

**Portland Children's Levy**  
**Allocation Committee Meeting Minutes**  
**September 14, 2021 3:00 p.m.**  
**Location: Virtual Meeting via Zoom**

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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=nC5zB5WYHE8>*

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

*All presentation slides are appended to these minutes.*

**Attending:** Mitch Hornecker, Jessica Vega Pederson, Traci Rossi, Felicia Tripp-Folsom, Dan Ryan (Chair).

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

Minutes of June 15, 2021 Meeting – approved without revision

Public Comment on non-agenda items - none

Grantee Partner Reflections

Three grantee partners joined the meeting to provide reflections on service delivery in the foster care and child abuse prevention/intervention program areas during the pandemic.

**Assefash Melles**, Program Manager at **Lutheran Community Services Northwest**

**Renee Moseley**, Associate Director at **Bridge Meadows**

**Leticia Longoria-Navarro**, Executive Director at **The Pathfinder Network**

Financial Update for FY 2020-21

**John Kelly**, Financial Analyst for the Children's Levy presented.

Grant spending for the first fiscal year of the grants which ended June 30 was 84% of budget. Large grant budgets totaled \$23.8 million and actual spending was \$19.9 million (84%). Small grants budgets for 6 months totaled \$204,082 and spending was \$191,665 (94%).

We expect the majority of unspent funds to be carried over into the current fiscal year budgets. Typically, we limit carryover to 10% of annual budget. This year we are allowing unlimited carryover of funds for client assistance. We changed the policy to allow grantees to continue

providing direct support for basic needs for youth and families during the pandemic and, hopefully, into recovery.

Current year grant budgets are still being finalized. Once those are settled, we will have a clearer picture of what funds that were previously allocated are no longer likely to be spent.

Our current plan is to hold those funds in reserve in anticipation of revenue declines projected by the City Economist last January. We expect to have the imposed property tax amount for the current fiscal year in October for comparison to the FY 21-22 January projection. Typically, they are close. Revenue projections for future fiscal years are made again in January.

### Report on Grantee Convenings

**Joel Broussard** reported on meetings of grantees by program area.

**After School** grantees met in August. Nearly all programs attended. Grantees are most interested in using these meetings to connect with one another on practice issues, to share expertise and to develop relationships with staff of other after school programs.

**Foster care** program grantees met on Monday, September 13<sup>th</sup>. The agenda for this meeting was primarily to provide a space for the foster care grantees to share the work they are doing with peers. Grantees have often shared with PCL staff how much they enjoy connecting to discuss their work during the pandemic.

**Child abuse prevention and intervention (CAPI)** grantees just convened for the first time on September 7. Grantees spent time getting to know each other's programs including eligibility requirements and referral information. Most CAPI grantees are delivering some services in person using COVID protocols, and some services virtually, in part based on client preference. Grantees have adapted service delivery methods over time based on current OHA/CDC guidelines.

**Small Grants Fund** grantees have convened twice so far with the first convening focused on grantees getting to know each other and oriented to the contracting and budgeting processes. The second convening provided further community-building opportunities and preparation for reporting.

The upcoming convenings scheduled for September and October are designed to provide training for grantees on supporting BIPOC youth with disabilities so that grantees can further the work on their disability inclusion goals. The October convening is designed to provide a space for youth with or without disabilities to discuss ways that they can create a more inclusive environment for one another as peers.

**Mentoring** grantees will convene for the first time in October. Like other program areas, mentoring grantees will be using this space to share about their programs with their peers and to learn about best practices and/or resources.

Grantee convenings for **early childhood** and **hunger relief** grantees are planned for later this fall. Hunger relief convening will focus on networking among grantees, including around shared problem-solving during the continued pandemic. Early Childhood convening focus is still to be determined.

