LED TOOL Hosting Large-Group Dialogue:** Participant-Led World Cafe

**Problem:** In large group meetings, it's typical for a few powerful voices - including a facilitator - to drive the conversation. We lose access to the collective wisdom of those in the room, limiting the possibility for productive outcomes. These conventional hierarchical meeting formats often leave people feeling frustrated and disengaged.

**Solution:** This session demonstrates an innovative methodology for fostering interaction and dialogue within both large and small groups. It is particularly effective in surfacing the collective wisdom of large groups of diverse people. The theme of the dialogue will be Building Resilient Neighborhoods, exploring possibilities for the vacant lot initiative in Peoria.

**Takeaway:** Participants will actively learn to design, facilitate, debrief, and distill next steps from this process. Participants will learn how to elevate the voices of those who are typically not heard in conventional meeting formats, resulting in more inclusive outcomes.

**TOOL Circle Practice:** Checking out for the day

Similar to the opening circle practice, the closing circle builds relationships by inviting each participant to respond to a prompt. This creates an opportunity to reflect on the conversations of the day, to close and summarize the results of the meeting, and to look forward to next steps.



**Takeaway:** Participants will gain an understanding of the value of group reflection and how to facilitate a check-out circle.

## **DAY TWO: 8am-5pm**

### **PARTICIPANT-LED TOOL** Circle Practice: Participant-led Check In

*After learning from the previous day's circle practices, a small team of participants will lead this session.*

### **THEORY** Effective Communication: Deep Listening (groups of 4)

**Problem:** Listening is a critical yet often overlooked aspect of communication. We often listen to respond instead of listening to understand. In situations of conflict this results in further polarization and makes it difficult to have a productive conversation.

**Solution:** This session gives participants an experience of different kinds of listening and paying attention. This methodology is an effective tool for building relationships when there is tension and conflict within the larger community.

**Takeaway:** Participants will increase their capacity for effective communication through listening, and learn to facilitate this experience for others.

### **THEORY** Harnessing the Tension Between Chaos & Control

**Problem:** When faced with chaos, we often default to control, imposing order to make the situation more manageable. If we control too much, we lose the conditions necessary for the productive creativity that emerges at the boundary between chaos and control.

**Solution:** This session reveals how chaos and order complement each other, and are integral to creativity within constraints. When we develop the capacity to stay in between order and chaos, we create the conditions for emergent, wise action to occur.

**Takeaway:** Participants will reflect on how this lens can be used to understand a group's dynamic and capacity for harnessing the tension between chaos and control. Participants will also reflect on their own capacity for allowing emergent conditions, and how their own setpoint contributes to the dynamic of the larger group.

### **TOOL** Articulate A Vision for Peoria

**Problem:** Without a clear sense of where we're going together, it's easy to get caught up in the details, losing sight of our own - and other people's - visions and sincere commitments to change. This disconnect can stress and even rupture the relationships that are critical for meaningful progress. A well-articulated vision generates commitment and momentum at an individual level, and at a group level, it creates a sense of connection to - and respect for - the deeper core of each person's motivations.

**Solution:** This simple story exercise invites each participant to share their deepest desires for the city of Peoria, generating a vision story that can be one of the most effective tools for catalyzing change.

**Takeaway:** Participants will gain the clarity of their own vision, as well as inspiration from the visions of their colleagues. Participants will learn to facilitate this vision story process for others.

**PARTICIPANT-LED TOOL Supporting Collaborative Action: Participant-led Proaction Cafe**

**Problem:** Ideas can languish and fizzle out when one person alone is responsible for them. A sense of isolation can prevent people from making the leap from idea to action. Ideas and the people who commit to them benefit from sustained attention in an environment where they can gather support and wisdom from others.

**Solution:** This session marks the transition from the necessary steps of building relationships and possibility to taking action. This methodology is used to surface and support the ideas of individual participants through peer coaching, collaboration, and contribution. This can be organized around specific ideas for vacant lots, or other participant-owned ideas for improving Peoria.

**Takeaway:** Participants will flesh out specific ideas for Peoria, as well as learn how to facilitate the Proaction Cafe methodology.

**PARTICIPANT-LED TOOL Circle Practice: Participant-led Closing**

Our last circle will provide an opportunity to reflect on what participants learned and what action steps participants will take, both individually and collectively.

**Takeaway:** Participants will articulate the commitments and action steps that the community will take moving forward.

End of Exhibit B