

**Portland Children's Levy**  
**Allocation Committee Meeting Minutes**  
**December 14, 2021 3:00 p.m.**  
**Location: Virtual Meeting via Zoom**

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*The full record of the meeting may be viewed on the Portland Children's Investment Fund website: [www.portlandchildrenslevy.org](http://www.portlandchildrenslevy.org) or YouTube at: <https://www.youtube.com/watch?v=NSt1TymwNt4>*

*For further detail, all are invited to reference the meeting video on YouTube, linked above.*

*All presentation slides are appended to these minutes.*

**Attending:** Mitch Hornecker, Jessica Vega Pederson, Traci Rossi, Felicia Tripp, Dan Ryan (Chair).

**Welcome/introduction of Allocation Committee and Children's Levy staff**

Minutes of September 14, 2021 Meeting – approved without revision

Public Comment on non-agenda items - none

Grantee Partner Reflections

Four grantee partners joined the meeting to provide reflections on service delivery in the small grants and mentoring program areas.

**Paul Tabron**, Teacher and Mentor at **Elevate Oregon**

**Sonya Damtew**, Project Manager at **Ethiopian and Eritrean Cultural Resource Center**

**Emielle Nischik**, Executive Director at **College Possible**

**Antonio Servin-Gonzalez**, Mentor at Harrison Park Middle School for **Camp Fire Columbia**

Report on Grantee Convenings

*Levy Staff reported on recent program area convenings.*

**After school program** grantees met in October and spent time building relationships in small groups, sharing information on their programs, and discussing practice issues. Issues discussed included how to re-start and re-integrate after school programs and staff into school buildings after absence last year, effects of school staff shortages on after school programs, how to improve cultural responsiveness of school staff, increasing collaboration among program operating in the same buildings, logistical and emotional challenges for youth transitioning back

to in person programming, staff challenges in supporting youth dealing with effects of the pandemic.

**Foster care** program grantees convened in late November. The group talked about referrals from DHS. Some providers reported minimal issues and some reported significant issues getting referrals from DHS. The group also discussed holiday resources they are aware available for people in Portland.

**Child abuse prevention/intervention** grantees convened in December and focused on how the pandemic is impacting services and staff and clients. Grantees discussed how parents wanted a confidential space to talk during virtual visits, and challenges when children are home because they're either too young to be in school, or childcare or school classroom is closed due to a COVID exposure in the child's school. A significant part of the discussion also centered around the importance of individual staff wellness and in their organizations. Vaccine mandates at some organizations have impacted staffing resulting in some staff resigning. Recruitment for staff has been difficult at times.

**Small Grants Fund** convened virtually in September to provide training to support their work with BIPOC youth with disabilities and to further the work on their disability inclusion goals. The convening featured a panel discussion with three speakers: Tamyca Branam Phillips, a disability rights advocate, Community Health Worker and Community Education Worker and parent of two children with disabilities. Saara Hirsi, a Small Grants Design Team member and a disability advocate for immigrant and refugee communities, and Laythan Branamdestewart, a youth who identifies as a multicultural youth leader with autism. Each speaker presented about their own personal experiences with disability, as well as providing information on topics such as the ADA, 504 and individualized education plans, and strengths-based approaches to disability. Staff prepared a video of Laythan presenting information about his experience as BIPOC youth with autism and what adults and youth in youth programs need to know about supporting youth with disabilities. The convening also featured two breakout sessions on the Logistics of Disability and Inclusion and Working with Immigrant and Refugee Families of Children/Youth with Disabilities. Technical challenges were experienced with the Zoom interpretation feature so full recordings of all the presentations as well as all learning materials for the convening have been made available to all grantees on the PCL website.

**Mentoring** grantees convened in October. Staff facilitated opportunities for mentoring grantees to get to know each other and learn about one another's programs. Grantees also discussed their training needs. Requested topics include suicide ideation and mental health in youth, mental health first aid, collaborative problem-solving, lateral oppression, and intersectionality. Grantees decided to meet twice a year, and to have staff send out announcements and opportunities for mentoring grantees as they arise. Additional convenings may be held when trainings are available. Staff is continuing to work to identify training resources for grantees.

**Hunger Relief** grantees convened in November, and staff crafted their agenda based on their input in advance of the meeting. They prefer to meet 2 -3 times per year for an hour to focus

on networking, problem-solving, and partnership opportunities. Their first convening included small group break-out sessions with topics such as food delivery to families, volunteer recruitment during COVID, and tracking client data in the pandemic. Groups identified two areas for future discussion- developing a shared list or resource for food supply from Black, Indigenous, and People of color vendors/sources and for Halal-specific food supply sources. PCL staff will host ad-hoc grantee workgroups on these topics prior to the next convening.

