

Portland Clean Energy Community Benefits Fund (PCEF) Grants Committee
November 11, 2020 - MEETING MINUTES

Committee members present: Michael Edden Hill, Ranfis Villatoro, Megan Horst, Faith Graham, Shanice Clark
Amanda Squiemphen-Yazzie, Maria Sipin, Robin Wang

PCEF staff present: Sam Baraso, Cady Lister, Janet Hammer, Jaimes Valdez

MEETING DECISIONS/ACTION ITEMS

Committee approved minutes.

Subcommittee on Committee reporting engagement formed.

6pm – Open and inspiration

Public comment - None

Program updates

RFP outreach summary statistics - six webinars, five grant development trainings; ~263 attendees, 170 unique organizations (~25 culturally specific organizations), 156 questions answered, language downloads Spanish – 6; Russian – 1, Nepali – 1, Lao – 1, Chuukese -2, Vietnamese - 2, Somali - 2, Thai – 2. Staff is looking into ways to make the translated material more accessible in the future. Webinar and training attendees were a good mix of people interested in small, planning and large grants and with a range of experience writing grants from none to a very experienced. We tracked some of our key groups representing priority populations to see whether they participated and reached out to make sure they knew about the trainings and that recordings were online.

Committee discussion of webinars and trainings:

- Faith – given that it was not a requirement to attend the trainings we might see applicants who did not attend, is that correct?
- Sam – Yes. And we have learned that going through these trainings is very helpful. A lot of content covered. For next year, considering a brief video of main points.
- Faith – kudos for posting and the lesson learned. This has been so smooth and transparent.
- Robin – Any general high-level themes from the questions.
- Sam and Cady - Robust set of questions. No strong common theme. We will go through and do analysis of those. One area with a lot of inquiry was regarding the wage requirements (clarifications and what ifs) - for both 180 percent and prevailing wage. Clarifying questions about how to fill out the budget.
- Megan – 13 percent of webinar attendees did not plan to apply; do we know why?
 - Sam - we don't but we do have thoughts about how we might follow up to find out.
- Ranfis – Did all participants fill out the survey? And of this breakdown, do we know if they are new, small, or emerging?
- Sam - About 75 percent of participants took survey. We have a sense of the size of some participants, but it was not a question we asked. Encourage Committee members to check out the recordings. Helps to understand the complexity of the work and how to refine and be as user-friendly as possible and the technicalities of specific projects. We will summarize findings and come back with an evaluation before we release the RFP for the \$40-60 million.

Deadline for application submission was scheduled for November 16 at 11:59. Having checked in with a number of folks and recognizing the prolonged anxiety that last week created for much of the community we have decided to push back one week, which will push things about two/three weeks due to where the scoring now hits during the holidays.

Committee discussion of deadline extension:

- Ranfis – Do we have a sense of how many have submitted an application? Anything we can do to help with turnout of applications?
 - Sam – as soon as we post the extension we will send via BPS social media; will share with you and the Coalition so can further push that out. Feel we will have a robust number of applications.
 - Cady – One completed so far, 58 in process in the Application Portal.
- Robin – when should we block time on our calendars.
 - Cady – December 14 to January 7 for independent scoring. Scoring panel meetings will happen Jan 18 to 29 and will probably take two hours per panel. Full Committee meetings to finalize recommendations to City Council the week of Feb 8 to 12, assume two meetings. Note that the timeline will be adjusted again if we get so many applications that a threshold review is needed.

PCEF is bringing on additional staff. We have offers out for a communications manager and a grants analyst position to support project managers. Getting ready for interviews with Green Infrastructure/ Regenerative Ag position and Workforce and Contractor Development position. The next recruitments will be for our financial analyst followed by an administrative support position.

Committee discussion of staffing:

- Faith – do you anticipate one person per funding “bucket”?
 - Sam – Clean Energy may need more. We will have our financial audit and get an opinion about program and admin expenses. For the work of PCEF to be done in a way that meets the goals of the program we are going to need additional positions, or re-think how we do the work.
- Ranfis – concern about staff capacity and having enough capacity to steward a program as large as this with transformative relationships with our community. Want to think about how we add that capacity.
 - Sam – Within the initiative, admin is limited to 5 percent of the fund, even at \$60 million that cap would be a challenging number. And depends a bit on what is allocated to admin expenses.

Last note that staff has been actively engaging in the Workplace Safety/Respectful Workplace conversations and will provide a further update in the near future.

