

Minutes for Durham City Participatory Budgeting Steering Committee

Call to Order

The *Durham City Participatory Budgeting Steering Committee March, 2021 Meeting* was held on Monday, April 12, 2021 virtually via Zoom. It began at 6:00 pm and was presided over by Marion Johnson.

Attendees

Members in attendance included: Marion Johnson, Sarah Mye, Ray Palma, Jenn Frye, Tom Fletcher, Cesar Ortiz, Riley Reeves, Demarcus Williams, Susie Goodman, Constance Wright, Victoria Bright

Others in attendance included: Jamie Tindal, Andrew Holland, John Killeen,

Officers' Reports

- Co-Chair Report - Marion did not have a report.
- Communications & Outreach Chair Report - did not have a report
- Proposal and Implementation Subcommittee Report - Sarah
 - Budget delegate meetings underway
 - Recently began reviewing proposals
 - Will serve as liaisons with budget delegates
- Evaluation Subcommittee - did not have a report

Other Reports

None

Agenda Items

Welcome

Marion Johnson called the meeting to order and welcomed everyone in attendance.

Review and Approval of Meeting Minutes

Motion: Susie made a motion to approve

Seconded by Tom

Vote: Roll call

Aye - Unanimous

No - None

Announcements/Chair Report

PB Durham Cycle 2 Updates - *Jamie Tindal*

Proposal development & budget delegate update

Jamie went over the **Grant Application Breakdown** spreadsheet, detailing the number of applicants (64), the amount requested in total (\$2.6 million), and the categorization of each organization (3) ('Children, youth, and wellness'; 'Community building & economic opportunities'; and 'Health and human services')

PB Durham has a pot of \$1 million dollars, but the total requested is \$2.6 million, so cuts will have to be made.

Jamie discussed the **Proposal Development Calendar for cycle 2**, detailing the action and notes of

- Budget delegates have received the application and are working on scoring them (will be done within the week)
- Staff is reviewing feasibility of proposals
- The organization will be submitting references if they have not already
 - Which will then undergo 'reference checks' by the technical staff
- All final materials from organizations must be in by April 27th

Steering Committee must determine

- How many applications to move forward with for the 'Shark Tank event'

MAY 3rd - Budget Facilitators will present at a special PB Steering Committee Meeting

Susie reminded the committee of the necessity of a feedback loop: making sure that organizations know why they were not placed on the ballot or why their project was rated low

- If a project is rated low, the budget delegate will reach out to let them know

Andrew Hollard went over a breakdown of grant applications by focus area

Andrew Hollard went over the potential budget breakdown:

- Children, youth and family wellness make up 40% of proposals, so they would have a budget of \$400,000
 - But on the ballot, project budgets would add up to \$600,000
- Community building & economic opportunities make up 40% of proposals, they would be have a budget of \$400,000
 - But on the ballot, project budgets would add up to \$600,000
- Health and Human Services make up 20% of proposals, so they would have a budget of \$200,000

Budget Delegates will be making cuts around April 27th -- so the Steering Committee will have to create the framework (eg. overall project total of \$600K with actual budget of \$400K)

Jenn proposed getting a temperature check of the potential budget breakdowns to the three separate categories/committees. This would offer greater information to those who did not feel comfortable voting today (later withdrew proposal)

Marion confirmed with the group that Jamie and Andrew would allow the Steering Committee members to view the proposals (if they choose to) and then open the email voting period (72 hours) on Wednesday.

Rubric Updates - *Jamie Tindal*

There have been questions regarding the definition of “minority” on the rubric that budget delegates are using to evaluate proposals

- To move forward with the question, the Steering Committee would have to define “minority”
- Or the questions would be removed and a survey could be sent out

Marion proposed keeping the questions in, but instead asking:

- “Please describe the demographics of your organization’s leadership?”
 - Jenn brought up the point that no such question regarding “minority” status was asked on the application

Motion: Victoria moved that the question 4 from the grading rubric

Seconded by Sarah Mye

Vote: Roll call

Aye - Unanimous

No - None

Subcommittee breakout session (if needed) - *All*

Round table - *All*

Action Items & Next Steps- *All*

Announcements

Adjournment

Marion adjourned the meeting at 7:52 pm.

Motion:

Seconded:

Discussion:

Vote:

Meeting was adjourned at: