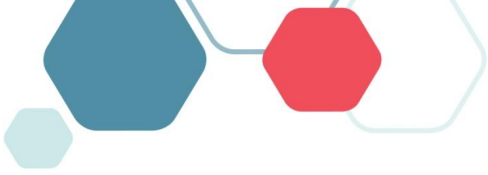


2022 Petaluma Fairgrounds Advisory Panel



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2022 Petaluma Fairgrounds Advisory Panel

Welcome to the 2022 Petaluma Fairgrounds Advisory Panel! We are very excited to have you on board, and we sincerely hope you'll find this experience to be unique, meaningful, and enjoyable.

Lottery-Selected Panels are an innovative way of doing democracy – a process where people from all walks of life work together to make decisions about questions that affect their community. Their purpose is to provide decision makers with clear, useful, and well-researched guidance on complex questions.

The Panel

You will serve as one of 36 Panelists – Petaluma residents from every corner of the city. You and your fellow Panelists were selected through a process that is anonymous and randomized, but also that selects a Panel representative of the community's demographics.

Because Panels reflect “a city in one room,” their recommendations carry unusual weight. You and your fellow Panelists will write three reports that help to answer the question,

“How might we use the City’s fairgrounds property to create the experiences, activities, resources, and places that our community needs and desires now and for the foreseeable future?”

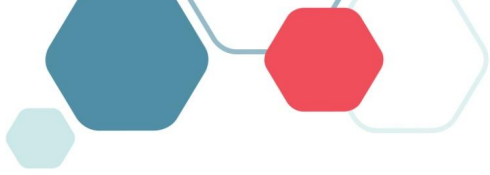
You will present your recommendations directly to the City Council and Fair Board at the conclusion of your final day of service (July 11).

Panelist Information and Logistics

When

As a reminder, please be sure to mark these dates on your calendar! All sessions will take place from **9 a.m. to 4:30 p.m.** Please plan to arrive approximately 10-15 minutes early to get settled and ready to begin promptly each day. Please allow an extra 15 minutes if you need to test for Covid-19 beforehand.

- May 13 (Friday)
- May 14 (Saturday)
- May 15 (Sunday)
- June 4 (Saturday)
- June 17 (Friday)
- June 18 (Saturday)
- June 19 (Sunday)
- July 2 (Saturday)
- July 8 (Friday)
- July 9 (Saturday)
- July 10 (Sunday)
- July 11 (Monday)



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In addition, there will be additional sessions later in 2022 that you as Panelists will schedule based on your availability.

We highly encourage Panelists to attend ALL sessions of the Panel. You will cover a lot of information each day and each session flows into another. It is very hard to make up sessions that you miss. That said, please do get in touch with us if a personal or family emergency arises – we will try to make accommodations.

Where

May 12, 13, 14

Petaluma Community Center
Meeting Room
320 N. McDowell Blvd., Petaluma, CA 94954

June 4, 17, 18, 19

Petaluma Community Center
Assembly Room
320 N. McDowell Blvd., Petaluma, CA 94954

July 2, 8, 9, 10, 11

Santa Rosa Junior College, Petaluma Campus
Building 500 – Mike Smith Hall
Room 114 – Student Success & Engagement Center
680 Sonoma Mountain Pkwy., Petaluma, CA 94954

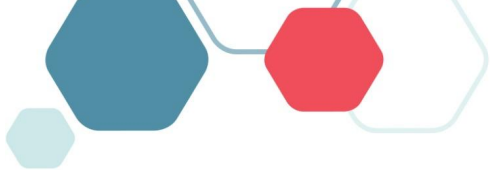
Maps for Petaluma Community Center and the Santa Rosa Junior College are included in the appendix of this packet.

Travel

If you need assistance with transportation to any of the events, please contact Grace Taylor at grace@healthydemocracy.org. Healthy Democracy can reimburse costs for bus fares, mileage, and parking up to \$5 per Panelist per day. The rate for mileage reimbursement is 58.5 cents per mile.

