

PARTICIPATORY BUDGETING STEERING COMMITTEE
Special Meeting
Wednesday, January 8th, 2014
MINUTES

1. CALL TO ORDER

2. ROLL CALL

Present:

Gary	Bennett	At-Large
Shelee	Loughmiller	At-Large
Ravi	Shankar	At-Large
Kim	Thomas	At-Large
John	De La Torre	Belvedere Homeowners Association
Joey	Lake	Better Vallejo
Cris	Villnueva	Filipino Community; Filipino-American Chamber of Commerce
Frank	Corpuz	Filipino-American Retired U.S. Armed Forces Association
Karol	Heppe	Greater Vallejo Recreation District (GVRD)
K. Peter	Livingstone	Hillcrest Park HOA
Peggy	Cohen-Thompson	Solano County Black Chamber of Commerce
David	Gonzalez	Solano Hispanic Chamber of Commerce
Mike	Browne	Vallejo Convention and Visitors Bureau
Lori	Allio	Vallejo Heights Neighborhood Association
Lynda	Daniels	Vallejo NAACP
Nestor	Aliga	Filipino Community of Solano County
A. Marie	Young	Solano Community College

3. WELCOME AND INTRODUCTIONS

4. INTRODUCTION OF NEW PB STAFF

Joanna Altman, Administrative Analyst II, introduced three new city staff members – Alyssa Alford, Alea Gage and Will Morat – who will be managing the second cycle of Participatory Budgeting and implementation of the first cycle projects.

5. UPDATE ON THE CITY'S RECRUITMENT AND HIRING PROCESS

Maria Olvera, Human Resources Director, described the hiring process for three city staff, including key steps and City's adherence to fairness and privacy practices. She also highlighted opportunities for community members to be involved in ensuring the City's employees reflect the City's diversity.

6. NEW PB LOGO

Joanna Altman shared a new prototype of the PB logo developed by the City Manager's Office.

Action: A motion is approved to table the discussion regarding the logo be tabled until the regular SC meeting scheduled for January 21, 2014.

7. PROPOSED REVISIONS TO RULEBOOK FOR RECOMMENDATION TO COUNCIL

Joanna Altman presented proposed revisions to the PB Rulebook that would:

- a) adjusting the timing of the Budget Assemblies (Slight postponement from January/February to February/March to allow city staff time to coordinate. Does not affect subsequent timeline for Cycle 2.).
- b) Requesting the City Council appoint alternatives to the PB Steering Committee (Alternatives will be in wait and able to assume position should a slot on the Steering Committee be vacated.)
- c) Clarifying language regarding absenteeism (Language changed slightly for organizational members clarifying a "primary" representative and a "secondary" representative." Three absences by a primary representative at regular SC meetings in a 12-month period will result in disqualification and the organization shall reappoint a new primary. Three regular SC meetings without any organizational representative (primary or secondary) in a 12-month period will result in disqualification and the seat shall be vacated.)

She explained that these proposed revisions would be considered by the City Council on January 28, 2014. The Steering Committee provided feedback on the language regarding absenteeism.

Action: The Steering Committee voted to support the PB Rulebook revisions.

8. WORK GROUP BREAKOUT

The Outreach and Facilitation Work Groups met for 60-minute break-out sessions. The Outreach Work Group suggested locations, dates, and times for outreach opportunities to promote budget assemblies, and signed up for outreach opportunities. The Facilitation Work Group set the dates for facilitator training sessions and discussed the content of the training.

9. OUTREACH SIGN UPS

Members sign up for outreach and facilitator opportunities.

10. NEXT STEPS

The next regular SC meeting is Tuesday, Jan. 21st, where we will be voting on a Chair and Vice

Chair, as well as a Secretary. City Clerk Dawn Abrahamson will also attend to issue the Oath of Office and answer questions about the Form 700. The dates of the Facilitator trainings were announced (Thursday, January 30th and Saturday, Feb 1st).

11. ADJOURNMENT