

**Portland Children's Levy  
Allocation Committee Meeting Minutes  
October 22, 2018 3:00 p.m.  
Location: Portland City Hall Council Chambers**

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The full record of the meeting may be viewed on the Portland Children's Investment Fund website:  
[www.portlandchildrenslevy.org](http://www.portlandchildrenslevy.org)  
or YouTube at: <https://www.youtube.com/watch?v=aYYh4URBnnE>

**Attending:** Mitch Hornecker, Dan Saltzman (Chair), Felicia Tripp-Folsom, Julie S. Young; absent Deborah Kafoury

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

**Saltzman:** Welcome to Felicia Tripp-Folsom as the County appointed member of the Allocation Committee.

**Tripp-Folsom:** I am honored to be able to serve on the Allocation Committee.

**Approval of minutes from June 12, 2018 meeting**

**Young:** So moved

**Hornecker:** Second

**Vote:** All in favor

**Public Comment**

None

**Videos shown**

**Volunteers of America Family Relief Nursery.**

Link to video on Children's Levy website:

<http://www.portlandchildrenslevy.org/program-area/child-abuse-prevention-intervention>

**Portland Children's Levy Video.**

Link to video on Children's Levy website:

<http://www.portlandchildrenslevy.org/videos>

**Outline of Funding Process**

**Pellegrino:** We ran RFP's in the summer to select consultants to help us with community engagement and process improvement. Those processes have begun. We will hear later about those projects.

We anticipate the community engagement process will run from now through mid-April. We will look for this committee to come together in late spring to make decisions around priorities and strategies after hearing the input from the community engagement consultants.

We anticipate that the grantmaking improvement project will wrap up in January and that the consultants will present their recommendations to the Committee then. The Committee will have from February through June 2019 (5 months) to make decisions on funding process design. Implementation of the funding process (issuing

funding application, reviewing and scoring proposals, selection of proposals for funding by Committee) will take place in FY 2019-20.

Staff anticipates the Allocation Committee will need to meet 3-4 times between January and June 2019 to complete this decision-making.

The other piece of business in spring is the renewal of current grants for one additional year. Staff will provide information and data prior to those decisions.

### **Grantmaking Process Improvement**

**McElroy:** Over the summer, we worked with City of Portland Procurement to city procurement to issue a request for proposals to review and improve our process for grantmaking.

We received 4 proposals, which were scored by a committee of two volunteer reviewers and one PCL staff member. Principals of 2 highest scoring were interviewed by reviewers. The highest scored applicant was selected. Portland State University's Center for Improvement of Child & Family Services was selected. The principal investigators are: Thuan Dong, Research Associate at Center in School of Social Work and Alma Trinidad, Associate Professor.

They plan to hold 4 – 6 focus groups and 20 interviews with local service providers (past PCL applicants and organizations that could be potential applicants), local funders, and Allocation Committee members. They have reviewed documents from our prior grantmaking processes.

The team will see to understand experiences, opportunities improve 3 main phases of the process:

- Pre-Application: includes applicants' and potential applicants' preparation/work to submit proposals
- Application: includes Request for Investment instructions, scoring criteria, and review process
- Allocation: includes staff recommendations, testimony/advocacy for proposals, and allocation decision-making

They will Identify key themes: strengths and areas for improvement. They will produce a report that describe methods used to engage applicants/ stakeholders, findings from groups/interviews, and recommendations for improving grantmaking practices and processes.

The process is currently underway. They are working on a literature review on best practices for responsive grantmaking, with focus on operationalizing equity and inclusiveness in grantmaking. They plan to convene focus groups and interviews in November and early December. They will complete their analysis and create recommendations and draft report toward the end of 2018. The team will present recommendations to Allocation Committee in early 2019.

### **Community Engagement Process**

**Hansell:** In June, the Levy published a Request for Proposals seeking a consultant to design and implement a community engagement process. The findings and recommendations will inform the development of funding priorities and strategies for the next round of investments.

As outlined in the Request for Proposals, the goals of the community engagement process are:

- Understand perspectives from diverse stakeholders about the most effective and most needed services for children, especially children most affected by historical inequities.

- Identify community solutions to improve outcomes for children and families.
- Cultivate positive relationships with traditionally marginalized populations.
- Promote community understanding of Portland Children's Levy funding process, services funded, and demographics of children and families served.

8 proposals were submitted. The 2 highest scoring applicants were interviewed. Empress Rules was awarded the contract

It is my pleasure to introduce Kheoshi Owens, principal of Empress Rules. Kheoshi is a pleasure to work with; she is enthusiastic, passionate about serving the community and has a deep commitment to equity. I'm excited about our continued work together, learning from Kheoshi and her team and hearing from the community. Kheoshi, I turn it over to you to introduce your team and share the community engagement plan.

**Kheoshi Owens** from **Empress Rules** introduced herself to the Allocation Committee. I am from North Portland and my grandparents had the freeway put through their house. This project is about people who look different from me who are suffering.

My name is **Rachel Lahoff** from **RMC Research**. I am on the research team for this project. I will be collaborating around creating data collection instrument. I will be qualitative analysis of the focus group data. I am involved in research and evaluation projects around education and behavioral health.

