

**Portland Children's Levy
Allocation Committee Meeting Minutes
December 13, 2022, 3:00 p.m.
Location: City council Chambers – hybrid via Zoom**

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

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, Traci Rossi, Felicia Tripp, Dan Ryan (Chair); absent Jessica Vega Pederson.

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

Minutes of October 18, 2022, meeting – approved without revision

Public Comment on non-agenda items –

Lorena de Garay from El Programa Hispano Catolico UNICO program spoke.

Grantee Partner Reflections

Staff from grantee partners joined the meeting to provide reflections on service delivery in the hunger relief program area. Those who spoke and their organizations are:

- **Jessica Morris** from Meals on Wheels Meals 4 Kids Program
- **Ally Meyer** from Oregon Food Bank School Based Food Pantries
- **Amoreena Guerrero** from Growing Gardens

Community Council Membership

Rachael Nakhabala and **Arika Bridgeman-Bunyoli** presented an update on the process of recruiting and selecting members for the Children's Levy Community Council.

The general goal of this recruitment was to fill the remaining seats so the council body would be made up of 11-13 members. This means:

- Individuals who have professional, lived, or volunteer experience in the marginalized communities served by the PCL
- Knowledge/experience in the PCL program areas or related sectors

- Commitment to the city's core values- like collaboration and anti-racism
- Live, work or attend school in the city of Portland
- No conflict of interest with our current grantees

During this round of recruitment, we had specific gaps to fill:

- Please note that before this 2nd of recruitment, we did lose a council member, who had experience with youth with disabilities. They changed jobs and it turned out to be a conflict of interest with their new position.
- Lived and/or professional experience with LGBTQ2SIA+ youth, youth with disabilities
- Lived and/or professional experience with foster care, child abuse prevention and intervention programs, and early childhood programs
- 2 seats in North Portland
- 2 seats in East Portland

To achieve the goal of filling these specific gaps, we did more focused outreach in the community.

- PCL e-newsletter (700+ people) and social media
- Emails, phone calls or in-person visits to local stakeholders and community partners: Department of Human Services Foster Care contacts, Portland Parks & Rec community center (Charles Jordan CC and East Portland CC, and faith communities (Highland Christian Center; Emmanuel Temple Church; Mosques and community leaders)
- 3 virtual applicant information session on October 5, 19, 25.

This Application process was done with the support of the Office of Civic Life, City's Advisory Board program, Office of Civic Life.

- Online application was opened on Sept 16- and closed on Oct 31
- There were Short essay questions where the applicants had 250 words to share their:
 - Relevant skills/experience to help Council meet mission
 - Reasons for interest
 - Experience in diverse and/or public groups
 - Ability to listen, consider other perspectives
 - Experience, commitment to equitable outcomes
 - Experience with PCL program areas, related sectors, priority communities (especially gaps to fill on Council)
- During this 2nd round of review and recommendations:
 - 8 applications were submitted

- Scored by ad hoc committee: 2 community partners **Jennifer Chang**, Portland Housing Bureau; **Lai-Lani Ovalles**, United Way ELM) & 3 PCL Staff (YZ, ABB and RN)
- 5 applicants recommended for membership
- Selected applicants demonstrate experience with:
 - After School; child welfare/ Foster Care, Early Childhood
 - LGBTQIA2+ youth
 - youth with disabilities

The workgroup recommends 5 individuals for the council. Those that have been recommended will fill the previous gaps from the spring recruitment. Of the 5 that are being recommended:

- 3 have experience with after-school programming
- 3 with early childhood programming
- 3 with foster care/human services
- 4 with experience working with LGBTQ+ youth
- 1 with experience with youth with disabilities
- 4 have experience working with small organizations

The remaining gaps are 2 seats for North Portland, 1 seat for East Portland. Please note that members that are recommended have experience serving in these communities, even if they don't reside there. That being said, PCL will prioritize these areas in future recruitment and community engagement.

See slides at end of minutes for summary of experience of Council members and proposed members.

Existing Community Council Members:

Karina Bjork

Alejandra Favela

Kamla Hurst

Diana Lee

Stephen Pham

Amy Ramos

LaNae Williams

Applicants recommended to be added to Community Council:

Lolita Broadous

Cindy Amarachi Duru

Jami K LeBaron

Alix Sanchez

Lisa J. Wittorff

In a moment, you will vote on the current recommended group of Council members. Once approved Racheal will begin relationship-building meetings with the individual Council members and provide support with the required trainings. Then we will be starting off the new year with a council meeting in January or early February.

