

PORTLAND CLEAN ENERGY COMMUNITY BENEFITS FUND (PCEF)

GRANTS COMMITTEE MEETING MINUTES

November 17, 2022 • 6:00 PM – 8:00 PM

Hybrid Meeting—Zoom Call & Portland Building Rm 100

Committee Members	Position	Affiliation	Present
Michael Edden Hill	Member-at-Large	Community Member	Yes
Dr. Megan Horst	Co-Chair	Associate Professor, School of Urban Studies & Planning at Portland State University	Yes
Shanice Brittany Clarke	Member-at-Large	Director of Community Engagement, Portland Public Schools	No
Faith Graham	Member-at-Large	Principal Director, West Coast Strategy and Development, Elevate Energy	Yes
Maria Gabrielle Sipin	Member-at-Large	Technical Assistance Manager, Safe Routes Partnership	Yes
Ranfis Villatoro	Member-at-Large	Oregon State Policy Manager, BlueGreen Alliance	Yes
Robin Wang	Member-at-Large	Vibrant Future LLC	Yes
Sam Baraso	Program Manager	PCEF	Yes
Cady Lister	Deputy Program Director	PCEF	Yes
Jaimes Valdez	Org. Development & Policy Manger	PCEF	Yes
Kris Grube	Program Manager	PCEF	No
Mika Barrett	Project Manager	PCEF	No
Jay Richmond	Staff	PCEF	Yes
Tracy M. Smith	Facilitator	Inhance LLC	Yes
Camerina Galván	Notetaker	Galvan Consulting LLC	Yes

OTHER ATTENDEES: Ciara Pressler, Pregame; Ahlam Osman; Caitlin Peerson, Earth Advantage; Gayle Palmer, East Portland Resilience Coalition; Jeni Hall, Energy Trust of Oregon; June Reyes, Community Outreach Coordinator, City of Portland; Tyren Thompson; Jill; Jona Davis; Kristin Hull, PBOT; Erin Hamilton, iUrban Teen; Mika Barret; Adele Thompson; Ted Labbe, Urban Greenspaces Institute.

INTRODUCTIONS

- Tracy M. Smith called the meeting to order at 6:05 PM.
- The quorum was met.

PUBLIC COMMENTS

- No public comments.

PROGRAM UPDATES

- PCEF staff is onboarding RFP Round 2 grantees. Grantee projects are moving into implementation.
- People who live, work, or have another type of engagement with the City of Portland are now eligible to serve as committee members due to the City Council-approved program changes. The staff is updating recruitment documentation to start recruiting people soon.
- Several program managers have been onboarded. A new communication lead and data analyst will start in early December. A second data analyst position is in negotiations.
- The staff had significant learnings during RFP Round 1 that has been used during RFP Round 2. The systems and processes are more efficient. A large body of work is still needed to support Round 1 and Round 2 of grantees.
- A committee member would like an organizational chart and plan for filling vacant positions.

PRESENTATION: CLIMATE INVESTMENT PLAN WORKPLAN SKITCH

- Ciara Pressler presented the Climate Investment Plan (CIP) development process. Topics covered:
 - PCEF Program mission, vision, and values.
 - PCEF Committee Guiding Principles.
 - Project and Process Goals.
 - Ecosystem: List of stakeholders and their high-level roles.
 - PCEF Committee’s role in the creation of the CIP.
 - PCEF Committee briefing timeline: Committee meetings will serve as monthly milestones for reporting and briefing on the CIP progress and community engagement.
- Committee member questions:
 - How much committee work will happen online, and how much will happen in public settings?
Answer: Most of the work will happen in the monthly meetings, with information sharing during the small group briefings.
 - Does the committee briefing timeline explain what the public role is? What is general feedback? What is specific feedback? Where does the community feedback loop fit in?
Answer: Community feedback will be addressed later in the meeting. The timeline chart will be filled during the process to include dates for when decisions need to be made.
 - Will the question about priority communities, particularly the disability community, be discussed? And if so, where will it fit into the timeline?
Response: Cierra Pressler did have an answer and will make sure it gets addressed.