**Owens:** We have other community members who will be working on this project. We have **Afrita Davis**, a military veteran, African-American woman, who is absolutely amazing. We both worked in the Step-Up program together. I ran the Step-Up program at Roosevelt for three years. I came in there at 60% on track to graduate; left at 97%. That is my love.

Many of the folks working on this project met through our work at Step-Up. They are all master facilitators trained by Peggy Taylor and Hanif Fasal, from the Center for Equity and Inclusion. We also have **Danise Elijah**, an amazing facilitator and beautiful mom. Also, **Emma Cisneros**, a community justice advocate, young advocate who is connected in the Latino community; I am her mentor. We have **Nikia Solbjor** from the Ojibwa community. She is a friend of mine and is part of our facilitation crew.

I grew up in the Portland Children's Levy. I worked at Fernwood doing the SUN Program.

We also have **Sumiko Taylor-Hill**, my sister, somebody who I love, and who has been involved in community engagement since she was 16 years old. She has been involved in community engagement with persons with disabilities and farmworkers in rural areas.

We are all committed to serving the community.

Phase 1 is creating the plan, which we have already done. Who are the stakeholders; who is on the team; what is the timeline; how will we communicate. That is what you have before you.

The second phase is where we get to connect with the community. We will be going out into the community, dispersing an interest questionnaire, that basically says I want to participate. I want my

voice to be heard. That way we can be sure we get a diverse pool of applicants. We want to hear from those we have not heard from in the past.

From there, we will disperse 500 surveys from select candidates to identify needs of the community. From that group, we will select 80 members to participate in focus groups, where we talk about the solutions to those needs.

**Lahoff:** We envision the focus groups to be the heart of the engagement process. We will meet face to face with community members to hear about their experience with Levy funded programs. We will take notes on those sessions to identify solutions. We will analyze those qualitatively and report on the results.

**Owens:** Participants will be able to provide feedback on the whole process, including the focus groups.

**Saltzman:** How will you go about identifying participants?

**Owens:** We will use a point system. For example, we want to hear from people who have disabilities, so someone who disclosed that they have a disability would get more points. It will all be done through Survey Monkey. The first 500 who have the most points. For example: people who do not speak English, who have a disability, who are part of the LGBTQ community we want to hear from.

**Tripp-Folsom:** How will you access these vulnerable populations who may not have access to technology, like Survey Monkey?

**Owens:** We are going to community events. We will go to people's homes if we need to. My mom has a disability, so I understand about access to technology.

**Lahoff:** Part of the rationale of dispersing the survey widely, and narrowing to 80 in the focus groups, is to reach folks who are harder to reach. The three-tiered approach should help us to reach the folks we want to reach for the focus groups.

**Owens:** We allocated funds to pay folks who participate; \$10 for participating in the survey and \$100 for the focus groups. I want to show our communities that their voices matter and your time matters.

**Lahoff:** We will provide childcare, food and transportation for the focus group participants as well. We are trying to make these really accessible to folks. We will audio record focus groups if all consent. As a backup, we will take notes.

**Hornecker:** We have a fairly formal structure because we are publicly funded. We also have some flexibility in terms of what that looks like and where our emphasis is going to be. I am curious when you ask about needs that fall within our universe.

**Owens:** That is part of what the survey is for. The questions on the survey will help focus responses to areas that the Levy funds. The focus groups would be coming up with solutions in those areas.

**Hansell:** From past community engagement processes, we know that we do hear about other needs in the community. They are interrelated. Other needs will come up through the process. Framing of questions in the focus groups will help keep recommendations in the areas where we can have an impact.

**Hornecker:** It might be helpful for philanthropy that is not as constrained as we are to know about these other results from the process. It would be great if we could get those results published to folks who might be interested.

**Owens:** I am already hearing about mental health and childcare. Housing we know.

**Lahoff:** That is great feedback. We can still pull in some of the feedback that is outside our parameters and put it in a special section of the report.

**Saltzman:** How did you choose your business name, Empress Rules?

**Owens:** That is my baby. That is Empress. She is the beautiful face you see on the front of our proposal. I started Empress Rules because I wanted to be able to be myself. I want people to be able to be their authentic selves.

**Young:** I wanted to make a comment about the number of survey participants. 500 seems like a lot of people. What happens if you get less than 500? How might that impact the plan?

**Owens:** To me, 500 people is not a lot. However, what do you think, Rachel?

**Lahoff:** The goal is 500. We recognize that is a lofty goal. The sample size may be smaller than the ultimate goal. WE will focus on that goal and really try to reach it. The heart of the research is the focus groups. Even with fewer survey respondents, we should be able to get good focus groups. We want both the numbers and the heart – surveys and focus groups.

**Hansell:** Our social media team will be partnering to get the word out. I am comfortable that they will get the numbers they are seeking.

**Public Comment** – none

Vote on Plan for Community Engagement

**Hornecker:** Motion to adopt the plan.

**Young:** Second

**Vote:** All in Favor.

**Saltzman:** We have not scheduled our next meeting. It will be posted on our website, social media and sent to our database.

Adjourned 3:50 pm