Meals

Each day, morning coffee with a light snack and a full lunch will be provided to Panelists. (Not available to the public or other guests.)



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Child Care / Adult Care

In order to make this experience as accessible as possible, Healthy Democracy will provide reimbursements for those panelists who require care for their children while they are away, or for adult relatives who are under their direct care.

Please either complete the Child Care / Adult Care Reimbursement Form, or provide a receipt that includes care dates and care rate to Grace Taylor. All requests must be submitted within 30 days of the date of service.

Healthy Democracy will reimburse you up to \$20 per hour for child care or adult care expenses, for the hours the Panel is in session. Reimbursement will be provided by check, within 14 days of receipt.

Service Animals

Service animals are allowed at the Panel with prior notice. No pets will be allowed.

Stipends

Panelist stipend checks will be issued within 7 days following each weekend of the Panel. The stipend for each full day you participate in the Panel will be \$150. No partial stipends will be issued. Participation on the Panel is voluntary and does not constitute an employment relationship with Healthy Democracy. Stipends received through this program are taxable income and will be reported to the IRS annually, but no taxes will be withheld.

If you have any logistics questions, please feel free to contact Grace Taylor directly by email at grace@healthydemocracy.org or by phone at (707) 789-1099.

Covid Protocols

All Panelists will be required to show either proof of vaccination (defined as all eligible doses, including boosters) OR daily negative test results to participate on the Panel. Panelists who choose to demonstrate proof of negative test results can choose from one of the following testing options:

1. Two rapid tests taken immediately before the first day of each weekend and daily negative tests before each subsequent day.
2. A PCR test taken 1-3 days prior to the first day of each weekend and daily negative tests on subsequent days.

Rapid tests will be provided on site beginning at 8 a.m. each day. For each rapid test required, please arrive at least 15-20 minutes before the 9 a.m. start time to ensure your results can be read in time to begin. For PCR testing resources, please visit Sonoma County's testing resources page: [Covid-19 Testing in Sonoma County](#).



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In addition to these protocols, we will need to comply with any Covid rules for the venues where we will hold meetings. The [Covid policy for the Santa Rosa Junior College](#), for example, requires masks at all times for all indoor activities regardless of vaccination status or test results.

We will work with each of you to help ensure this Panel can meet safely in-person for the duration of the project. Thanks in advance for your cooperation and understanding.

Who's in the Room?

Panelists

That's you! You and your fellow Panelists represent a cross-section of all Petaluma residents aged 16 and over.

Process Advisors

The Process Advisors will explain each step of the process as it happens, and ensure that it runs smoothly and remains fair to everyone. They will respond to all questions about how or why the process is organized.



Linn Davis
Program Co-Director
Healthy Democracy



Alex Renirie
Program Co-Director
Healthy Democracy

Moderators

Six moderators will help guide you through the process and encourage respectful exchange. They are independent, professional, and dedicated to ensuring that the process is fair and inclusive.



2022 Petaluma Fairgrounds Advisory Panel

Meet our moderator team:



Jill White



Suzanne (Susie)
Carlton



Mario Castillo



Carly Devlin



Dory Escobar



Ana Horta



Payton Silket



Daniel Yamshon

Other Project Staff

There are several other project staff in the back of the room. They are here to answer questions, ensure visitors are welcomed, coordinate with presenters, manage logistics, and – most importantly – support you to feel welcome and comfortable every step of the way!

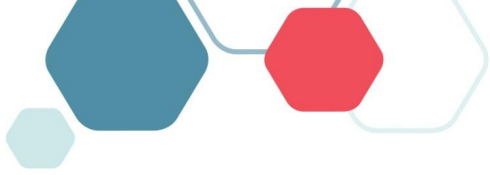


Grace Taylor
Operations Director
Healthy Democracy



Kacey Bull
Director of Outreach &
Communications
Healthy Democracy

Phil Ybarrolaza
Technology and Logistics
Assistant



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Interpreters

You will be working with a team of Spanish language interpreters throughout the Panel's proceedings. They will interpret all large and small group sessions into Spanish and English. Interpretation services will be provided by Ditto Interpreters, Petaluma, CA.

