

Minutes for Durham City Participatory Budgeting Steering Committee

Call to Order

The *Durham City Participatory Budgeting Steering Committee, 2021 Meeting* was held on *Monday, September 13th, 2021* virtually via Zoom. It began at 6:05 pm and was presided over by Marion Johnson.

Attendees

Members in attendance included: Marion Johnson, Jenn Frye, Jonah Prunell, Susie Goodman, Constance Wright, Jessica Uba, Demarcus Williams, Sean Almonte, Raymond Palma, Victoria Bright

Others in attendance included: Jamie Tindal, Jillian Johnson, Elizabeth Berenguer

Officers' Reports

- Co-Chair Report - no report
- Communications & Outreach Chair Report - no report
- Proposal and Implementation Subcommittee Report - no report
- Evaluation Subcommittee - no 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: Jenn made a motion to approve

Seconded by Raymond

Vote: Roll call

Aye - Unanimous

No - None

Announcements/Chair Report (see above)

PB Durham Cycle 2 Recap - *PB Staff*

Regular Durham City Council Work Sessions

- PB staff gave an [presentation](#) update at the July 22, 2021
- Jamie reported that unfortunately, PB Durham was unable to get specific numbers on participation rates for Cycle 2, but does know that there was great participation from DPS students.

Budget Department Updates

- Many PB staff have moved into other, acting positions within the city government
- The council retreat session was to be at this September PB meeting, but was postponed due to uncertainty and continuous change in recent months

PB Contract Orientation for Winning Organizations

- Orientation for the project winners from Cycle 2 went well; good attendance

Round Table - Cycle 2 Reflections

The committee participated in a collaborative Google Jamboard activity to reflect on Cycle 2

What went well?

- Very inclusive process that was efficiently ran by PB city staff
- Involvement of more young people than before
- High engagement from DPS students
- Very responsive to community feedback
- The budget delegates were engaged and took seriously the grant proposal review process. There were returning delegates from cycle 1.
- Great adaptation of the PB's focus and intent during an incredibly vital and challenging time of COVID-19

- Committee was decisions collaboratively in setting the parameters for the Cycle 2 process
- Handled a lot of city staff AND steering committee turnover, with a tight timeline
- Staff was very patient, flexible and responsive to inquiries made by PB steering committee members

Areas that need improvement?

- Process management - we need to have people to go through the application process before we make it live, to check for any usability or accessibility issues
- We could always use more participation from steering committee members on outreach!
- Would be great to increase relationship building between PB Steering Cmte members and budget delegates.
- Internal communication between different parts of the process. Not all of the application questions lined up with our evaluation metrics (and we didn't catch it until the evaluation had already started!)
- More clarity and accountability with committee member participation and involvement throughout the year and especially during PB Cycles
- Ensuring that PB steering committee members have a clear understanding of their role in the process that is distinctive from the PB staff
- As we continue to navigate COVID, we need to continue being creative in finding ways to increase overall community engagement in the PB process. More (safe) face-to-face stuff.

Meeting days and times

- Full committee meeting every other month (odd numbered months)
- Committees meet every other month
 - New members joined committees

Action Items & Next Steps- *All*

Announcements

Adjournment

Marion adjourned the meeting at 7 pm.