**Public comment** – none

**Vega Pederson:** I think these meetings are a great idea.

**Tripp Folsom:** Joel, are you seeing groups learning from one another at these meetings?

**Broussard:** Yes, at the meeting just yesterday grantees were sharing methods and practices.

**Ryan:** Having been on the other side of that, I think peer to peer learning communities are very valuable. Thank you for your work on this.

#### Proposal to Form Community Advisory Committee

*Levy staff presented. Proposal details was presented in slides. Those slides are appended to these minutes.*

**Rossi:** You mentioned trainings. Can you talk about what the City training is?

**Pellegrino:** There are three required trainings by the City. One is what it means to be on a public board or committee. A second is a general training around racial equity. The third is around prohibiting discrimination and retaliation. PCL would do our own trainings focused on the Children's Levy

**Vega Pederson:** Looking at the charge of the proposed committee. I am comfortable with most of what is included. I am concerned about advising on funding recommendations when we are granting funds. I am concerned because I know what a labor-intensive process that is and how much structure already exists around reviewing; scoring grants; and making decisions. I wonder what role the advisory committee would have in terms of that function.

**Pellegrino:** That would still need to be fleshed out. One of the considerations is how the funding process will be designed. We wanted to leave that open to let this committee help design the process. I agree that how we have done it in the past, it would be a huge job. I expect that staff will still do many of the tasks we have done in the past in terms of reviewing and summarizing applications.

**McElroy:** From gathering feedback from reviewers in past processes, we learned that they consider their input as valuable. There is an open question about how the advisory committee participates in the funding process.

**Bridgeman-Bunyoli:** I did hear in the small grants fund design team that there was great diversity in the reviewers. There is a lot to be worked out in this process.

*Meg McElroy presented a summary of the feedback. The detail of that report is in the slides appended to these minutes.*

**Arika Bridgemen-Bunyoli** facilitated a discussion on the topic.

Are there questions or concerns about the powers, goals or purpose of the committee?

**Tripp Folsom:** I think that the community has asked for this type of committee. My questions are around where is this committee complementary and where is it duplicative to what we already do? That is an underlying question we need to ask ourselves as it is being built. PCL has a small staff, which is stretched. How much staff time will be needed for this new committee.

**Bridgeman-Bunyoli:** The staff time will be related to how it is built.

**Tripp Folsom:** I can see duplication in the funding decision-making. We have to be clear on what the advisory committee role is and what our role is. I can really see it being complementary in getting feedback on community needs.

**Vega Pederson:** I want to reiterate the amount of work around advising funding decision-making is high. I would want more detail on that process, so it is not duplicative. I agree that getting input from the advisory committee on what the process looks like is within the scope of that group. I see a role of the advisory committee, especially as the levy is up for renewal, in identifying the needs for investment around children. That role makes a lot of sense.

**Ryan:** What problem does it seek to solve is a good question. For the public record, I would like to hear a response to that.

**Pellegrino:** We have heard feedback from consultants in community engagement who told us that this is desirable. We need more avenues to allow community voice in the decision-making.

**Bridgeman-Bunyoli:** In forming the small grants process with a design team, we sought to create a process that is strengths-based; trauma-informed; and to maximize community voice and participation. The design team agreed with the prior recommendation to have an advisory committee.

**Ryan:** How we build it so that the committee is advising us and the staff is critical. We need checkpoints on where the advisory committee contacts those groups.

**Bridgeman-Bunyoli:** What are your thoughts on who should be on the committee?

**Tripp Folsom:** Is there a requirement that this committee will need to follow the rules that the Office of Civic Life uses? That process can be pretty daunting.

**Pellegrino:** Yes, it is our understanding that this committee would have to follow the rules and procedures set up by City Council. We anticipate hiring additional staff to do this, to get this committee created and running. We are not sure how much we can afford yet.

