



Portland Clean Energy Community Benefits Fund (PCEF) Grants Committee

October 10th, 2019, 6:30 – 8:00pm

June Key Delta Community Center, 5940 N. Albina Ave., Portland, OR 97217

Committee Members present: Maria Gabrielle Sipin, Megan Horst, Michael David Edden Hill, Robin Wang, and Shanice Brittany Clarke

City of Portland staff present: Sam Baraso, Cady Lister, Jaimes Valdez, Leslie Lum, Maja Haium, June Reyes, Donnie Olivera, and Bill Beamer

MEETING SUMMARY NOTES

1. Welcome and Introductions

- Sam Baraso, PCEF Program Manager, called the meeting to order and invited Quisha Light from the June Key Delta Community Center to share the history of the center.
- Cady Lister, PCEF Team Member, facilitated the meeting and invited meeting attendees in the room and on the phone to introduce themselves

2. Background Information

- Leslie Lum, Bureau of Planning and Sustainability (BPS), provided an overview of the Bureau's programs and noted the Bureau's overall goal of bringing community perspectives into this work.
- Bill Beamer, Bureau of Planning and Sustainability, provided an overview of the history, current, and future of Portland's Climate Action Plan. Bill emphasized that the next Plan update will build on equity elements from the 2015 plan and focus on aligning with community priorities particularly those most impacted in the transition from fossil fuel to a clean energy, renewable economy.
- Sam Baraso provided background on the PCEF including the key funding areas and timeline for program development and deployment of the first round of funding. Sam emphasized this is a long-term program and the fund is expected to raise \$54-71 million annually.
- Cady and Sam fielded questions from the committee:
 - Q: Do we need to approve grants based on the key funding areas or can they move funds elsewhere?
 - A: The committee will be teasing out how flexible the fund will be in the key funding areas. The fund is not a use it or lose it program.
 - Q: How were percentages decided for key funding areas decided? Is there flexibility?
 - A: The ballot initiative offers these key areas and the committee can recommend changes to the percentages to City Council.

3. Grant Committee Responsibilities

- Cady explained that the next set of presentations would provide the committee an idea of their tasks from the initiative language, guidance on public meetings / ethics, and guidance on communications.

- Cady reminded committee members that their primary role is to make funding recommendations to the Mayor and City Council and evaluate the effectiveness of PCEF in achieving its stated goals. Cady noted that their other duties include establishing and maintaining a public website, soliciting applications for funding, evaluating applications, adopting a measuring and reporting methodology, adopting a workforce and contractor equity plan, and recommending changes to the law as needed.
- Maja Haium, City of Portland Attorney, provided guidance to committee members as public officials including public meeting procedures, legal ethics, conflict of interest, and gift rules. Maja emphasized that she is here to support the committee and it is important to ask questions and call if they are unsure about anything.
- Donnie Olivera, Bureau of Planning and Sustainability, provided a summary of best practices in engaging with media and on social media to help committee members navigate opportunities and challenges of their role. Donnie noted that the Bureau's communication office is here to support the committee with any questions, documentation, or media support.
- Cady, Maja, and Donnie fielded questions from the committee:
 - Q: Can communication materials be produced in different languages and be made accessible for a diversity of learners?
 - A: Yes, the Bureau works with consultants and these services can be used for PCEF materials.
 - Q: What support is available if committee members are not feeling safe?
 - A: Committee members are advised to immediately get in touch with staff who will work with you and the City Attorney's office to come up with a safety plan.
 - Q: If a subcommittee forms and it is less than quorum for the full committee, is it subject to public meetings?
 - A: Because the subcommittee would be deliberating and making a recommendation to the decision-making body (i.e., the full committee), it would be subject to public meeting law.
 - Q: What differentiates the Bureau's communication channels versus the community coalition behind the PCEF initiative?
 - A: The Bureau communication staff works closely with the coalition and collaborate often. The coalition, however, manages its own website and events, while BPS manages the City's webpage and programs.

4. Final Decision for Nominating Next Four Committee Members

- Jaimes Valdez, Bureau of Planning and Sustainability, explained that the first decision the committee will make is a decision making model for the interim purposes of selecting the next four committee members. He noted that when the full committee is seated, we will revisit the decision making process to create more formal bylaws and structures.
- Jaimes added that committee members will receive application materials for candidates who were advanced by the PCEF Selection Advisory Committee as well as applications from an additional recruitment opened up to solicit more candidates with experience in minority and woman-owned contracting.
- Jaimes noted two decision making structures, majority vote model and consensus model, which are often used by public bodies. He explained that the staff recommendation was a modified consensus process, which would help move the process forward, but would require concerns to be made.
- Jaimes opened the floor for discussion:

- Shanice expressed that using a consensus process is an opportunity to build a structure for what PCEF is supposed to be in practice and in process. Shanice added that this process may take more time and it would be important to think through a frame of racial equity and outcomes for this decision.
- Megan asked for an expanded description of what would be perceived a conflict of interest especially when looking to recruit someone with experience in the Minority / Women-owned contractor category.
 - Sam answered that the committee will need to look in fields where folks bring that representation in the contracting field and are unlikely to participate in any projects funded by PCEF. Sam noted the PCEF team had done some outreach to bring these perspectives into the applicant pool.
- Megan noted their experience in consensus processes have been rewarding and would be a good way to build decision making capabilities together.
- Maria expressed their support for the consensus model as the majority model can reinforce hierarchy. Maria inquired on how the staff made its recommendation.
 - Jaimes explained the staff recommendation came about through research and staff discussion, using a unanimous consensus approach to arrive at the decision.
- Robin suggested that the committee read each other's applications to gain an understanding of other members and what to look for in recruiting the next four members.
 - No committee member had an objection to posting their applications for the committee.
- Robin favored a consensus model as being important for doing work as a coherent team and pointed out that a majority model may create divisions.
- Michael expressed support for a consensus model.
- **DECISION:** Cady affirmed that all committee members supported a consensus model for interim decision making, and there were no objections from the committee.

5. Public Comment

- Cady opened the floor to public comment and there was one person signed up.
 - Mark Darienzo expressed concern about the PCEF surcharge on consumer receipts at WinCo and other stores. Mark asked for a response to be given to those corporations and an understanding of what's going on to tell people who are angry about their receipts.
 - Sam responded that the Revenue Division recently published administrative rules on who is subject to the clean energy surcharge. He explained that it will still take some time to provide clarity on guidance and thanked Mark for the comment.

6. Closing

- Cady invited the committee to provide closing remarks.
- Committee members expressed general enthusiasm and interest in the work ahead.

Meeting adjourned at 7:52pm.