Portland Children's Levy
Allocation Committee Meeting Minutes
June 16, 2026, 2:00 p.m.
Location: 1900 SW 4th Ave, Room 2500

The full record of the meeting may be viewed on the Portland Children's Levy website: www.portlandchildrenslevy.org or YouTube at https://www.youtube.com/watch?v=76OatSK6VeA

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 (absent), Charity Kreider, Meghan Moyer, Dan Ryan (chair), Felicia Tripp (virtual)

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

Minutes of April 7, 2026, meeting – approved without revision.

Public Comment on non-agenda items.

None

FY 2024-25 Compliance Audit Report

Craig Popp, CPA from Merina & Company, LLC presented the compliance audit report for fiscal year 2024-25. The audit report is available on the PCL website: https://portlandchildrenslevy.org/about/reports/annual-independent-audit-reports/

Alternate Grant Process for Small Grants

Allocation Committee members approved a policy and process for PCL staff to implement if any of the 12 organizations awarded a small grant this spring turn down their grant award during negotiations, prior to entering into a contract with the City of Portland.

The decision would allow staff to promptly implement the policy to ensure any potentially declined grant amount could benefit community-based programs as quickly as possible.

In choosing a potential alternate, the Allocation Committee would use the same criteria in the original small grant process, including application scores, votes and recommendations from the Community Council advisory body, and balancing services across program areas. The committee could also factor in other policy considerations, such as the dollar amount of the declined grant compared to a potential alternate's requested amount, the funding priority addressed by the alternate and more.

If an organization turns down a small grant, PCL staff would implement the process, which includes communicating with all applicants who were not awarded a small grant, providing those applicants with the option to provide testimony, and working with the Allocation Committee in a public meeting to select an alternate.

[Subsequently, none of the 12 Small Grants recipients declined their grants. All 12 have entered into grant agreements with PCL.]

Community Council Membership Update

The Community Council's first 3-year terms concluded in February 2026. Staff launched a recruitment process last winter to fill 6 open seats. We posted the application Dec. 15, 2025, and kept the recruitment period open for 2 ½ months, closing the application March 2. Staff hosted 3 information sessions and amplified the opportunity through our e-newsletter, social media ads, and 1-1 outreach.

We received 33 applications. It was a highly competitive application pool. Three Community Council members read and scored all applications. Staff selected applicants to appoint by considering factors such as an application's total score and an applicant's program area expertise, grantmaking expertise, and lived, professional, and volunteer experience.

Adrian Calderon, Amy Trieu, Ashley Renick, Saara Hirsi, Sidonia Simpson, and **Yamungu Seraya** will join for the council's next 3-year term, set to start September of this year. They will join 7 current Community Council members who will continue to serve: Alejandra Favela, Deian Salazar, Jacob Valentine, Kamla Hurst, Karina Bjork, Lolita Broadous and Stephen Pham.

In addition, we invited 3 applicants to serve as alternates, should any Community Council members decide to step off the council before the conclusion of this upcoming 3-year term. This next cohort of Community Council members includes 2-3 members with expertise in each of PCL's program areas and 7 members with extensive grantmaking experience.

Applicants can be appointed to the Community Council by the PCL director and do not require Allocation Committee or City Council approval. This is because the Community Council is an advisory body to the PCL staff and the Allocation Committee and does not directly make any funding decisions.

We want to thank all of the inaugural Community Council members for their thoughtful contributions to Portland children and families and to making PCL processes more accessible and equitable. In the past 3 years, Community Council outlined the goals and priority populations for community engagement, streamlined the large grants application, shaped questions for the small grants application, provided input on the scoring criteria, advised on the large grants review process, shaped funding priorities, reviewed and scored small grants video applications, and recommended large and small grant applications for funding to the Allocation Committee. We especially want to thank departing Community Council members. **LaNae Johnson** stepped down last fall, and **Alix Sanchez, Amarachi Duru, Cathie Pedersen, Jami LeBaron**, and **Lisa Wittorff** stepped down as their terms ended this past February.

Staff are currently offboarding departing Community Council members and onboarding new Community Council members. We anticipate that this next Community Council will primarily advise on grant performance questions, grant renewal process, and the potential next round of community engagement. We plan to host our first meeting in September.

Updates and Announcements

Grant management: PCL staff are now using Web Grants, the City of Portland's online grant platform, to manage grants. Mid-year and annual data and narrative reporting will be completed fully in Web Grants for the first time in the 2025-26 fiscal year. The improvements include data forms customized to each grant's specific metrics and goals, simplifying the process for grantee partners.

Process improvement report: After each competitive funding round, PCL reaches out to applicants (funded and not funded), application reviewers and others to gather feedback about their experiences. After the completion of the recent small grants funding round, PCL are in the process of gathering survey feedback from applicants and conducting interviews and surveys with Community Council members who made funding recommendations. Interviews will also be conducted with Allocation Committee members this summer. The information gathered will be presented in a process improvement report this fall that will be used to inform potential future funding rounds.

The slides from the meeting are appended to these minutes.

Next Meeting is scheduled for October 20, 2026.

Adjourned 3:00 pm.