### Financial Update for FY 2021-22

*John Kelly, Financial Analyst for the Children's Levy presented.*

In January 2021, city economist projected revenues for FY 21-22 would be \$21.9 million. This projection was \$1.6 million lower than the projection made before the 2019-20 grant awards. In March 2021, staff let the committee know that revenue projections had declined, but that we expected to be able to cover current grant commitments using fund balance reserved for grant renewals.

In Nov. 2021, the city economist reported that the imposed property tax revenues for the current fiscal year may be as much as \$692,000 higher than projected in January. This revised projection assumes a similar delinquency rate as past years (6%). The economist noted that the delinquency rate may be higher this year due to the pandemic but did not project how much higher. If the delinquency rate climbs as high as 9%, then actual revenues will be as projected in January 2021.

In January 2022, we will receive an updated estimate for the current year and future year revenues along with new delinquency rate projections. This will allow us to better understand the full financial picture of revenues as it relates to current grant commitments.

### Revised Proposal to Form Community Council

## **Community Council Proposal**

### **Introduction: Rationale for Proposed Community Council**

PCL staff drafted a proposal to create a community council to advise PCL processes and policies and strengthen PCL's accountability to community priorities. The proposal arose out of recommendations from [PCL's 2019 community engagement process](#) led by Empress Rules Equity Consulting. It was [echoed in grant-making improvement recommendations](#) to PCL from PSU's

Center for the Improvement of Child & Family Services and in feedback from PCL's 2020 Small Grants process.

The PCL Allocation Committee offered feedback about the draft proposal during its June and September 2021 meetings. Staff also circulated the proposal for feedback from 300 PCL stakeholders. Stakeholders expressed high support for the proposal. Allocation Committee and stakeholders requested clarity on council roles compared to staff and Allocation Committee, membership representation, and selection of members. Staff revised this proposal in response to feedback.

### Hiring Community Council Coordinator

PCL proposes to hire a Council Coordinator to support the Council. Key responsibilities include preparing and scheduling all council meetings, creating council meeting agendas, preparing meeting logistics, facilitating council meetings and attend to council members' accessibility considerations for participation. PCL staff plan to hire and on-board a coordinator by June 2022.

### Charge of PCL Community Council

- Advise PCL staff and Allocation Committee on Levy policy and procedures including community engagement and future competitive funding round(s).
- Review staff's funding recommendations and provide feedback on them to the Allocation Committee for use in funding decision-making.

### Responsibilities of Community Council Members

- Participate in required city trainings and additional training about PCL; 6-8 hours for the first year, and approximately 2 hours for each additional year
- May include participation in one sub-committee. Subcommittees will be formed if needed, with structure determined by the council
- Review agenda and materials in preparation for meetings
- Attend and participate in majority of meetings during term
- Work respectfully and collaboratively with all council members to make decisions and recommendations to Allocation Committee
- Communicate any disability access and/or language access needs to PCL staff so participation can be fully supported and accommodated
- Occasional participation in Allocation Committee meetings

## Number of Members and Length of Term

- 11-13 and quorum of 7 for decision making
- Minimum of 3 years; maximum of 6 years

## Meetings

- Approximately 12-15 hours p/year of meeting time (includes up to 8 hours of training in the first year); minimal request of time outside of meetings
- Community Council meetings are public meetings
- Council will determine frequency and duration of meetings

## Qualifications/Representation of Council Membership

- Live, work, or go to school in City of Portland; minimum of 3 members who live in East Portland, and 2 who live in North Portland
- Professional and/or lived experience with communities served by PCL such as Black, Indigenous, communities of color, immigrant, and refugee communities, LGBTQIA+ youth, and low-income and food insecure families, or people with disabilities or parents of children with disabilities
- Lived, volunteer, or professional experience as a young adult (age 18-24), parent, provider or advocate in human services, social justice, education, health, and/or behavioral health, and/or in any of PCL's program areas
- Includes at least 3 people with experience working in small nonprofit organizations\* in fields relevant to PCL's program areas
- Includes people with experience working with houseless populations and/or who are formerly houseless
- Includes at least one person with prior grantmaking experience
- Experience working collaboratively with diverse groups of people
- Not currently employed or employed within the previous 2 years by PCL grantee agency, and no conflicts of interest\* with current grantees
- Commitment to city's core values of equity, anti-racism, collaboration, communication, transparency, and fiscal responsibility through prior professional or volunteer work

