

**Portland Children's Levy
Allocation Committee Meeting Minutes
February 12, 2025, 2:00 p.m.
Location: 1900 SW 4th Ave – temporary Portland City Council Chambers**

The full record of the meeting may be viewed on the Portland Children's Levy website: www.portlandchildrenslevy.org or YouTube at:

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

All presentation slides are appended to these minutes.

Attending: Dan Floyd, Charity Kreider, Meghan Moyer, Dan Ryan (chair), Felicia Tripp

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

Minutes of December 16, 2024, meeting – approved without revision.

Public Comment – none

Revised Bylaws

Staff has proposed revisions to the Committee's current bylaws to include the current Levy authorization and accord with the change in the form of City government.

The previous version of the Committee's bylaws requires revision to include the most recent Levy authorization and effective dates, and to remove references to the City "Commissioner-in-charge" due to the City's change in governmental form as of December 31, 2024.

The amended by-laws were passed unanimously. They are appended to these minutes.

Application Characteristics Report

Staff presented key data on the characteristics of applications received including funds requested/available, median application scores, current PCL funding status, size of applicant organizations, focus populations and funding priorities addressed.

The information presented is appended to these minutes.

Community Council Update

Staff reviewed Council's priorities for development of funding recommendations.

Community Council met on January 24 to provide guidance to staff on application characteristics to prioritize in creating two portfolios of applications to recommend for funding. Staff sought Council's input on priorities because using only score to make funding recommendations has shortcomings. For example, some applications score highly due to strong grant writing, but the proposed program may have substantial design flaws or had past performance challenges. Similarly, some applications score low due to lack of grant writing experience, though they may excel in engaging their focus population and delivering effective services.

Council members discussed and voted on 3 questions to provide this guidance to staff. Results are listed below, followed by the number of council members attending who voted for a priority.

1. In general, after score, council members voted to prioritize applications:
 - a. focused on serving Black and Indigenous children and families, and children and families of color, along with a range of other priority populations such as LGBTQIA+, immigrant and refugee, disability (8 of 9)
 - b. from organizations with annual revenues under \$6 million (5 of 9)
 - c. focused on serving 1-2 specific racial/ethnic PCL priority populations and/or 1-2 other PCL priority populations (4 of 9)
2. If an application scored at or above the median, council members voted to deprioritize applications:
 - a. from organizations with annual revenues over \$18 million (6 of 9)
 - b. serving general/multicultural populations (no specific focus) (6 of 9)
 - c. from current PCL grantees seeking funding for a program PCL doesn't currently fund (4 of 9)
3. If an application scored below the median, council members voted to prioritize applications:
 - a. from organizations that don't currently receive PCL funding (5 of 9)
 - b. from organizations with annual revenues under \$6 million (5 of 9)
 - c. focused on serving Black and Indigenous children and families, and children and families of color, along with a range of other priority populations such as LGBTQIA+, immigrant and refugee, disability (4 of 9)
 - d. focused on serving 1-2 specific racial/ethnic PCL priority populations and/or 1-2 other PCL priority populations (4 of 9)

In discussion, council members also expressed the desire for staff to create portfolios with a balance of investments across program areas as aligned with allocations previously set by the Allocation Committee.

Funding Process Next Steps

Staff reviewed the timeline and process remaining until funding decisions are made by the Allocation Committee in April.

Jan. 24 - Feb 26: Develop Two Funding Portfolios for Council Consideration. Staff will use the following factors to craft portfolios of applications recommended for funding:

- Application score
- Community Council's priorities
- Program feasibility and scale
- Past performance of current grantees' programs
- Cost of the proposed program in the context of program scale and size
- Applicant organizations' financial health

Staff will present the portfolios to the Community Council on March 3rd using descriptive, high-level summary graphics. The Community Council will discuss the two options and vote to recommend one to the Allocation Committee for funding. Throughout the process, the Community Council will not receive identifying applicant information and will not discuss individual applications.

Example Portfolios

To illustrate how Council priorities could result in two different portfolios to consider for funding, we provide a simplified hypothetical example using only two council priorities:

- Applications from organizations without current PCL grants
- Applications from small organizations

Hypothetical Portfolios: Similarities between Portfolios 1 and 2	
40 applications from organizations without current PCL grants	
50% of funding recommended for current grantee programs (strong performance)	
45 grants to large-sized orgs	
Differences between portfolios	
Portfolio 1	Portfolio 2
102 grants total/lower average grant size	90 grants total/higher average grant size
17 grants to medium-sized orgs	10 grants to medium-sized orgs
40 grants/\$23M to small orgs	35 grants/\$21M to small orgs

This example illustrates ways portfolios may differ while using the same priorities. The examples also show some ways in which staff will present the 2 portfolios to Council using descriptive, summary data and not providing names of each recommended application.

March 3: Community Council Meeting. Community Council meets and recommends a portfolio for funding.

March 7: Recommendations Sent to Applicants & Allocation Committee. Applicants will receive the funding recommendations for the portfolio Council selects in list format for all applications submitted in the program area. The recommendation list includes all application

scores, amount of funding recommended and rationale for funding. Applicants will also receive the reviewers' score sheets for their individual application. The Allocation Committee will receive funding recommendations and background material on all applications submitted by program area.

April 4: Testimony Due from Applicants. After receiving funding recommendations, applicants have the option to submit written, audio or video testimony in support of their application. Testimony will be provided to the Allocation Committee for their review before funding decision meetings.

April 23: Allocation Committee Funding Decisions. Funding decisions will be made by the Committee in one meeting. Staff will meet individually with Committee members before the decision meeting to answer questions and provide

May: Funding Decisions Submitted to City Council for Approval.

2023-24 Performance Report - *slides of report are appended to these minutes.*

PCL grantees report annually on the number and demographics of people served, service level, participation, and program outcomes. Staff presented the 2023-24 results and themes, along with 3-year trend data where applicable.

City of Portland Transition Update

Update on possible changes to City service areas and effect on PCL.

At our December Allocation Committee meeting, staff explained that PCL was placed in the Vibrant Communities service area in the City's new governmental structure. The Vibrant Communities service area includes Portland Parks and Recreation and the City Office of Arts and Culture. This week, we learned that the new Council and Mayor may further revise the City's service areas and PCL may be assigned elsewhere. Budgetary and other impacts of the change are not yet known, and staff will keep the Committee updated as we learn more.

Adjourned 3:10 pm.