

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

- 1) Call to Order
 - a. Roll call
Present: LaKiya J., Michael S., Doug B. Bo T., Mallory P. Ken Hoskins
Absent: Lisa K, Cailin, Kristin
- 2) Approval of Previous Meeting Minutes- Approved
- 3) Reminders:
- 4) Priorities
This Week
 - a. Send FAQs with answers to Doug B. for FAQ Brochure for Summit
 - i. Suggested to add: Voting, Budget Delegate Opportunities,
 - ii. Pull information from community partners documents created
 - iii. Information will be for Summit's printed documents; we do NOT have to print.
 - b. Review closing report link and resources and Demographics survey for partners' use-
provide feedback
 - i. Feedback: Review formatting on Report-out document
 - ii. Send any feedback to Gricelda for updates; Kathi would like to get this out to the partners soon.
 - c. \$ allocation/decisions made since the last meeting by the City/UCC.
 - i. Discussion: UCC is taking a backseat role, just facilitating getting the money out quicker than the City can; not actively involved.
 - ii. Kenny is who they are going with , and he should be around next week.
 - iii. Question: Who is Project Management if UCC is not responsible who is? Kenny?
 - iv. UCC-Kenny contract is signed, ask to have it sent to PBSC committee for clarity
 - d. New Idea Portal submissions review – Gricelda review status?
 - i. Reported on the pockets that were evident, Parks, Transportation, Public Works, Education and Community Gathering.
 1. Question: Is there a way to do an internal audit to determine what the City can fund in the future vs. what ARPA can cover? To elevate things that wouldn't otherwise get funded? What is already happening that doesn't have to be included in ARPA funds/PB?
 2. June is Down Selection, need to prioritize these questions and plan. Plan says first a vote with partners, maybe send email to partners.
 - a. Brainstorm with Steering Committee first, make decisions before we move for partner vote to stay within timeline.
 - ii. Will sent the list of ideas into 3 split-outs "complete", "incomplete"-Kathi will like to reach out, "discarded"
 - iii. As it stands the Process is: 1)Incomplete ideas discarded
2)Unfeasible/noneligible ideas are discarded and posted on website 3) Down select below that, based on guided principle of Equitable Projects(high filter).

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1. Next is Voting: Rank voting with partner, publish results, PBSC has final vote to ensure it meets our goals
2. At end of first round: Archive the needs of the community provided by the process.

Two Weeks Out:

- a. Budget Delegate Recruitment Application & Process**
 - i. Discussion on Budget Delegate position description & application.
 - ii. David will draft get Budget delegate position & expectation document, based on Michael's information; note stipend no amount.
 1. David will confirm on draft approval with Communications Committee & will work with Stacy/Lilibeth to submit for Summit brochure.
 2. Kenny can put assist with
 - iii. Discussion on who can apply and candidates that have already surfaced
 1. Candidates: We can reach to GRPS, organizations and organizations already engaged, etc. we can reach out to them regarding their constituents' interest.
 - b. Idea Portal submissions review backlog**
 - i. Community conversations have noted, they are really impressed by the clarity & transparency provide by portal. Transparency of process has been very impressive by community.
 - b. Review status with partners-Kathi**
 - i. DeAndre has meeting Monday at 5:30pm at LincUP to talk about Participatory budget; invited partners to attend. Kathi sent invite to 3rd ward partners to attend, and Kathi will be there.
 - ii. Anishinaabe Circle – is planning their event but were not clear. Partners are concerned about the outdoor event.
 - iii. Lions & Rabbits had problems reaching out to participants, might partner up with Creston Neighborhood since they are in the area.
 - iv. Westgrand is planning events and will follow with Kathi with details & dates
 - v. Baxter and Boston NA is planning an event
 - vi. Noor's Heaven still doing their engagement and posting pictures
 - vii. Kathi has been meeting with other groups outside of the partners
 - viii. Gave print materials to Seeds of Promise.
 - ix. We have only postcards left, but don't need anymore
 - x. Expungement Fair on Saturday -Kathi will be there
 - xi. ENTF Recording- Bo was there for Qs and connected with community.
- 5) Guest Presentations
- i. NA
- 6) City Team Updates -15 Minutes**
- a. Timeline graphic for Summit with QR Code that goes directly to PB website to include on timeline & FYQ
 - i. Was sent to Mallory and approved
 - b. Grant update**

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i. Allocation for Comms/Outreach