## Training

- City requires 3 (6hrs) trainings for all community advisory board members: duties of a public official, discrimination/retaliation prohibition, intro to shared equity language

- PCL 101 (1.5-2hrs) first year, then topic specific information/training in subsequent years to advise on specific policies/procedures

## Stipends

- Per federal Volunteer Protection Act\* and guidance from Portland Office of Civic Life, up to \$500 p/year p/person

## Accessibility Support for Members

- Food provided for all meetings
- Childcare for in-person committee meetings (when in-person an option)
- Parking provided for in-person meetings
- Accommodations for meaningful participation in accordance with city policy/federal Civil Rights Title VI/ADA Title II laws such as: translation, interpretation, modifications, alternative formats, auxiliary aids & services.

### *\*Definitions:*

- *Small nonprofit organization* has a total annual budget of less than \$1 million.
- *Conflict of interest* ([City of Portland definition from Office of Civic Life](#)): an appointee has conflict of interest when participating in an official action which could or would result in a financial benefit or avoidance of detriment to the public official, a relative of the public official, or a business with which either is associated.
- [Federal Volunteer Protection Act](#) protects volunteers from liability for harm caused by “acts of omission” during their service. Volunteers who receive monetary value exceeding \$500 annually for their service no longer have protection under the act, raising legal issues of fair employment and liability. [Stipend guidance from The Office of Civic Life](#) refers to federal law considerations for advisory volunteers.

## Member Application and Selection Process

**Application Process.** PCL staff will work with City of Portland’s Office of Civic Life required application process for all city advisory bodies. It is up to PCL to design the screening and selection process. Staff will host virtual information sessions for individuals interested in applying to become council members, including providing support for completing the application through Office of Civic Life. Sessions would include explanation of the screening and selection process.

**Ad-Hoc Workgroup for Screening Applicants and Selection Recommendations.** Building from staff’s experience with recruiting and screening 100+ community

volunteer grant reviewers and creating job interview panels comprised of staff and external partners, PCL staff will convene an ad-hoc workgroup to screen and score applications for community council membership. Workgroup will have 5 members: 2 PCL Staff and 3 external community partners with experience in grantmaking, community engagement, and/or staffing advisory bodies. Staff will develop screening and scoring criteria that reflect Community Council membership qualifications and representation priorities. Staff will train the workgroup members in process for review/screening applications and will facilitate the workgroup to recommend options of selected membership.

***Types of Selection Criteria.*** Applications for membership to the council will ask questions focused on member qualifications and experience that addresses representation priorities in this proposal. Questions may include open-ended and/or multiple-choice questions asking about:

- Connection to Portland (required by Office of Civic Life)
- Why the applicant wants to join PCL's Community Council, and what unique perspectives or experiences they could bring to PCL's grantmaking process.
- How the applicant describes their experience with equity, anti-racism and inclusion as it pertains to children, youth, and families.
- How the applicant describes their experience working with or advocating/caring for children/youth in PCL's priority service populations, including children/youth who identify as BIPOC, with disabilities, LGBTQIA+, immigrant & refugee, involved with child welfare, navigating poverty, food insecurity, and/or homelessness.
- Professional/volunteer experience in PCL's 6 program areas or related human services, such as education, child welfare, health care, philanthropy, advocacy, public policy, social justice, and small non-profits).
- Any declared conflicts of interests with current PCL grantee organizations, and any employment with grantee agencies within the past 2 years
- Past experience working with groups on collaborative projects.

## Timeline and Steps for Community Council Selection Process

***January-March 2022***

- Staff work with Office of Civic Life to create Community Council member application and outreach plan for applicants including info sessions
- Staff update Allocation Committee members with Community Council application, draft scoring criteria for applications, outreach plan, and ad-hoc workgroup recruited for applicant screening and selection
- Staff work with Human Resources to develop and post job description for Coordinator to join PCL staff; seek candidates by end of March, early April

***April- June 2022***

- Community Council member applications due in late March or early April
- PCL staff convene ad-hoc workgroup for training/orientation, finalize scoring criteria, reviews/score applications, and draft recommended membership options to Allocation Committee for review and decision
- Using ad-hoc workgroup's recommendations, staff meets individually with AC members to review and refine options
- Allocation Committee meet in June to decide on recommended options for Community Council member appointments Staff provides CC members notification of selection and welcome materials
- New Coordinator joins PCL staff

*After a brief discussion, the Allocation Committee voted unanimously to adopt the proposal above without amendment.*

**Our next meeting is March 15, 2022.**

Adjourned 5:00 pm.