



Bureau of Planning and Sustainability

PCEF Reporting Subcommittee

Meeting #2 Meeting Minutes

Date/Time: January 12, 2021, 12:00 p.m. – 1:30 p.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:

- June provided an update on the assignments given to Committee members to support the report to City Council in March 2021
- Janet reviewed the reporting mandate within the PCEF Code
- Janet presented a draft purpose and scope of the subcommittee for subcommittee members to respond to.
- Subcommittee flagged some language to address (e.g., align, approve, reporting vs evaluation and assessment). And discussed role of bringing robust information to the full Committee.
- Subcommittee members requested the purpose be updated to reflect the bullets below:
 - Develop the process - Define the method to measure, track, and report;
 - Guide the process - Steer and guide implementation of the evaluation process; and
 - Review and highlight findings - Review findings and identify elements to bring forward to the Committee for discussion of implications. .
- Subcommittee members noted they may do concentrated work after each grant cycle.
- In a future meeting, subcommittee will need to discuss frequency of meeting, role of public participating, or invitation of experts, and any decision making structures used in this subcommittee.
- Subcommittee members offered the following comments for revising the scope:
 - Make sure language is consistent including program administration and grant project performance interpretation
 - Weave immediate- and medium-term needs with grantmaking timeline
- Angela shared sideboards for virtual presentation and written report.

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- Staff presented a draft of report headings and subcommittee members offered feedback including expanding staffing to think about overall resources, centering priority populations in reporting, incorporating metrics around greenhouse gas reductions, navigating politics/policies/opponents, and systems change and power shifts.
- Staff went over next steps:
 - January 28th: staff send draft of presentation and written report
 - February 4th: reporting subcommittee meeting #3 - feedback on draft of presentation and written report
 - February 8th: reporting subcommittee meeting #4 -finalize draft of presentation and written report
 - February Committee meeting: update on report to full Committee
- Meeting adjourned at 1:30 p.m.