Allocation Committee unanimously approved recommended applicants.

Grantee Performance Summary

Lisa Pellegrino updated the Committee. *Slides are appended to these minutes.*

Slide 1: Grant Performance Summary Process

Slide 2: Background

- Grant monitoring process includes an annual performance summary completed by staff
- Staff use data reported by grantees to complete the summary
- Summaries include information on
 - The grant agreement goals and whether grantee exceeded, met or didn't meet the goals
 - Grant budget and % spent
 - Key strengths in program delivery
 - Any performance concerns
 - Grantee review and comment
- Completed summaries delivered to AC annually for review.

Slide 3: Pandemic Impact

- State of emergency when grant agreement goals were negotiated. Goals were set for non-pandemic times based on what grantees proposed in grant applications.
- Flexibility provision was added because we were all in lock down when negotiating agreements and grantees were adapting to pandemic conditions
- Flexibility included grantees delivering different types of services, in different ways, and often focusing on providing direct assistance to families for basic needs
- Most grantees delivered virtual or contactless services for most of 2020-21

- Service times were often shorter for virtual services due to screen fatigue and home situations of program participants
- Many grantees struggled to collect data on program participants in virtual-only services
- Grantees provided a range of services to support families' basic needs even if these types of activities were not included in their programming for non-pandemic times
- Given these disruptions, PCL did not assess program performance in terms of grant agreement goals created for non-pandemic service delivery

Slide 4: 2021-22

- Emergency remained in effect for most of 21-22
- Flexibility provision in grant agreements remained in effect for the full year
- Many but not all grantees returned to delivering in-person services
- There were still service disruptions when covid surged which caused changes in how physical space was used, staff and participant illness and absences, short-staffed schools and programs, service cancellations and burnout.
- Despite these challenges, most grantees were able to report data on PCL metrics – numbers served, services provided, participation and outcomes.
- Small grantees reported on disability inclusion goals
- Since many grantees were able to deliver services more normally and report data on service delivery, we are creating individual grant performance summaries for 2021-22
- When grantees were unable to meet goals or provided particular types of service due to pandemic impacts, it's noted on the summary
- Summaries will provide a way for staff and Committee to understand what program delivery looked like compared to goals across Levy grants in a year where lockdown ceased but the pandemic was still ongoing
- Summaries will be completed and sent to grantees before Dec 31 and provided to AC after grantees have time to add comments

Slide 5

- Here's a difficult to read slide of the performance summary form. The form along with policy/process for how staff completes it was sent to grantees in November.

Large Grant Renewal Process and Timeline

Meg McElroy updated the Committee. *Slides are appended to these minutes.*

- Current 3-year large grants end June 30, 2023.
- past Levy authorizations, offered 2-year grant renewal to grantees who wish to continue delivering the same or similar services.

- Outline today: Process and Timeline
- Staff contacts grantees (typically January/February) and confirms that they want to be considered for renewal, no application
 - This approach efficient, non-competitive renewal allows programs on track w/ performance to receive funding 5-year Levy period
 - Aligned w/ community engagement to support programs with multi-year grants for stability in provider relationships with youth/families
 - Minimal administrative load while preparing next large competitive funding round (community engagement, community data, funding process improvements, funding priorities)

Key notes about funding amounts, typically in renewal:

- Similar funding levels as current grants
- COLAs, compounded, if revenue sufficient

Keep in mind that funding 2nd year of 2-year renewal grants will require voters to renew PCL before current 5-year Levy ends on June 30, 2024.

Tentative Timeline and process

January 2023: City economist updates PCL revenue projections for next 2 fiscal years. Projections will inform recommended grant renewal amounts.

Likely COLA:

- Revenue projections from January 2022
- Average underspending of 15% over the previous 2 grant years
- Termination of 5 grants before contract end dates

February 2023: AC meeting:

- updated revenue projections
- confirmed timeline for renewal process steps

February & March 2023:

- Staff processes Q2 invoices, aggregates data across all grants for updated spending-to-date compared to budget
- Staff reviews mid-year progress reports from grantees,
- meets with grantees to discuss results and any performance concerns

April 2023

- Staff develops renewal recommendations (whether to renew and amount) considering performance to date, pandemic impacts, spending trends, and PCL resources.
- Recommendations sent to grantees and AC with staff's rationale.
- AC makes renewal decisions at April meeting
 - Helps grantees plan for coming fiscal year/programming
 - Gives staff time to get AC decision to Council for approval so staff can negotiate grant budgets and grant agreements

Next meeting is February 2022. Location is TBD.

Adjourned 4:00 pm.