

PCEF Reporting Subcommittee
Meeting #4 Meeting Minutes

Date/Time: February 22, 2021, 9:30 am to 11:00 am

Location: remote teleconference via Zoom Meetings

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

PCEF Staff Present: Angela Previdelli, Janet Hammer, Sam Baraso, Lokyee Au

Members of the public: None

Meeting Decisions/Action Items:

- No specific decisions were taken in the meeting.
- Janet will send prep materials for Friday's meeting.

Minutes:

- Draft Council Report. Sam shared draft and subcommittee members provided feedback. General agreement about tone and direction. Suggestions regarding graphics, additional detail about level of labor and thoughtful regarding community engagement, context. Staff will move forward with next draft. Timeframe for completion shifted due to Committee meetings.
- Reporting, Evaluation and Continuous Improvement. Janet shared presentation to begin building common language and framework for our approach and to inform refinement of subcommittee's purpose, scope, and workplan. Discussion included:
 - We will clarify what we evaluate (e.g. how well or how fully we interpreted the PCEF code and program results), who is involved in evaluating, and who is carrying these pieces out. Also how we are framing the question (e.g., grounding "how did we do" in guiding principles).
 - Theory of change is helpful for clarifying our operating assumptions (e.g., if we do x, y will happen); folks aren't necessarily holding the same theory/assumptions in mind (or using words in the same way). This would benefit from clarification.
 - What evaluation items need to happen before RFP 2, timeframe, and what level of detail the subcommittee wants to be engaged in. Want to be realistic about what is possible and clear with stakeholders about engagement (including how input will be used/make a difference). Does staff have a recommendation about level of subcommittee participation? Suggestion about landing between high level overview and workshopping of details.
 - Need to complete purpose and scope though it's a bit iterative – hard to know without jumping into the work a bit and also clarifying language and assumptions. Second RFP launch is a good thing to focus on - between now and then generate enough feedback

and evaluation work to realistically incorporate that feedback in the 2nd RFP in a meaningful way.

- Next meeting Friday. Janet will send additional materials to review ahead of time.