



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. The Allocation Committee adopted it during its December 14, 2021 meeting.

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.

Key Roles of Community Council, Allocation Committee and PCL Staff

	Community Council (CC)	Allocation Committee (AC)	PCL Staff
January 2022- June 2022 CC Recruitment & Selection	CC: <ul style="list-style-type: none"> Recruitment and selection period 	AC will: <ul style="list-style-type: none"> Decide selection of members based on recommendation from ad-hoc workgroup 	Staff will: <ul style="list-style-type: none"> Recruit and onboard Coordinator (new position) Develop and implement council recruitment and application process with Office of Civic Life, including info sessions for applicants to council Develop selection process, including convene ad-hoc workgroup to screen applications and recommend options for membership
July 2022- December 2022 Training & Orientation	CC will: <ul style="list-style-type: none"> Attend city required training Develop by-laws, guiding principles, decision-making process 	AC will: <ul style="list-style-type: none"> Hear update from staff on CC progress; staff facilitates meeting between CC and AC members to meet each other. 	Staff will: <ul style="list-style-type: none"> Plan, prepare, facilitate CC meetings, including PCL 101 training for CC members Coordinate CC meeting logistics, support and accessibility (staff role for all CC meetings)
January 2023- June 2023 Begin Community Engagement	CC will: <ul style="list-style-type: none"> Establish subcommittees if deemed necessary Develop community engagement questions and advise on methods 	AC will: <ul style="list-style-type: none"> Review, modify and/or approve research questions and methods for community engagement process 	Staff will: <ul style="list-style-type: none"> Coordinate community engagement process based on CC & AC input (e.g. hire contractors, coordinate logistics and methods) Plan, facilitate CC meetings
July 2023- June 2024 Plan Funding Process	CC will: <ul style="list-style-type: none"> Use community engagement results to develop funding priorities and application process, including questions, scoring criteria, community reviewer process, timeline 	AC will: <ul style="list-style-type: none"> Review community engagement results Review, modify, and/or approve funding priorities, application, and review processes 	Staff will: <ul style="list-style-type: none"> Present community engagement results and implications to CC and AC Facilitate CC to use community engagement results to create funding priorities, application and review processes

<p>July 2024- June 2025 Implement Funding Process</p>	<p>CC will:</p> <ul style="list-style-type: none"> • Develop process and criteria for guiding and advising staff’s funding recommendations • Review staff funding recommendations and provide any additional considerations to AC for funding decisions. 	<p>AC will:</p> <ul style="list-style-type: none"> • Review, modify, and/or approve process for CC to give input on staff funding recommendations • Review grant application materials and summaries in prep for funding decisions • Make funding decisions, considering CC’s input on staff’s funding recommendations 	<p>Staff will:</p> <ul style="list-style-type: none"> • Prepare/publish funding application • Facilitate applicant information sessions • Recruit, train, facilitate community reviewer process (developed by CC, approved by AC) • Prepare application summaries, application data, reviewer scores for CC advise on staff funding recommendations and for AC decisions • Develop funding recommendations, and facilitate CC input on staff’s funding recommendations
--	---	--	--

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