



Bureau of Planning and Sustainability

Date: January 30, 2021
To: Portland Clean Energy Fund Committee
From: PCEF Staff
Subject: PCEF Committee member recruitment plan

The following memo outlines a plan to support the Portland Clean Energy Community Benefits Fund (PCEF) Committee's recruitment of a new member for nomination to replace current Committee members Amanda Squiemphen-Yazzie and Jeffrey Moreland, Jr.

Given the valuable perspectives that will be lost with Amanda departure and Jeffrey's eventual departure from the Committee, it is important the Committee considers those perspectives in its recruitment and how future members may complement existing knowledge on the Committee. In its December 1, 2021 meeting, the Committee expressed a desire to ensure the Committee continues to have:

- A member with significant demonstrated expertise in and an understanding of the local Native American/Alaska Native community. An understanding of the unique history and socio-economic disparities that impact Native American/Alaska Native people, as well as traditional ecological knowledge, are critical in informing the implementation of an equitable PCEF program; and
- A member with significant demonstrated expertise in promoting minority-owned and/or women-owned businesses. This is critical towards ensuring projects funded by the program contract with businesses owned by historically disadvantaged groups at a significant and meaningful volumes and scale.

Staff recommendation to PCEF Committee:

PCEF staff recommend that the PCEF Committee approve the recruitment plan below, allowing slight administrative modifications as necessary, and designate at least two members of the Committee to form a recruitment subcommittee.

Recruitment Plan:

1. **Application:** PCEF Staff will work with either the Office of Community and Civic Life (Civic Life) or other internal City body to host the application. The City has a standard online and Microsoft Word application for all City advisory bodies. Questions in the standard application are noted in [Attachment A](#).

2. Recruitment Subcommittee: A recruitment subcommittee will be formed in order to evaluate applications and make nomination recommendations to the PCEF Committee. PCEF staff will schedule, coordinate, and facilitate meetings of the recruitment subcommittee comprised of at least two PCEF Committee members. Staff will invite Laura John, City of Portland Tribal Relations Director, to provide guidance and support to the subcommittee for the recruitment of a committee member with significant demonstrated expertise in and an understanding of the local Native American/Alaska Native community. The recruitment subcommittee is anticipated to meet two to four times in one-hour meetings. At least one meeting of the recruitment subcommittee will take place before the close of the application period in order to clarify the evaluation process and criteria.

3. Recruitment Timeline:

- a. Application is posted online by Wednesday, February 16
- b. Application closes March 16 if at least 15 applications are received. Application deadline is otherwise extended to March 30.
- c. Applications are compiled and sent to the PCEF recruitment subcommittee 7 days after the application closes.
- d. PCEF recruitment subcommittee will review and evaluate applications 7 to 21 days after application closes.
- e. PCEF recruitment subcommittee will forward recommendations to PCEF Committee for discussion and potential nomination in an April committee meeting, date to be determined.
- f. Nomination will be forwarded to Mayor Wheeler to consider for appointment.

4. Recruitment Solicitation Language:

- a. The PCEF Committee is seeking a community member with knowledge of Native American history, an understanding of the diversity of the local American Indian/Alaska Native community and issues surrounding the Urban Indian experience.
- b. The PCEF Committee is seeking a community member knowledge of practices to promote minority-owned and/or women-owned businesses.

5. Recruitment Outreach:

- a. PCEF staff will work with Laura John, community partners, and others to let community members know about the recruitment opportunity.

ATTACHMENT A:

Questions in standard City of Portland Advisory Body Application:

1. Describe your relevant skills, knowledge, and lived experience as well as any volunteer, work, and/or educational experience that would serve the advisory body's ability to meet its mission.
2. What excites you about the possibility of serving on this advisory body? (No more than 250 words)
3. If selected and appointed to serve, what would you hope to accomplish during your service? (No more than 250 words)
- 4a. The City of Portland seeks to build diverse representation on advisory bodies in terms of race, ethnicity, disability, gender identity, sexual orientation, national origin, age, religion, and geographic identification, as well as advocacy experience, community involvement, volunteerism, occupation, and education. Please describe your experience working in community, diverse groups, or public bodies, and provide examples in which you contributed to productive group processes and collective work in a collaborative, multicultural, and/or multilingual setting. (No more than 250 words)
- 4b. Please describe your ability to listen and consider other perspectives which may be different from your own. (No more than 250 words)
- 4c. Please address your commitment to and experience supporting and/or advancing equitable outcomes. Refer to examples from: your school, work, community, places of faith, family, etc (No more than 250 words)

Optional Questions:

1. Are you currently, or have you previously been active with a different advisory body? If yes, please provide the Advisory Body name, host bureau/office, and years you were/are active.
2. Using the same format as above, do you have any groups and associations you would like to share with us (e.g. professional, social, religious, volunteer, advocacy, etc)?
3. Submit resume

Additional sections:

1. Conflict of interest disclosure form
2. Confidential demographic information form