

**Portland Children's Levy
Allocation Committee Meeting Minutes
June 12, 2018 3:00 p.m.
Location: Portland City Hall Council Chambers**

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=aYYh4URBnnE>

Attending: Mitch Hornecker, Deborah Kafoury, Dan Saltzman (Chair), Julie S. Young; absent – Serena Stoudamire-Wesley

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

Approval of minutes from February 13, 2018 meeting

Young: So moved

Kafoury: Second

Vote: All in favor

Public Comment

None

Saltzman: The voters in the City of Portland voted to renew the Portland Children's Levy on the May ballot. Thank you to the people of the City of Portland for choosing to continue supporting our children.

Annual Compliance Audit of Portland Children's Levy

Craig Popp from **Merina & Co.**, presented the annual audit of the Portland Children's Levy. In our opinion, the Portland Children's Levy complied, in all material respects, with the measure 26-150 requirements for the year ended June 30, 2017. There were no findings and Levy administration expenses stayed within the 5% cap of revenues to date. The full audit report can be found on the Levy website:
<http://www.portlandchildrenslevy.org/about-us/financial>. The link to the report is titled, "Independent Audit Report of the Portland Children's Levy FY 2016-17."

Conditional After-School Grants

Pellegrino: In July 2017, the Committee made after-school program grants to BRAVO Youth Orchestra, and REAP Inc. Neither of these organizations had been audited and therefore did not supply an audit with their funding application. The Committee agreed to provide an additional \$10,000 in funding to each grantee to secure an audit of financial statements for the last closed fiscal year (2016-17). The second year of funding for these grants (2018-19) was conditioned on submission of the audit, and that the audit be found satisfactory.

BRAVO has complied with this requirement and submitted an audit of its financial statements for 2016-17 (last closed fiscal year). A clean opinion was issued by the auditors, and the organization is within the recommended range on 7 of 8 metrics. Staff recommends the funding be continued for FY 2018-19.

REAP has not yet submitted an audit despite promises to comply with an extended deadline of April 30, 2018. On June 5, 2018, staff notified REAP that the period of conditional funding will end on June 30, 2018, and that REAP would not be reimbursed for any expenses incurred after June 30 to provide services under their current contract unless and until they receive approval for funding in FY 2018-19. In addition, staff requested documentation for all charges on the grant as of April 30 (close of third quarter). To date, REAP has not yet supplied the requested documentation. Staff will advise the Committee as soon as we receive the requested documentation and audit.

Hornecker: I am proud of the staff and my colleagues for making this happen. We found a way to find funds for two good organizations. I hope we will see a report from REAP soon.

Hornecker: I move that we continue the grant for Oregon BRAVO for fiscal year 2018-19.

Young: I second.

Vote: All in Favor

Pellegrino: I will let you know when we have more information from REAP.

Revised Funding Timeline

Saltzman: The new Levy begins July 1, 2019. At our previous meeting, we agreed that staff would put out a request for proposals for a community engagement process. Staff has suggested that we lengthen the process for community engagement and new funding process.

Pellegrino: We have lengthened the overall timeline for the funding process under the recently renewed Levy.

In the past, the funding process has taken place over roughly one year including from community input to funding decisions. The current planned timeline will lengthen the process to up to 2 years. Our reasons include:

- **Feedback:** Much of the feedback from the last round recommended extended time periods for various phases of the process including more time for community engagement, time to consider and if desired, use a 2-step process. Additional time to train reviewers, more time for reviewers to score, and a variety of ideas for the funding decision process to allow more time to consider
- **Process Changes:** Will allow for time to consider the grantmaking process on the front end, decide what changes to make, and then time to implement changes.
- **Transitions:** Last, there will be transition in leadership of the Levy this year and Committee member changes as well. It will be helpful to have time to orient new members and for newly composed Committee to consider the recommendations that come out of the process improvement project and community engagement around needs and solutions.

To that end, PCL canceled the first community engagement request for proposals (RFP) which called for the community engagement process to occur over the summer and for a period of 4 months.