1. Dave/Doug have received the requests from those seeking more funding.
2. Some partners have been non-responsive (i.e., Eastown, AYA etc.), reluctant to give more money out as some have not yet met the expectation of their contracts; would best to wait.
3. Stipend individuals (like DeAndre) that are active and want to create programs, give funding to organization that have been good unfunded partners.
4. Provide funding to individuals like DeAndre or future budget delegates as they start to do the work; DeAndre responded to Kathi, created a flyer, doing the work and worked quickly to distribute flyers, and plan activities.
 - a. Recommended he should be considered a fully-funded partner do to all the work and outreach he has been doing, and all the work and impact he has done.
 - b. Question: If we see Budget delegates taking those extra steps to advance the work, can we recognize them as funded partners, as well as other individuals that may arise.
5. Where is the funding Groups like GRPS-advisory committee has been doing work, maybe provide them some funding.

ii. Hiring of technical support- schedule

- c. Organization chart/Roles and Responsibilities update
 - i. Roles, Responsibilities, Budget Breakdown- need more clarity on this.
 - ii. ACTION: PBSC to connect with Doug and Stacy RE: additional funding, how do we provide funding to new partners, who is managing that funding?
 1. We have seen smaller organization take lead on specific projects; those smaller organizations have more passion and/or flexibility to do the work. We should be empowering those people/orgs that are making things work

d. Additional updates

- i. RFP for Public Relations/Technical support (ad buying, etc). being sent out, and will be available until May 26,2022
 1. To make bids, vendors have to be a registered vendor with the City, but we have staff to provide support so connect them with us.
 2. Commission will need to approve the final vendor which means: Has to be completely finalized by June 2nd- **Need 2 to 3 PBSC to available on the May 31st and June 1st to review the bids and select vendor.**
 3. RFP is written as working last 3 Phases; a \$30,000 , 8 month contract to do the work working with PBSC-Communication and us.

7) Committee Report -15 Minutes

- a. Executive Committee-No Report
- b. Outreach, Engagement & Event Planning
 - i. Kathi updates from partners-Provided earlier

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- c. Communications-Doug B.
 - i. Meeting on Tuesday was Amanda and Doug
 - d. Outreach, Engagement & Event Planning-No Report
 - e. Measurement and Accountability- Mallory P.
 - i. RFP sent to list provided by Stacy & other identified individuals, waiting on next steps & will walk along side them.
 - ii. Summit Workshop 10:30 to 11:30am – 3 people designated all others sign up as volunteers, Mallory will send link. If you received emails, please forward to Mallory
 - 1. Would like one person from each Ward to lead the workshop
 - 2. Need volunteers for table -Mallory will send out sign-up sheet via email
 - a. Michael is free that morning before noon.
 - iii. PowerPoint draft is ready- will send out to PBSC for feedback via email
 - 1. Mallory will send out for feedback
- 8) New Business -20 min+
- a. Kristian's idea about Steering Committee members/partners filming Q&A/info videos.
 - i. Comms committee driving this? How do we coordinate this?
 - b. Goals/objectives for next week's meeting
- 9) Old Business Category (Decisions and Work Done) –5 min
- a. Community Partners presentation content – sharable directory yet?
 - i. David/Kathi sent out presentation templates/examples for use by the partners
 - b. PB at the Neighborhood summit
 - i. Ensure we have coverage
 - c. PB at the LCC meeting April 14 from 12-1:30
 - i. 45 minutes for presentation
 - ii. Bo is covering – will send invites to rest of team if they want to attend.
- 10) Action Items**
- a. Executive Committee
 - i. Talk to Doug & Stacy regarding management of Grand Funding: how it will be extended to additional partners
 - ii. List of Complete/incomplete and need info to Michael and he will forward to others
 - b. Outreach, Engagement & Event Planning
 - i. Kathi- Will provide list of organizations currently doing partner work without being funded
 - c. Communications
 - i. David to work with Stacy on Summit Brochure
 - ii. Prepare for Budget Delegate on website
 - d. Measurement & Accountability Committee-Mallory
 - i. Draft of PowerPoint to PBSC
 - ii. Provide Summit sign-up to PBSC for Summit participation needs

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- e. City:
 - i. Doug M: Send out new idea submissions
- f. All
 - i. Provide feedback to Gricelda on email, so we can get resources out to partners.
 - ii. Think about the down selection process

11) Priorities
This Week

Two Weeks Out:

12) Adjourn