

PCEF Reporting Subcommittee

Meeting #5 Meeting Minutes

Date/Time: February 26, 2021, 3:00 pm to 4:30 pm

Location: remote teleconference via Zoom Meetings

Committee Members Present: Maria Sipin, Megan Horst, Ranfis Villatoro

PCEF Staff Present: Angela Previdelli, Janet Hammer

Members of the public: None

Agenda

- Council Report update and next steps
- Minutes
- Overview of reporting and evaluation work
- Consider timeframe and committee role
- Consider purpose, scope, workplan
- Next steps

Meeting Decisions/Action Items

- Minutes will be posted by staff; Subcommittee may review and request revision/reposting.
- Sam will draft Council report send to Committee.

Minutes:

- Sam presented the newest draft of the report to council to the subcommittee.
- Subcommittee decided to bring the draft to the full committee for their review.
 - Provide primer for the full Committee that this is a brief report and there will be a more comprehensive one in the future. Note work to get to this point.
 - Acknowledge work of commissioners in this work for the record. That will show up in the verbal presentation.
- Discussion about minute approval process.
 - Staff will post minutes shortly after meeting. Subcommittee will approve. If there are revisions, staff will post revised minutes to web.
- Janet shared presentation regarding evaluation workplan and potential subcommittee purpose, role, and work.
 - Discussion about timelines and process.
 - Discussion about level of subcommittee involvement. Landing on review of draft questions and 1-2 rounds of review of draft findings. Important to reserve effort/capacity for the program metrics work.
 - Discussion of subcommittee name:
 - Include evaluation in the name. Suggestion that reporting and evaluation phrase be used in mission/description, unless we only mean one of those things.
- Next steps:
 - Subcommittee will refine name, purpose and workplan at next meeting and share update to the full committee.

- Clarify outreach/engagement with June/Jaimes.
- Next meeting: Will be scheduled in follow-up emails.