- Committee member feedback:
 - The timeline is a lot. They are particularly worried about the amount of information shared in the March 2022 meeting.

Response: The committee meeting can be extended to 3 hours for months with many briefings.
 - A committee member shared that they have a standing practice of reviewing information, discussion, and discernment before voting. She hopes time is built into the timeline for that process.

Response: Information will be shared in advance. Topics will be discussed for at least four months.
 - A committee member is concerned the March 2022 meeting feels compressed and aggressive. They hope there are preliminary discussions about topics before the month listed on the timeline.
 - A committee member stressed the importance of hearing directly from individuals and not from organizations. He is weary of the organization that may stand to benefit monetarily from PCEF.

Response: Ciara Pressler noted the need for controls when hearing from organizations interested in being grantees to ensure representative feedback.
 - A committee member requested that as much information as possible be shared ahead of time.
- Ciara Pressler asked the committee, “How can we help the committee stay at the 30,000-foot level and not get stuck in the weeds?”
 - A committee member shared that what has worked well in the past is when the staff tees up the decision that needs to be made and provides information if the decision is between 2-3 choices and the possible trade-offs.
 - Ciara Pressler will add this suggestion to the timeline, communicate with committee members how much feedback is expected, and tee up questions.
 - A committee member would like the staff to reach out to individuals to see if they are interested in getting into the weeds in various parts of the plan.

PRESENTATION: CLIMATE INVESTMENT PLAN (CIP) COMMUNITY ENGAGEMENT PLAN

- June Reyes presented the [CIP Community Engagement Plan](#). CIP will be a large investment of public resources and require much public input.
- The circles on the diagram indicate milestones. The larger the circles demonstrate, when more public input is needed. Smaller circles indicate when CIP will be drafted and refined. The expertise needed will change in June and July when the PCEF committee will deliberate the plan.
- June Reyes reviewed the CIP development phases:
 - Conversations with frontline organizations will help define the outreach and accessibility process before collecting input.
 - The PCEF committee will engage in the process in Phase C-1 to deliberate the plan.
 - The committee will receive briefings at different points along the process.
 - **ACTION ITEMS:** June Reyes will share the diagram with the committee members.

- June Reyes reviewed the major activities:
 - A high-level view of the CIP outline will be available in March.
 - Youth outreach is influencing the design of public workshops.
 - There will be equity checkpoints throughout the process.
- The stakeholder input will be transparent. Stakeholders will participate in community engagement events based on how to best reach them and the type of perspectives needed.
- June Reyes reviewed the PCEF Committee’s role. She asked the committee three questions for input into refining the CIP Community Engagement Plan.
- Committee members’ responses and questions:
 - Do you feel adequately resourced from a staffing perspective to implement the plan?
Answer: We are bringing in consultants to help with the work. The plan is doable.
 - Is the plan resourced in terms of the specific types of engagement that will be prioritized?
Answer: The PCEF program has worked with a cohort of community consultants familiar with engagement with the specific communities needed and will help the staff implement the plan.
 - Between the two presentations, it feels like we are running parallel processes. What would happen if community engagement leads to radically different ideas than what staff is developing? What do we do about that?
Answer: The processes are integrated. Topics that arise from the community engagement that don’t fit into CIP can be integrated into the next RFP’s criteria. The plan will be vetted after the community engagement has been completed.
 - Is the PCEF committee making decisions after the community vetting? Does it line up?
Answer: Yes.
 - One of the slides implies people with disabilities are one of the priority populations, but that is not specified in the code. A committee member was adamant that before the disability community is engaged, the PCEF Committee and program need clarification.
 - What is the reach of CIP, and would it apply to other areas of the city beyond how PCEF spends money? How will CIP influence how the city does business in other bureaus?
 - A committee member said the engagement could reveal important community information and priorities. The community will want to know if this input stops at PCEF or if it can shape how other parts of the city make decisions.
Answer: PCEF staff responded by saying that from the beginning, the PCEF program has been connected to bureau partners and other bureaus, sharing how they have done their work and run processes. This will continue to happen. The charter reform hopes to create opportunities to implement a new, smoother, and better city structure. Through their work and cross-bureau relationships, PCEF staff are having organic conversations, and once CIP is in document form, bureaus will be able to engage with it.
 - A committee member would like the unhoused community, Black Portlanders, and youth to be uplifted.

