

GR Participatory Budget Team
Meeting Agenda
MS Teams
3:00 to 5:00pm
March 17, 2022

- 1) Call to Order
 - a. Roll call
Present: Lisa K., Bo Torres, Michael, LaKiya, Pastor Hoskins, Mallory P., Doug B.
Absent:
- 2) Approval of Previous Meeting Minutes:
Approved-
- 3) Reminder: Next week in person meeting at WMCAT 3-5 with hybrid option
 - a. WMCAT –same location as last year
 - i. Remote access requested by: Kathi H. (Doug B. will not be able to attend)
 - ii. Request to always have remote option for future meetings
 - b. Cancel April 7th- No meeting-Approve
- 4) Priorities
This Week
 - a. Idea Portal submissions review
 - i. Process: Review on ongoing basis
 - Review all up to date, determine those that are incomplete, determine action & connect. PBSC to review initial: Lisa K. (Ward 2), LaKiya (Ward3), Michael (Ward1)
 - Incomplete ideas will receive an email stating, idea is incomplete consider connecting with partner organization. Refer to Partners for assistance, but email partners first.
 - Review new ideas as a group at future PBSC meetings
 - Question for City about how to post ideas on website, transparency, and possible additional funding support.
 - PRE-Identify Budget Delegates; have them attend the in-person meeting and have a discussion with them on incomplete ideas
 - Have communication go out regarding identifying budget delegates throughout this process
 - b. Prepare for meeting next week
 - i. Facilitator for Meeting: Jennifer VanHorsen
 - ii. Think about improvements for next time i.e. the ability to save the form and finish at a later time.
 - iii. Clarify Roles and Responsibilities-will have better idea once we meet with UCC
 - iv. Agenda for March 24th
 1. UCC will do a 5-min presentation on what they do.
 - a. Ask: Main a shared space for partners to have access and share documents and resources
 2. Individual Think Time Activity
 3. What's on your mind Activity

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- a. Discuss concerns and ideas
- b. Opportunity for UCC and PBSC to get to know each other
- 4. Grant Supports: Technical Support & Better Communications and Engagement Process
- 5. Chain of process, who is doing what
- 6. Future PBSC meetings (changes, rhythm, etc.)
- 7. Budget Priorities

Two Weeks Out:

- a. Budget Delegate Recruitment Application & Process
 - i. To discuss at March 24th Meeting
 - ii. Currently: Application will be online
 - b. Review current status with partners
- 5) City Team Updates -15 Minutes
- a. Next week meeting facilitator: Jennifer
 - b. Timing update on the grant \$ from Stacy
 - c. Additional updates
- 6) Guest Presentations
- i. NA
- 7) Old Business Category (Decisions and Work Done) –5 min
- a. Community Partners presentation content – sharable directory yet?
 - i. Collaboration space where partners can share files. Michael will create a Google share drive and send it out. – will also connect with UCC regarding taking over this
 - ii. Can we give them documents in an editable format?
 - iii. Could UCC take over this?
- 8) New Business -20 min+
- a. PB at the Neighborhood summit- May 21st
 - Summit Theme: Healthy & Equitable Outcomes in the Community
 - Submit a intent to present proposal by: Noon March 21st -Mallory will submit
 - Workshops: Idea Submission topic, have 1 to 2 PBSC members at each workshop. 2 workshops (a.m. & p.m.), ward specific?
 - Table: Have graphic of timeline, info on PB, QRcodes, swag
 - Partners to facilitate brainstorming ideas and pay them
 - Do we have access to tablets for onsite-idea submission?
 - b. PB at the LCC meeting April 14 from 12-1:30
 - i. 45 minutes for presentation
 - Bo will present at LCC meeting on behalf of PBSC
 - c. Goals/objectives for next week's meeting
 - Discussed above item 4b.iv

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- 9) Committee Breakout (60 min)- Not Needed
 - a. Executive Committee
 - b. Outreach, Engagement & Event Planning
 - c. Communications
 - d. Measurement and Accountability

- 10) Committee Report (15)-No Reports
 - a. Executive Committee
 - b. Outreach, Engagement & Event Planning
 - c. Communications
 - d. Measurement and Accountability

- 11) Action Items
 - a. Executive Committee
 - b. Outreach, Engagement & Event Planning
 - c. Communications
 - d. Measurement & Accountability Committee
 - e. All

- 12) Priorities
 - This Week

 - Two Weeks Out:

- 13) Adjourn

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Attachment related to Agenda's New Business (Item 7a) Final Community Partners list:

AYA (3-11 Youth Housing)
Anishinaabe Circle
Baxter NA
Boston Square Neighborhood Association (Combine with Oakdale)
Creston NA
Disability Advocates -T1
Eastown NA
Essential Needs Task Force -T1
Garfield Park NA
Heartside NA-T3
Heritage Hill
Latina Network
Lions and Rabbits
NAACP-T?
Neighbors of Belknap
Noors Heaven
Roosevelt Park T1-Partner
Seeds of Promise T1 -partner w/GPNA
South West Area Neighbors/ JBan
The PROACTIVE Project, Inc.
West Grand Neighborhood Organization -T3
West Michigan Asian American Association-T1

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Attachment related to Agenda's New Business (Item 7d) All Committee Planning Working Session

- **Finalize plan- respond to comments – Nov 5**
- Finalize partner contract (partner list is determined) – Nov 5 – **Doug Matthews**
 - \$ (are there funding restrictions)
 - Expectations
 - Deliverables/measurements
 - Target audience for equity
- Partner acceptance – Nov. 12 – **Partner orgs**

Outreach/Education/Idea Submission (Oct. – Jan.)

- Idea portal (live Nov. 15)
 - FAQ on portal for idea submitters - ongoing
 - Technology support (**Doug Matthews**) – before Nov. 15
 - Idea template (content drafted by Meas/Account committee) - **done**
 - **Video of “How it works” – Angelika/Mallory/Pastor Ken/Lisa – Nov 12**
 - What do you want the audience to think/feel/know/do
 - Can we better define what is not allowed?
 - **Idea feedback when ideas are incomplete – starting Nov 15, local orgs/city support**
- Neighborhood partner training
 - PBP – Nov 12-22 time period – **Doug Matthews**
 - **Committee specific training – Nov 22 – LaKiya/Michael**
 - **“How it works” sheet – Nov 12 – overlap with the video?**
 - Share the plan
 - **How are we going to measure success – Nov 12 – Meas/Account**
- Neighborhood partner outreach/support
 - Focal point for questions? – **Individual steering committee members/with city support**
 - Documentation support – **Engagement committee**
 - Ward map
 - Talking points
 - FAQ – specific for partner organizations
 - Technology support? - **Engagement committee**
 - List of libraries/other resource providing organizations
 - PPE support from City? - **Engagement committee**
 - Local partner donations
 - Support partners’ outreach (Nov 22 – Jan as needed)- **All**
 - **Mini-grant process definition – Nov 19**
 - **Mini-grant submission review – Following Nov 19**
- Engagement

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- Do we need to support events happening in the city outside of our neighborhood partner events?
- Communications
 - Next media push
 - Partner organization announcements – **Nov 12**
 - Creative engagement – QR code links to video
 - Connection with the schools
 - **Common set of talking points – Nov 4 draft - Doug/Angelika**
 - Radio interviews?
- **Volunteer Management**
 - pb@grcity.org

Project Development – Feb/March

- Idea downselect – Feb 1
- **Budget delegate application – Nov 12 – LaKiya/Michael**
- Budget delegate recruitment – ongoing with support from local orgs - **All**
- Budget delegate approval- **Michael**
- Budget delegate training – **January**