We published a new RFP for community engagement last week that calls for an engagement process to occur between September and March with a final report and recommendations due in mid-April. The Committee will then have time to set funding strategies in time to start the funding round in FY 2019-20.

We will be publishing a second RFP this week for a researcher/consultant to gather feedback on the grantmaking process from stakeholders including current grantees, past grantees, unsuccessful applicants and other funders,

and to make recommendations for change based on this input. We expect that project to conclude in Mid-January 2019 which will allow the Committee to consider recommendations and make decisions on the grant making process in the first half of 2019.

The Committee will be able to consider renewing current grants for an additional year, based on performance, in the spring of 2019 after annual data for 2017/18 is finished and mid-year reports have been reviewed by staff.

Over the next year, the feedback will come to the Allocation Committee. The following year will be the process for funding grants to begin in July 2020.

Hornecker: Do you think we will get more proposals for community engagement?

Pellegrino: We have given a full 8 weeks for organizations to respond to the RFP for community engagement. We feel the longer timeline will result in more proposals.

Young: Do we need to authorize more funds for these processes?

Pellegrino: We asked for line item budgets in the RFP's. We do not know whether more than the previously allocated \$150,000 will be needed.

Kafoury: What role do you see this committee playing in the selection of the community engagement and process review consultants?

Pellegrino: If any of you are interested in participating in the selection committee, that is an option. We get volunteers with expertise and some staff to review the proposals.

Kafoury: I have a community engagement person on my staff who I would like to have participate.

Young: The ongoing communication would be helpful in the process.

Saltzman: The presumption is that existing grants would be renewed for an additional year, but that would be subject to review by staff and this committee.

Pellegrino: Yes. We would do the normal renewal process.

Public Input: None.

Saltzman: No vote is needed. But I want to be sure everyone is comfortable with that new process.

Quality Improvement Work

Workplace Wellness Training/Consultation:

Hansell: Workplace Wellness Training & Consultation is the first of 3 quality improvement projects you'll hear about today.

Through this project, early childhood, child abuse prevention and intervention and foster care grantees are offered training and on-site consultation for workplace wellness that is trauma-informed and culturally responsive.

The project builds capacity in program staff and supervisors to use social emotional wellness practices that support staff, children and families.

This focus helps move trauma-informed work and cultural humility practices forward in grantee programs/organizations.

As you may recall, the AC decided to invest in this effort for 3 reasons:

- Received significant input from grantees, other providers and families about the types of training and technical assistance needed to strengthen the quality of services. What we heard was relationship-based services need ongoing support for implementing trauma-informed and culturally responsive approaches in their work;
- demographics of families served in these programs show over 70% are families of color and may be navigating experiences that can be traumatizing (e.g. institutional racism, poverty);
- staff turnover in PCL programs, especially CAPI/FC where turnover rates were much higher than other PCL program areas. PCL surveyed staff in these program areas and found stress of the job as a major contributing factor to turnover.

PCL staff provided a written overview to AC in advance of this meeting detailing project implementation and impact;

- won't review the details now, but instead will
- Use the time to hear from those directly involved in the project

3 organizations working in partnership on this project:

- Morrison Child & Family Services
- Multnomah County Community Capacitation Center/ Oregon Community Health Workers Association (ORCHWA)
- PSU's Trauma Informed Oregon

Staff from two of the partnering organizations, **Katie Sass from Morrison and Alise Sanchez from Oregon Community Health Workers Association**, are here today and will talk about their respective roles and provide more information on what they're offering to PCL grantees.

Katie Sass from Morrison and Alise Sanchez from Oregon Community Health Workers Association addressed the Committee.

Crystal Ross, from **Volunteers of America Family Relief Nursery**, a program funded in the Child Abuse Prevention/Intervention program area, shared her experience participating in training/consultation.