Committee reporting on program performance to City Council

PCEF code requires program performance reporting, the way in which reporting happens should be informed by code as well as guiding principles. Staff provided a presentation revisiting the Committee’s April conversation about performance metrics, noting that a lot of other information will be collected and reviewed, separate from the high-level metrics to report to Council. Committee has asked in the past for meaningful measures and disaggregated data. Measures of effectiveness must align with purpose and goals in ballot measure and with guiding principles. Staff suggested thinking about two areas of program performance – program administration and grant performance – and telling the PCEF story using qualitative and quantitative information. Because of wide range of funding areas it is challenging to create a single data dashboard. Recommend a dashboard for

each funding area and a dashboard for the program administration. This is a larger number of metrics but not unmanageable. Presentation included examples of what recommended structure would look like. Timing considerations - grant performance data will not be available for more than a year, but the Committee will need to report on program performance before then. There should be short term reporting that focuses on program administration metrics and program startup. First reporting to Council should happen with funding recommendations in February 2021. Long term reporting details should be defined before the next RFP is released in summary 2021. Committee options to move forward, form a subcommittee to define and manage reporting that comes from the Committee or have staff draft material for full Committee deliberation.

Committee discussion of performance reporting:

- Maria – Would be good to hear what the community would like to evaluate and how they would like to be involved. Ranfis agrees.
- Faith – agrees. And maybe a subcommittee that includes community members.
- Megan – Given the importance of what we report on seems important to have a subcommittee and with community participation so there is some deep attention.
- Ranfis – Supports what others said. Landing on a hybrid, staff to give an initial framework for committee/community to weigh in on. For example, on workforce equity there are folks that can share what would be good metrics. Don't make subcommittee so broad that folks have to engage in all. Find ways to share expertise in targeted areas.
- Robin – maybe give some latitude to the subcommittee to work out the details.
- Faith – agree with Robin.

Proposal offered by Faith to form a subcommittee focused on Committee reporting, the subcommittee will determine how they want to bring the community into the process.

- Ranfis seconds.
- Michael – Yes
- Maria – Yes
- Robin - Yes
- Shanice – Yes
- Amanda - Yes
- Megan – Yes

Proposal is approved

Maria, Ranfis and Megan volunteered to serve on the subcommittee. Faith offered to assist if needed and suggested that subcommittee call on different Committee members for their specific areas of expertise as needed.

- Michael – Working Agreements Subcommittee has one member now since Andrea stepped down.
 - Amanda - interested in serving on the sub-committee that Michael is on after getting oriented.

Engaging public in our meetings

June Reyes led a conversation on how the Committee would like to engage the public. She asked the Committee to consider what it looks like when the community leads PCEF when thinking about how they'd

like to bring community into Committee workings, noting this will iterate over time, with staff capacity, COVID times, lessons learned, etc.

To inform this conversation, June talked to several attendees who had come to virtual and in-person meetings. Most attendees come to meeting wearing multiple hats and with multiple reasons. Being able to pass on the information. Attendees felt that public comment is a good place/catch all because it is always there, but it can be intimidating, need additional ways. Online meetings can feel like “watching C-span”, but they are easier to access than an in-person meeting because can log in. Though many missed going to community spaces and being in person. Attendees like the opening quote or moment to center ourselves in the work we want to do. Attendees would like to get to know Committee members. Some suggestions included: call on me; here to support the Committee; folks who aren’t conflicted can share about subjects, expertise; feedback loop is important, ask the Committee to respond to public comment; like the learning spaces like earlier meetings where we could learn along with the committee (e.g., topics like energy); maybe breakout rooms prior to talk and get to know each other more.

Committee members were asked to offer ideas on a “Jam Board” (a virtual whiteboard) to the following prompts: What can we create together that would make a difference? Organize ideas by low, medium, and high effort (Jam Board is attached at end of notes).

Committee discussion of community engagement in meetings:

- Maria –went from rich conversation and sharing food and conversations to Zoom meetings with no interaction. Want to look at how to go beyond public comment in limited time periods to more meaningful participation.
- Amanda – have noted in other work how effective social media is. More tuned in on Facebook than Zoom. Seems like an easier option. Would like to see use of closed captioning and ASL interpreters – we don’t have to ask for their accessibility needs but assume it.
- Robin – a few high-level thoughts. More opportunities for unstructured time and opportunity to randomly connect like we would in a meeting. Rather than the community coming to us, lets go to community. When we are back in person, maybe participate in brainstorming sessions. Percolate ideas without sharing confidential information. Help disseminate ideas and make connections.
- Michael – open and moderate the chat box.
- Faith - invite interaction; food together- perhaps we start each meeting with 15 minutes of open space for community sharing and again at the end; committee members show up for community events- can we have a community bulletin board?
- Ranfis – would like staff to facilitate Committee member engagement with community.
- Michael – what is our social media.
 - Sam – will work on with our new comms person and the Bureau. Notes importance of this avenue and that we will attend to. Appreciation for the messaging going out through other channels as well such as the Coalition and Committee members.
- Amanda – City has public involvement committee; can we reach out to them to connect to folks as well?
 - Sam – our Bureau has a committee and we can check with them.

8:00 Meeting adjourned

Directions: create a sticky note and add engagement idea
Committee should consider adopting; this is just an explor
feel free to throw any ideas up on the board.

