Minutes for Durham City Participatory Budgeting Steering Committee

Call to Order

*Durham City Participatory Budgeting Steering Committee October Meeting* was held on Monday, *October 14th, 2019* at City Hall. It began at 6:09 pm and was presided over by Tiffany Elder.

Attendees

Members in attendance included: Susan Goodman, Sarah Mye, Raymond Palma, Tom Fletcher, Sarah Mye, Marion Johnson (virtual), Jose Romero (virtual), Jenn Frye

Others in attendance included: Mayor Pro Tempore Jillian Johnson, Councilperson Javiera Caballero, Robin Baker, Andrew Holland, John Killeen, Bertha Johnson, Dr. Christopher Paul (NCCU faculty), Dr. Nicole Diggs

Approval of Minutes

*Motion:* Tiffany Elder

*Seconded* by Raymond Palma

*Vote:* Unanimous, passed

Officers’ Reports

Chair Report - Tiffany Elder did not have a report.

Other Reports

None
Agenda Items

Welcome and Introductions
  ● Tiffany Elder called the meeting to order and welcomed everyone in attendance.

Review and Approval of Meeting Minutes (see above)

Chair Report (see above)

Subcommittee Reports

  Outreach - Susan Goodman (subcommittee chair)
  ● Did not have a report
  
  Evaluations
  ● Met earlier in the month regarding PB evaluation measures
  
  Communications - Marion Johnson
  ● none

NCCU Evaluation update - Robin Baker, Dr. Nicole Diggs, and Dr. Christopher Paul

Dr. Christopher Paul gave introductions and his role in the NCCU Department of Public Administration’s partnership with PB Durham

Dr. Christopher Paul gave PowerPoint presentation
  ● Maximum engagement does not necessarily align with maximum equitable distribution
  ● In evaluating the project, the City of Durham asks the questions: is equity ensured….
  ● List of stakeholders: (including but not limited to) PB staff, project sponsors, PBSC, PB delegates and facilitators, survey and focus group, & more
  ● Dr. Paul and Dr. Diggs walked PBSC through the proposed survey
  ● Metrics:
    ○ Metric 1 - number of PB participants and % of eligible residents who participate
    ○ Metric 2 - number and % of PB….
  ● Susan Goodman suggested Google Hangouts as an in-person focus group alternative
  ● Dr. Paul went over the survey questions in-depth
Implementation update - Andrew Holland

- Goal of implementing 50% of projects on ballot within first fiscal year
- Internal staff committee met on 8/7 to determine project managers and implementation timeline
- Hold project sponsor meetings
- 7 projects will be implemented through project sponsors with oversight from internal City departments
- General Services will serve as the project manager for 5 projects
- Susan and Tom brought up the thought of having permanent markers on PB projects to increase awareness

Project Oversight Committee - Bertha Johnson

Integrate a subcommittee of PBSC with CCIC to serve as working group; CCIC has strong leadership, established process, and PB project information is in CCIC database

Established subcommittee working group would report back to PBSC on meeting proceedings

Subcommittee working group would consist of a few PBSC members who can commit to one separate meeting per month with CCIC

Action Items & Next Steps - Robin Baker

- Focus Group: November
- Next meeting: Monday, December 9th, @ 6-8pm, City Hall

Announcements

None

Adjournment

Motion: Raymond Palma

Seconded: by Marion Johnson

Discussion: none
Vote: Motion passed (consensus)

Meeting was adjourned at 8:00 pm