Youth Program Quality Intervention

Pellegrino:

- Youth Program Quality Intervention is a nationally used tool, started by the Weikart Center/Forum for Youth Investment.
- Focused on improving youth development practice across a range of domains including assuring a supportive environment, interaction between staff and youth, engagement and skill building.
- System uses a train the trainer approach where supervisors learn how to observe and assess program delivery, teach their staff, and come together to score a point-in-time assessment of program delivery.
- After reviewing scores on all the domains, staff come together to plan program improvements related to domains where the assessment shows practice is weaker.
- After improvements are implemented, they reassess to see if practice has changed.
- Grantee staff also has access to a set of Youth Worker Method trainings designed by Weikart and offered by a local affiliate, the Institute for Youth Success at Education NW.
- This is the 3rd year of implementing the process for some grantees, with additional grantees joining the cohort each year. The current cohort participants: Ethos, Impact NW, Girls Inc., IRCO SUN and INSPIRE, Metropolitan Family Service SUN, Friends of the Children, Playworks
- We've had lessons learned each year and have strived to improve implementation and better support PCL grantees in using the system over time. Last year, grantees were able to request additional funding to support implementation, and this year we substituted a training on improvement planning for individual consultation with Institute for Youth Success (IYS) for each grantee to realistically plan improvements with a timeline. We're using a more iterative process to develop and refine plans.
- IYS has been coordinating implementation of the YPQ statewide with the Levy, the SUN system, Oregon Community Foundation grantees, PGE grantees, 21st Century grantees, and STEM hubs. We've been able to pool resources on trainings, benefit from OCF's additions to the national tool, and to share lessons learned among the systems.
- Both organizations are in 3rd year of implementation of process. IRCO has implemented it across a number of programs include SUN schools, youth advocacy, and their INSPIRE after-school program. Ethos has implemented the process in their after-school music classes delivered at school sites.

Adam Goodwin Director of Programs from **Ethos Music, Inc.** addressed the Committee.

Erika Levison from the **Immigrant and Refugee Community Organization (IRCO)** SUN supervisory team addressed the Committee.

Jorge Nava Marin from the **Immigrant and Refugee Community Organization (IRCO)**, who coordinates the INSPIRE program, addressed the Committee.

Project Impact

Pellegrino: Project Impact is a quality improvement program.

- Aimed at teaching qualitative evaluation methods to non-profit staff to help them better understand the impact they are having on program participants and to improve their programming in ways that increase impact
- Typically, we focus on quantitative data – how much effort is expended, how many people attend, how much to they attend, and did attitudes, knowledge or behavior change as a result of participation.
- This all has value, but qualitative research tries to look more deeply into what's happening to participants as a result of participation – how is participation in the program changing what people believe, love, and are becoming.

- In the project, staff learn how to interview program participants (or in some cases their teachers or parents), and how to make sense of the information they gather through interviews. The process teaches rigorous design and implementation, and provides consultation from professionals in developing these skills.
- PCL grantees participating in the project agreed to attend 6 training sessions and to work with professional staff to design interview protocols, rigorously analyze results, create findings and write a report reflecting findings. These grantees did two loops through this cycle and refined their techniques in the second loop.
- The organizations participating are: Boys & Girls Clubs SUN program, Camp Fire school based mentoring, College Possible mentoring, Human Solutions after school program, Neighborhood House school based after school program
- Grantees saw different impacts of programming than quantitative data yielded including: youth connecting focus and persistence to achievement of their goals; the importance of creating a safe space for youth to try new things/gain new skills; parents valuing access to a wide range of enriching activities that engage their children; and the ability to see failure or rejection as necessary to growth. Grantees also learned where curriculum or practices were not yielding intended results and were able to focus change efforts on these issues. For example, Camp Fire found that their goal setting techniques/methods for middle school youth were not working for youth, changed methods and saw better results in loop 2 interviews.

Tonya Parson, Program Manager of Learn Links, from **Human Solutions** addressed the Committee.

Francisco Bueno, Program Director, from **College Possible** addressed the Committee.

Saltzman: Thank you to all of you who shared your experiences with us. Our next meeting is not yet scheduled. Please check our website or join our contacts database to be informed of upcoming events.

Adjourned 4:30 pm