

Portland Clean Energy Community Benefits Fund (PCEF) Grants Committee
January 19, 2022 Meeting Minutes

Committee members present: Jeff Moreland Jr., Michael Edden Hill, Ranfis Villatoro, Robin Wang, Faith Graham, Shanice Clark, Maria Sipin, Megan Horst

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

MEETING DECISIONS/ACTION ITEMS

- Proposal unanimously accepted to:
 - Approve additional review process as identified in the “PCEF Memo on updated risk evaluation approach – January 16, 2022” amending 4. B. so there is greater flexibility in options for proposals to be revised and move forward.
 - PCEF staff to meet with the audit subcommittee on a regular basis to review and provide feedback of staff’s implementation of the additional review process.
 - Affirm the Committee’s support for not requiring background checks as part of this process in alignment with ban the box efforts.

Program updates

- Recruitment for High Road Advisory Council. Application closes 1-27
- Recruitment for Clean Energy Management and Community Service Aide (engagement assistant).
- Interim communications team member started today.

RFP 2 applications – additional review – staff provided an overview at the prior Committee meeting of the proposed process to do additional vetting and review of RFP 2 applications to support successful project implementation, provide more structured support for new, emerging and growing organizations and to protect the long-term viability of PCEF. This is a continuation of that discussion.

Decision being requested: approve approach detailed in memo, flexibility w/in the recommended paths to have more back/forth with grantee, and approval to work with audit subcommittee. Also looking for someone to join Robin on the audit panel.

Discussion summary points

- This will have significant impact on staff time and timeline but may avoid other bigger problems down the road.
- Ensure that if third party oversight is required it does not take over control of all aspects of the project but adds value and controls where needed.
- Be creative in thinking of ways to mitigate risk without changing the nature of the proposal.
- Encourage staff when having conversations with the organizations, be sure to identify the risks; sometimes they don’t see/understand. Focus initially on the risk at hand and negotiating the risk. There might be a unique solution. Should be room for that negotiation, acknowledging the negotiations may take some time. Work with the time limits but facilitate and be open to ideas they may have to mitigate the risk. Focus on that, not preset solutions.

- Ensure we center what groups are presenting. Avoid appeals going to Committee. That should be closer to staff and scoring panels that are looking more closely at the applications.
- Generally supportive though would like to be clear and explicit that we are not doing background checks. Then the media scrutiny comes to us – why we made that decision vs drag community member through the mud.

Proposal made to approve approach to conducting additional review for RFP 2 applicants as detailed in memo. “Agreement” by all.

Meeting close