Researchers

Independent evaluation of these processes is vital to both their credibility and their continued improvement. Therefore, we are happy to host third-party researchers from several universities, who will be conducting surveys and observations of the Panel's work in accordance with their research on unique processes such as this one.

Presenters

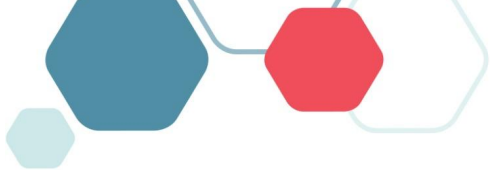
Many presenters will provide you with information during this process. Presenters have a wide range of information to share with you about the topic at hand. All presenters you hear from have been recommended by a balanced stakeholder committee (the Informational Advisory Committee) or chosen by you, the Panel.

Observers

The public is invited to observe the process at any time, but they may not participate. They have been instructed to remain silent and to sit "behind the line" in the public gallery, so they do not disturb you or attempt to influence the Panel's work. When you are in small groups, members of the public will not be able to hear your discussions. If a family member or friend visits you during the Panel Sessions, you are welcome to visit with them during breaks or lunch.

Media

Since this is a public meeting, members of the press are welcome to view the proceedings at any time. However, Panelists are never required to speak to the media. If you need any assistance in dealing with members of the press who are present, please direct them to Kacey Bull, Healthy Democracy's Communications Director.



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Process Details

Panelist Conduct

This is a group process. You will spend a lot of time together examining tough issues, and you may find that you do not always agree. It is critical that we demonstrate to one another that we are here to listen and learn, and to do that we must show respect to one another throughout the process. That said, please follow these basic guidelines:

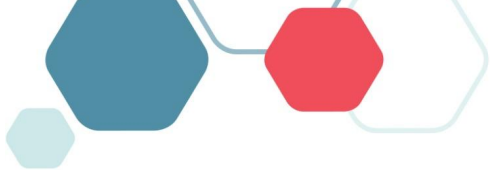
- **Use respectful body language.** Please use respectful body language toward everyone. Match your body language with your intent of listening and learning. Be aware that eye rolling, crossing arms, or turning away from someone while they are speaking may send a disrespectful message.
- **Use respectful verbal language.** Do not use language that disrespects anyone's religion, culture, racial identity, appearance, gender, sexual orientation, etc.
- **Minimize distracting behavior.** Whenever possible, please keep electronic devices turned off and packed away. Out of respect for your fellow Panelists, save any potentially distracting behaviors for break times. Refrain from interacting with observers in the audience during the process.
- **Attend all sessions and be attentive.** Your fellow Panelists are depending on you to hear the information presented and be present in discussions. There will be an hour-long lunch and two other breaks each day. However, do take care of yourself, if you have any personal needs or emergencies that can't wait till break time – and let staff know if we can help.

During your first day together, you and your fellow Panelists will create additional agreements about how you want to interact with each other. The guidelines above are only a starting place – you can decide exactly what commitments you make to each other as a group!

Language Services

Simultaneous interpretation is available for all Panelists. All written materials received or created by the Panel will be available in both English and Spanish. Out of consideration for our interpretation team and your fellow Panelists, please remember to speak at a reasonable speed and be attentive to other requests related to language access.

During the process, you will be using specialized interpretation equipment that allows you to "tune in" to your preferred language on a personal device. We ask that everyone practice patience and flexibility, as this will be many people's first time using the equipment and participating in a multilingual process.