**Tripp Folsom:** Communication lines with the Office of Civic Life will need to be clear. For folks who might join this committee, this will be their first time going through this process. Second, our grantees could be a great resource of recommendations for the committee. Also, outreach should be through grantees, through social media, but also the process used in the small grants process. Most important is hearing feedback from other advisory committees. The process with civic life can be clunky and confusing. We need to be clear on getting potential members trained in how to get through the process of getting applied for and approved to be on the committee.

**Rossi:** I am intrigued by the two last pieces of feedback. I think it will take more hours of time and training than was considered. Because we are using the expertise of experience and since we are asking to right the wrongs of some of our underserved communities, I feel like \$500 per person is not enough. We are asking these folks to complement paid staff roles. To really value that time and experience, \$500 feels like it is not the right value to place on what we are asking.

**Hornecker:** Great work in preparing this proposal. The attempts to power-shift are spot-on. Scoping it and determining the hierarchy of decision-making is critical. It is critical for reviewers as well. I understand that we want to engage the community in designing. We also want to be careful in defining community. Right now, 3 of the 5 votes on this committee are community members (if we treat politicians as non-community members). All the people who rate proposals are community members. So, getting back to the question of what problem we are trying to solve – who do we want to shift power to? How is that power going to be put into the existing protocol or do we need to change the existing protocol? If we are going to change it, we need to be clear about how and why we are changing it.

Regarding membership, the list is great. But it really hinges on how we define community. If we look at the list, it defines community as people in the system or people providing services through the system - all truly important folks. I don't see any references to role models or participants outside the system. Persons who were never in the system or were in it but are in a different sector now. I am not prioritizing the groups. Again, how we are defining community is important.

There is a lot of taxpayer money that will be spent on the homeless services measure. We are a big player in that system in the City of Portland. I would think about who we want at the table. I think about the adult homeless system; people with experience in doing system change work. Aligning systems will be key, especially when you think about the preschool for all measure and how much we invest in that space. I think this is all really good stuff.

We need to be careful. A lot more work and study are needed before we can approve this. We want folks who engage in this process feel good about their participation.

**Bridgeman-Bunyoli:** I wonder if staff could respond about how community was defined by the Empress Rules and PSU studies. What types of people or community members they meant.

**Pellegrino:** Community was described as people most impacted by services. People using these services and people involved in these systems have a voice in shaping where resources are put.

**Bridgeman-Bunyoli:** Is the committee wanting us to revise the proposal based on the responses from this meeting?

**Ryan:** It does not seem like we are at a point to move anything tangible. We are wanting staff to take the feedback offered today. Maybe there could be more feedback in individual meetings. Anything else on this topic.

**Rossi:** When PSU and Empress consulting gave you feedback, I image the staff was different. I think this staff does a brilliant job. You represent quite a bit of lived experience and expertise. From a staff perspective, you do a very nice job of representing the community. Inclusion and adding voices to groups like this does have a positive impact.

#### Public Comment

**Dennis Morrow,** Executive Director at Janus Youth Programs, commented on this topic. I believe that the Children's Levy has created one of the most effective systems for accurately assessing grants and needs. It is a fair and professional system. It actually gets to the endpoint of helping the kids. I see the need for more voices. When you add those voices to the funding decision-making process, that is a totally different process. I think communities can help set goals and objectives. I would have concern about putting people without depth of knowledge and experience into that process. Your staff do have that and that is why it works so well. Adding another level could be confusing and possibly unfair.

**Ryan:** Are we ready to move on?

**Pellegrino:** Our next meeting is in December. We will take the feedback; refashion the proposal; take another round of stakeholder feedback. We will bring it back in December.

**Ryan:** I like the conversation about defining community. Understanding conflict of interest is very important in this process. I heard lived experience and we need to be clear on what we mean by that.

**Hornecker:** This is an important topic. I would be happy to spend time between now and next meeting to help move it forward.

**Bridgeman-Bunyoli:** We heard from previous community engagement that there were communities we were not reaching. That meant bringing them into the process in some way.

