



Bureau of Planning and Sustainability

PCEF Reporting Subcommittee

Meeting #1 Meeting Minutes

Date/Time: Friday, December 11, 2020, 11:30a.m. – 12:30p.m.

Location: remote teleconference via Zoom Meetings

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

PCEF Staff Present: Angela Previdelli, Janet Hammer, June Reyes

Members of the public: None

Meeting Decisions/Action Items:

- No specific decisions were taken in the meeting.

Meeting Minutes:

- Subcommittee members received an overview of their reporting mandates, short term/long term deliverables, types of reporting, and what work is underway
- Discussed how to bring community input into the subcommittee including interviews with community members, inviting community members to volunteer as subcommittee members, and reaching community members who have participated in PCEF processes already.
- One suggestion was that in our invitation to community members we need make clear the purpose, process, and power community participants have. Another suggestion is to do an inventory on existing bodies that are doing regular updates on data.
- Feedback shared about interviews is that learnings sometimes stayed just with interviewers and it's hard to digest their philosophy or approach.
- Ranfis and June will work on the "ask" to community members who might review program metrics (purpose of input, process, and power community has)
- June will collect information on folks we've engaged with.
- Larger conversation about engagement needs to occur beyond just this subcommittee and address things like who participates, how selected, potential compensation, roles/responsibilities.
- Next three meetings to be scheduled: 2 January and 1 February.
- Next meeting will focus on a) preparation for metrics to Council in February including community engagement in that process and b) scope and timeline for Subcommittee.
- Meeting adjourned at 12:34 p.m.