

PCEF Reporting & Evaluation Subcommittee
Meeting #8 Meeting Minutes

Date/Time: April 9 2021, 2:30 to 4:00 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

- Welcome - Review Agenda
- Approval of Minutes 3-17-21 and 3-31-21
- Suggested Edit to Purpose
- Replies from last meeting
- Discussion of Presentation to Committee 4-14-21

Minutes

- Welcome - Review Agenda
- Approval of Minutes 3-17-21 and 3-31-21
- Approved two edits on name purpose (see below - added evaluation before elements #2 and changed elements to issues #3)
- Updates from questions from last meeting:
 - Brief document “About PCEF Reporting and Evaluation” can be created; not in time for 4-14 meeting.
 - Request for Lokyee/Sam to send news/media updates to the Committee so that they are informed. Sam will work on that with the Co-chairs.
- Process Questions Identified to take to Co-chairs, Sam, Bylaws subcommittee
 - Is membership set? How do people go on and off a subcommittee?
 - Do we have rules around minutes and approvals for subcommittees?
 - Does a motion need to be made to adopt the name and purpose? Suggestion that should be the case as Committee should be aware of subcommittees’ creation, charge, process, etc. Clarify full committee has decision-making and oversight.
 - What does community participation look like in subcommittees?
- Request for org chart of PCEF and where questions go. Same for subcommittees – point of contact.
- Discussion of Presentation to Committee 4-14-21
 - Reviewed content.

- Goal is to provide overview/bring folks up to speed and hear questions/feedback. Sam begins presentation (reporting and evaluation fit with guiding principles, mandates, work that has been ongoing from inception); Subcommittee presentation (who, name/purpose, what we've done, where we're headed). Does this feel like comprehensive and thoughtful approach to the work? Have we missed anything? Are we doing our due diligence? In what ways might folks want to participate? Attend a meeting, review a document, etc.
- Discussion of desire for ASG info in evaluation (that is happening).
- Question about mini-grants. That will be at Committee meeting after the next.
- Defer to next meeting standing meeting date/time.
- Next steps – Janet will share draft slides and text for Ranfis, Megan, and Maria to work with. Dry run April 14th

Name and Purpose

The Reporting and Evaluation Subcommittee exists to support the PCEF Grant Committee in meeting its legislatively-mandated requirements (7.07.050.E.5, 7.07.050.E.6, 7.07.040.D) regarding reporting on program effectiveness and its commitments to program effectiveness.

The Subcommittee will:

1. Develop, and update as necessary, the reporting and evaluation process. This includes consideration of program achievements (high level program metrics and grantee outputs and outcomes) and processes (what worked well in delivering our program and how we might improve).
2. Provide guidance to implementation of the reporting and evaluation process. This includes high level guidance to evaluation elements and workplan.
3. Review findings and identify issues to bring to the full Committee for consideration of implications.

This subcommittee is expected to be a standing subcommittee as reporting and evaluation are a regular part of the Committee's work.