### Role of Levy in Supporting Older Youth (aged 18-24)

**Pellegrino:** Prior to a funding round, the committee allocates funds by program area. At the beginning of the Levy, the Allocation Committee made a decision to invest a higher amount of resources in services for young children based on research from that time. The committee also looked at the fact that services for young children are often more expensive.

When programming for foster youth was added in 2009, we receive input that it is important to support youth as they are leaving the foster system. There was a decision made at that time to cover services for youth aged 0 to 24.

*Staff presented slides on this topic. These slides are appended to these minutes.*

**Vega Pederson:** I am interested in zero to 2 range of children served.

**Ryan:** This topic has been important to me for many years. Our society is not very kind to young people over age 18. It was startling to see that we are only serving 1%. I do know this is the children's levy, not the youth levy. I am not shy about being an advocate for this group. The transition from high school to what is next is large. Young people without resources are challenged in this transition. This data lets me know that we do not have much history in serving that age group.

**Hornecker:** It is difficult to have this conversation without being concerned about scarcity of resources. Putting the money aside, this is a good conversation for us to have. The foster care system is not working. We know that as it is one of the biggest feeders of adult homelessness. Multiple population are overrepresented in adult homelessness. We should be looking at this and trying to do more. The earlier we intervene, the higher the likelihood of success.

**Ryan:** I am looking at this as an "and", not an "or". We have time to look at this. When is the next RFP for large grants?

**Pellegrino:** The next RFP is likely in the next levy period. The current levy ends in June of 2024. Renewal is a political decision, not a staff decision. The ballot language constrains what we can fund. Also, hunger relief is serving this age group. We will have more data on that in the future.

### Public Testimony

**Dennis Morrow** from **Janus Youth Programs** addressed the committee. We have a lot of data that can tell us where the real need is. I agree that adding resources for this population would be ideal. Adult brains do not come fully online until at least 25. Return on investment for preventing one person to avoid homelessness saves the community \$2-3 million. I am a believer in services targeted to these youth. It is critical not to take funds away from the younger kids. I also fully believe that we need to provide services to these older youth. The programs are there that will work.

**Ryan:** I suggest we take this topic into the next meeting as well.

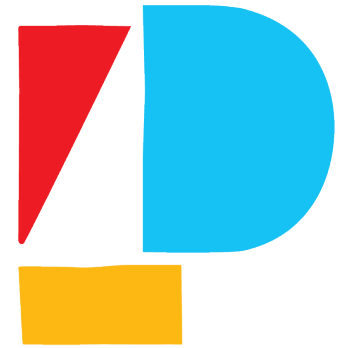
**Our next meeting is December 14, 3 – 5 pm.**

Adjourned 5:00 pm.





# portland children's levy



**Allocation Committee  
September 14, 2021**

# Financial Update FY 2020-21

- Grant spending was 84% of budget in FY 2020-21
- Underspending was caused by changes and barriers to service delivery during the pandemic
- Grantees may request carryover of all unspent funds to address clients' basic needs during the pandemic/recovery
- Staff expects the majority of unspent funds to be carried over

# Community Advisory Committee Proposal

## Charge

- Consult/advise PCL staff and AC on policy/procedures including funding processes, grantee reporting and community engagement
- Make funding recommendations to AC during competitive funding processes

# Community Advisory Committee Proposal

## Responsibilities

- Participate in required training
- Prepare for, attend and participate in CAC meetings
- Work collaboratively to make decisions and recommendations to AC
- Participate in AC meetings occasionally

# Community Advisory Committee Proposal

## Projected Work: FY 2022-25

- 2021-22: Create/adopt bylaws; review/advise on grantee reporting and accountability process
- 2022-23: Review/advise on grant renewal process and recommendations
- 2023-24: Review/advise on community engagement and funding process plans
- 2024-25: Funding process participation and recommendations