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Independent Evaluation

Panels are always independently evaluated. The design of this Panel builds on over a decade of academic research on Healthy Democracy's Lottery-Selected Panel programs – and over a decade of Panelist feedback, as well. Our processes are diligently designed and redesigned – to identify and remove bias, to take advantage of every minute, and to foster an atmosphere of camaraderie among Panelists. This process will be no different. Outside researchers not connected with or paid by Healthy Democracy will observe parts of this process, survey Panelists, and provide feedback to staff about how we can improve.

Conflict Resolution

We hope that most disputes can be resolved within the Panel itself, or in conversation with process staff. If you would like to raise a concern or need help resolving a conflict, please approach a member of staff so we can address it as quickly as possible. If a process dispute is raised that cannot be resolved easily, it will be referred to the Panelist Process Committee (you'll hear more about this soon).

If the Process Committee does not find a solution or prefers not to get involved, the dispute will then be referred to a group of project partners and stakeholders. This group includes two representatives from each of the following groups: HD staff, the City, the Panel Process Committee, and the Informational Advisory Committee. If the conflict or concern reaches this group, they will make a final decision by supermajority.

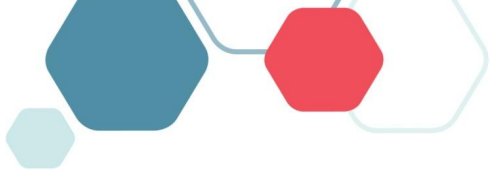
Public Affairs & Privacy

Public Visitors

The 2022 Petaluma Fairgrounds Advisory Panel is free and open to the public. Members of the public are encouraged to stop by the event and sit in the visitor's gallery. Much like the visitor's gallery at a state legislature or in a courtroom, observers will be able to watch the Panel in action but won't be able to participate or interrupt the proceedings. Panelists will set specific rules for observer gallery behavior. The number of those allowed into the visitor gallery will be limited by the size of the room and Covid protocols.

Talking to the Media

If a member of the media approaches you during the Panel, you are welcome to speak to them, or to direct them to contact a staff member. The project's media contact person is Kacey Bull, Healthy Democracy's Communications Director, but any staff member will be able to connect members to her.



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As we explained in our first invitation letter to you, your privacy is guaranteed for the duration of this process and beyond. Only first names will be used during the process, and we will not provide media members with a list of names or contact info, except with your specific written permission.

Never feel obligated to speak to any member of the media, but if you'd like to, here are a few tips we've learned over the years:

- Out of respect for your fellow Panelists, please only speak about your experience on the Panel, not on behalf of the whole Panel. Each Panelist has a different experience on the Panel; other Panelists will appreciate being able to share their own.
- Don't feel pressure to answer any questions on the spot. You can always ask a journalist to send you a list of questions and their deadline, so you can think about how you'd like to answer and answer in your own time.
- When speaking to a journalist, remember that anything you say can be printed, unless they agree to a different arrangement first. If you would like to say things "off the record" or "on background" – that is, not referring to you personally – then you and the journalist must agree to this before sharing the information. Just saying the words "off the record" doesn't guarantee this. So, if you'd like to not be personally identified, talk to the journalist about your wishes before each conversation or email exchange; if they agree, then move forward.

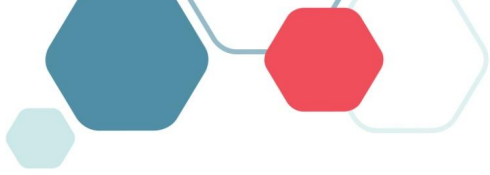
Talking to Family, Friends, Presenters & Others in the Community

If you talk to others – friends, family, presenters, or others in the community – about the Panel's topic or its work outside of the formal Panel sessions, we ask that you share the discussions you have and anything you've learned with your fellow Panelists. It is important that the Panel is considering similar information in your work together and is having most of its discussions about this topic within its own process. However, outside perspectives can also be enlightening – so please share any insight you've gained from others during Panel discussions.