CO-CHAIR SELECTION

- Ranfis Villatoro expressed interest in the co-chair role.
- A committee member asked Ranfis Villatoro: “Why are you interested in the co-chair role, and how do you envision your role in that position?”
 - Ranfis Villatoro would like to help the PCEF committee define its role in this new phase, support committee and staff collaboration, and foster communication between committee members. He would like to continue to build the committee, help with recruitment, and do temperature checks with committee members.
- A committee member asked Ranfis Villatoro if he could take on the role.
 - Ranfis Villatoro confirmed that he would dedicate time to building the committee through values, governance, healthy boundaries between the committee and staff, and recruitment.
- A committee member asked Ranfis Villatoro, “What is your take on the committee being in a new phase? At what level do you think we should be engaging, and how much of the co-chair’s role is to enforce that level of engagement?”
 - Ranfis Villatoro responded that with new legislation, participation expectations have changed. He wants clarity on the committee, staff, Portland Housing Bureau, and City Council expectations. He would hold the committee accountable for what is expected of them. He doesn’t anticipate doing anything different than the precedent set by the prior chairs. However, the role of the co-chair does need to be clarified.
- A committee member voiced that it is appropriate for the committee to be very specific about their role. She would like the co-chairs to help the committee stay at a higher level because it has not been their practice.
 - Ranfis Villatoro feels the legislation is clear the committee should stay at a higher level. When there are invitations to get in the weeds, it is important to know what is expected. He agrees the committee should be held accountable, and clarity on the relationship between the co-chair and the committee is important.
- A committee member is fully confident of Ranfis Villatoro in the co-chair role.
- Michael Edden Hill moved to appoint Ranfis Villatoro as the co-chair. Faith Graham seconded it.
 - No additional discussion or amendments.
 - Faith Graham, Maria Gabrielle Sipin, Dr. Meghan Horst, Michael Edden Hill, and Robin Wang affirmed. Ranfis Villatoro stood aside.
 - **APPROVED:** Ranfis Villatoro was appointed co-chair.

COMMITTEE RECRUITMENT UPDATE

- PCEF staff asked if committee members were interested in joining the Committee Member Recruitment Subcommittee. The subcommittee will seek at least the following:
 - One individual who elevates minority or women-owned businesses
 - One individual with experience working with or connections to Alaskan Native or Native Americans in the City of Portland.

- Maria Gabrielle Sipin, Ranfis Villatoro, and Robin Wang stepped forward to join the Committee Member Recruitment Subcommittee.
- The committee approved the by-laws, but one of the outstanding pieces was finalizing the operating agreements that specify the co-chair roles.
 - **ACTION ITEM:** Sam Baraso will share the last draft of the by-laws and the operating agreements with the committee members.
- Dr. Meghan Horst volunteered to serve on the Bylaws Subcommittee. Michael Edden Hill will continue to serve on the subcommittee.
- The motion was made to appoint Maria Gabrielle Sipin, Ranfis Villatoro, and Robin Wang to Committee Member Recruitment Subcommittee and Dr. Meghan Horst to the Bylaws Subcommittee. Michael Edden Hill will continue to serve on the Bylaws Subcommittee.
 - No additional discussion or amendments.
 - Faith Graham, Maria Gabrielle Sipin, Dr. Meghan Horst, Michael Edden Hill, Robin Wang, and Ranfis Villatoro affirmed.
 - **APPROVED:** Maria Gabrielle Sipin, Ranfis Villatoro, and Robin Wang were appointed to the Committee Member Recruitment Subcommittee, and Dr. Meghan Horst was appointed to the Bylaws Subcommittee. Michael Edden Hill will continue to serve on the Bylaws Subcommittee.

THE MEETING WAS ADJOURNED AT 8:03 PM.

NEXT MEETING: The next hybrid meeting will be Thursday, December 15, 2022, at Portland Community College SE Campus.

Submitted by Camerina Galván, Notetaker, Galvan Consulting LLC.