# Community Advisory Committee Proposal

## Number of Members

- 11-13; quorum of 7

## Term of Members

- Minimum of 2 years; max of 6

## Meetings

- Approximately 12-15 hours p/year
- Advisory group meetings are public meetings

# Community Advisory Committee Proposal

## Member Qualifications/Representation

- Reflects racial, ethnic, gender, sexual orientation, disability of city residents
- Includes people with experience in small/emerging human service non-profits
- Live, work, go to school in COP; minimum of 3 members who live in E Pdx and 2 in N Pdx
- Demonstrated commitment to racial equity and experience with Black, Indigenous, People of Color (personal or professional)

# Community Advisory Committee Proposal

## Member Qualifications/Representation

- Experience with child/youth serving programs or systems related to PCL program areas as young adult (18-24), parent, partner, provider, educator or advocate
- Experience working collaboratively
- Commitment to attending meetings over at least 2 yrs
- Not currently employed or employed within last 2 years by PCL grantee agency and no conflicts of interest with current grantees



# Community Advisory Committee Proposal

## Training

- 3 required by COP, PCL 101 and topic specific training to advise on specific policies/procedures

## Stipends

- Current PCL policy allows stipends of up to \$500 p/year, p/person

## Decision Making Method

- CAC to consider and decide as part of bylaws deliberation and adoption

# Community Advisory Committee Proposal: Feedback Survey

- To 300+ individuals: grantee partners, community partners, past reviewers
- 5 questions
- 69 respondents
  - 57% identified as PCL grantees, 25% as community members, 18% as PCL community partners, 3% not given.
  - Race/ethnicity: 49% identified as white, 42% as BIPOC, and 9% not given.

# Community Advisory Committee Proposal: Feedback Survey

87% of respondents strongly agreed/agreed that they:

- Support the proposed purpose and structure of the advisory committee; 8.7% disagreed/strongly disagreed; and 4.3% weren't sure.
- Support the proposed membership considerations for the advisory committee; 5.8% disagreed/strongly disagreed; and 7.2% weren't sure.

# Community Advisory Committee Proposal: Feedback Survey

17 respondents gave positive comments in support

- 8 comments were general.
- 4 focused on advisory providing more community oversight to PCL and emphasized values desired in the work.
- 3 focused on membership- in support of the proposed diversity among members, member training, and stipends.

# Community Advisory Committee Proposal: Feedback Survey

25 respondents offered constructive comments, including requests for clarification on proposal.

- 8 wanted greater clarity on goals, powers, and accountability for the advisory.
- 6 suggested ways to assure representative membership on the committee.
- 5 mentioned accessibility issue for members.
- 4 raised concern about projected 12-15 hours/year of work by committee.

# Community Advisory Committee Proposal: Feedback Survey

*“This is very high level and leaves a lot of questions unanswered. Some important ones from my perspective: - who approves committee participants? - what are the guiding values the committee would use in performing its functions; in other words, what problem does this new structure seek to solve? - how will the committee make funding recommendations with so little time spent, given staff have normally done this based on their tremendous in-depth knowledge of the sector and individual organizations? - what weight would be given to the committees funding recommendations in the final allocation decisions?” - survey respondent*

# Community Advisory Committee Proposal: Feedback Survey

*“I think the commitment is not enough. Not only should they be meeting monthly, but they should also be a part of subcommittees, and the stipend should be higher. It cannot be in the same board structure if you want a different result. All of the other elements/goals, I appreciate. I don’t know if three trainings is enough. Protocols, agreements, and a shared language needs to be developed. People need to have a foundational understanding of the history of racism, how it showed up then, and how it shows it now.” - survey respondent*