We take your privacy very seriously. Only first names are used during the process, and we will never share your full name, contact details, or any other info with anyone outside of Healthy Democracy staff without your specific written permission. This includes City staff and presenters. For more information, see our Transparency & Privacy Policy at healthydemocracy.org/transparency.

In addition, you are under no obligation to speak with anyone about anything related to the Panel. If someone approaches you or contacts you electronically, you may simply ignore them if you wish. Please report any unwanted contact or abusive behavior to any Healthy Democracy staff member. Your security and comfort is our top priority.

Finally, please be aware that if you contact any public official – whether they are a staff member or an elected/appointed official – any email you send will automatically become public record.



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A future Freedom of Information Act (FoIA) request by a member of the public or media could reveal your name, contact info, and anything you've written. All emails, calls, or texts to Healthy Democracy staff, however, will be kept private and are not subject to public records requests, as we are a private nonprofit organization.

Live Stream

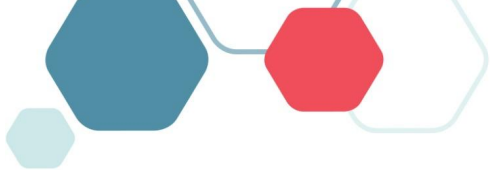
This process is being live streamed to the internet, so that the process is transparent and accessible for all who may wish to view it. The live stream is also being recorded, so it can be viewed at a later time. Both the live stream and the recording can be accessed on Healthy Democracy's YouTube channel. (Go to: youtube.com/healthydemocracyorg.)

Note that the live stream is only recording video of the very front of the room, where the moderators and presenters will be standing or sitting, as well as the screen behind them. The floor has been marked where one needs to stand in order to be recorded. So, if you don't want to be recorded, simply do not walk inside these lines on the floor. No part of the Panel, the small groups, or any of the rest of the room will ever be part of the live stream. However, you should be aware that the live stream may be on during breaks.

The live stream gets its audio directly from the microphones, which is one reason it is important that all Panelists always use a microphone when they wish to speak. If you're not near a microphone and you're not standing at the front of the room, neither your voice nor your image will be recorded.

Informational Advisory Committee

The Informational Advisory Committee (IAC) is a balanced stakeholder group of 14 people, representing 12 categories of stakeholder interests in the community, plus the City of Petaluma and the 4th District Agricultural Association (Fair Board). Each of them has prepared statements to help introduce you to the many perspectives on the Fairgrounds topic. They have also selected a number of informational presenters who will speak to you about the topic during your first weekend together, as well as a menu of additional presenters that you, the Panel, will be able to call for additional presentations in your second and third sessions.



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Meet the members of the Informational Advisory Committee:

Category	Organization	Individual Representative
BIPOC & LGBTQIA2S+ Groups	100 Black Men of Sonoma County, Inc.	Marion Walker
Environmental / Climate Action Groups	Climate Action Petaluma	Ann Edminster
Schools / Education	Liberty School District	Katherine Lundy
Emergency Services Groups	North Bay Animal Services	Mark Scott
Business Groups	Petaluma Area Chamber of Commerce	Onita Pellegrini
Healthcare/ Housing / Human Service Non-profit Agencies	Petaluma Family Resource Center at McDowell	Ana Cordova Belik
Agricultural Groups	Petaluma High School Agriculture Dept./Petaluma FFA	Kimberly Arntz
Families / Youth/ Age Friendly / Recreation Groups	Petaluma National Little League	Jonathan Ganley
Property Neighbors	Petaluma Regional Library	Diana Spaulding
Non-profit / Faith-based Organizations	North Bay Organizing Project	Alanna Sullivan
Active Transportation Groups	Petaluma Wheelmen Cycling Club	Jerry Wilkinson
Current Tenants / Property Users	Play Dog Play	Hector Coello
City of Petaluma	City of Petaluma	Ingrid Alverde
4th District Agricultural Association	4th District Agricultural Association	Kristie Hubacker