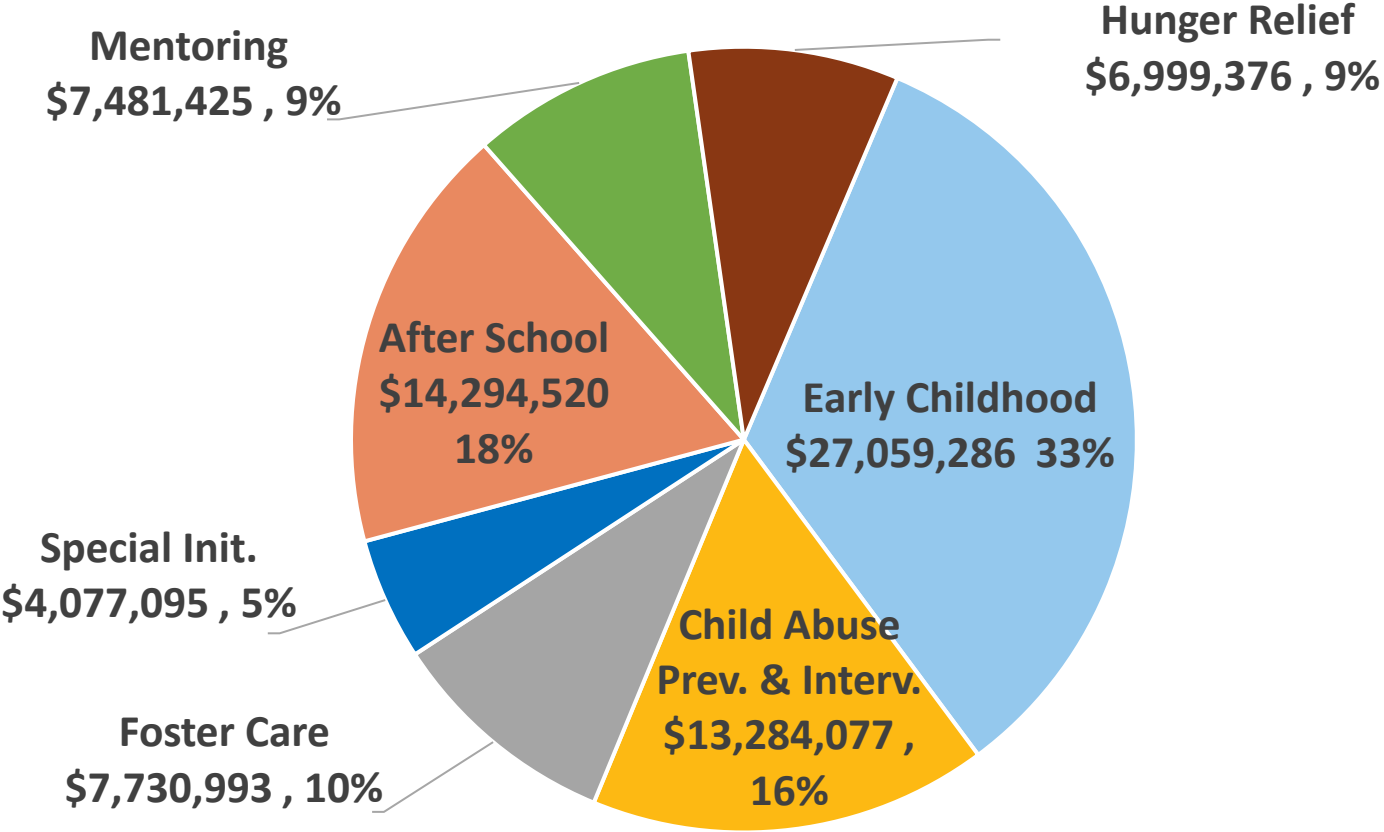
# Community Advisory Committee Proposal: Feedback Survey

## For Discussion:

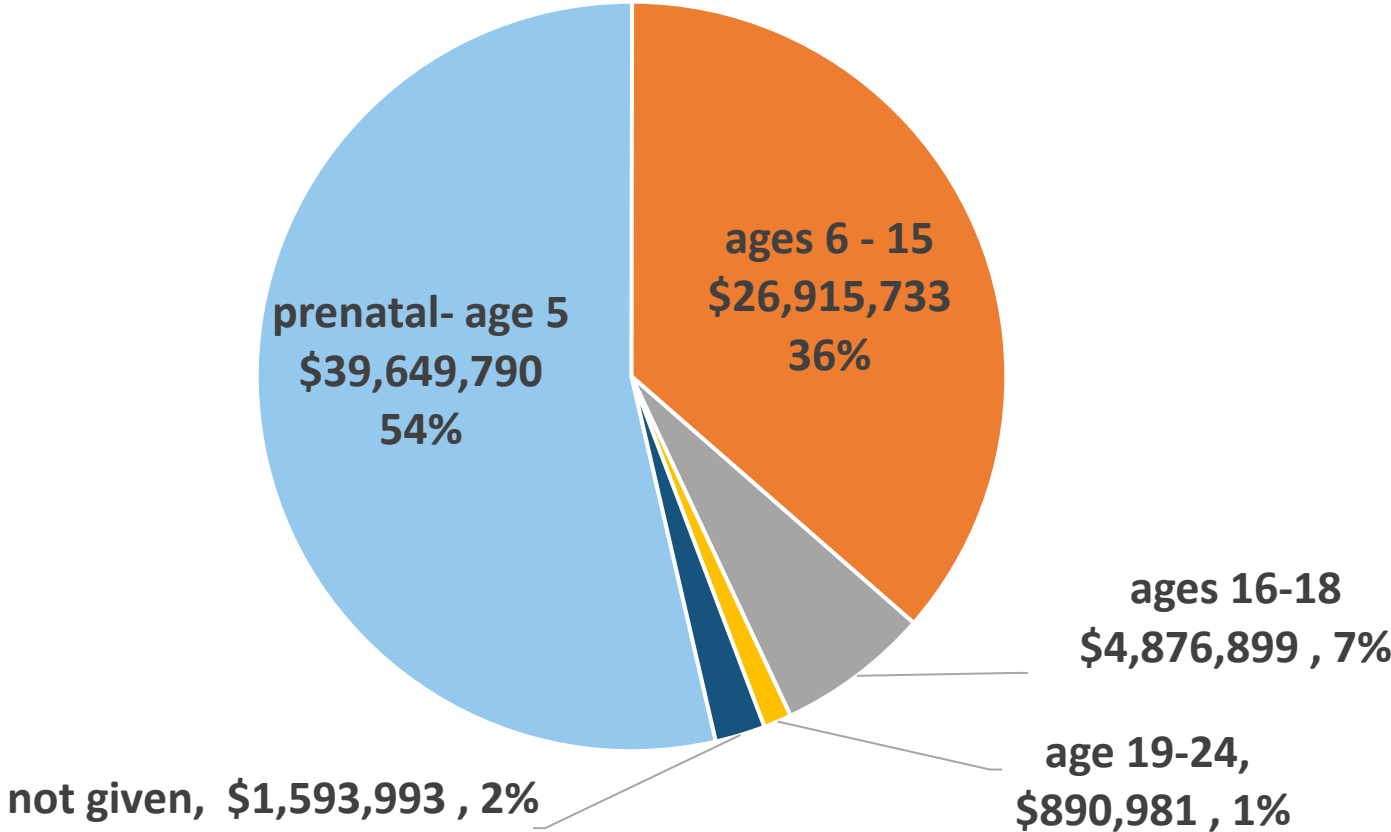
1. What additional clarity is needed on the advisory's purpose, goals, and powers?
2. What implications does this have for the hours of work projected for the advisory?
3. What changes do we want to make to membership requirements and accessibility based on answers to questions 1 and 2?



# Funding by Program Area 2015-16 – 2019-20



# Estimated Funding by Age Group 2015-16 – 2019-20



# Children Served by Age Group 2015-16 – 2019-20

