

Program Committee Meeting Minutes

October 15, 2018; 1:00 – 3:00 PM
Portland Bureau of Emergency Management, 9911 SE Bush Portland, OR

PROGRAM COMMITTEE ATTENDANCE (Quorum reached: 7 of 13 active positions represented)

1. Alice Busch, REMTEC Work Group Chair
2. Daniel Nibouar, Public Health Work Group Vice Chair
3. Renate Garrison, Citizen Corp Work Group Chair
4. **Alex Ubiadas, Program Committee Chair**
5. Alex Ubiadas, Transit Work Group Chair
6. Lonny Welter, Public Works Work Group Chair
7. **John Wheeler, Program Committee Vice Chair**

RDPO/PBEM Staff and Other Attendees:

8. Denise Barrett, RDPO Manager
9. Laura Hall, RDPO Communications Specialist
10. Laura Hanson, RDPO Regional Planning Coordinator
11. Beth Crane, RDPO Grants Program Coordinator
12. Amy Druan, member of the public doing Master's in Nursing and future NET

1. Welcome and Introductions – Alex Ubiadas, Committee Chair

- a. Informal discussion of formation of drone work group vs. task force vs. sub-committee. This was discussed at REMTEC meeting but not captured in notes – it was not voted upon. Ms. Busch said it may make sense to have a technological tools sub-committee, but not a sub-committee for each topic.
- b. At 1:13 pm, Chair Ubiadas called the meeting to order, welcomed everyone, and asked for self-introductions.

2. Administrative Items – Alex Ubiadas Committee Chair

- a. Chair Ubiadas asked for comments regarding August Joint Steering-PrC meeting minutes. Mr. Welter moved to approve the minutes; Ms. Busch seconded; all approved.
- b. Chair Ubiadas asked for comments regarding September PrC meeting minutes. Ms. Busch listed as Port or Portland, update to MCEM. Ms. Busch moved to approve the minutes; Mr. Welter seconded; all approved.

3. Program Committee Standard Operation Procedures – Alex Ubiadas and Denise Barrett

- a. There were no comments in the Google Doc. Cheryl Bledsoe voted to approve the document (pending clean-up of formatting issues) via email. Ms. Barrett explained the changes to the document. Many changes were made to Section III on Roles and Responsibilities, most notably the PrC contributions to the project pipeline process, the RDPO Work Plan, the RDPO Strategic Plan, the RDPO Program SOP (which needs to be reviewed), project reallocation, etc. Ms. Busch requested clarification on task force vs. sub-committee. A task force is limited

- term, multidisciplinary, clearly defined scope of work. A sub-committee is a permanent branch of a larger work group. We've mostly seen this with REMTEC.
- b. Mr. Wheeler suggested ordering roles and responsibilities as: strategic, work plan, pipeline. He also suggested that the PrC reconsider item F in Section III, as the PrC hasn't ever done this. Mr. Ubiadas pointed out that the PrC does make recommendations about projects matching up with the work plan. Mr. Wheeler suggested folding that concept into item B. Ms. Busch and Mr. Wheeler pointed out the responsibility of PrC members to report out and act as conduits of information to Work Groups, to ensure that everyone is aware of what's happening regionally.
 - c. Ms. Barrett noted that terms will run January – December (she will add to SOP).
 - d. Mr. Ubiadas asked if private sector can propose a project; Ms. Barrett said that they can, as long as they go through a Work Group.
 - e. There was discussion of having an equity role in the Steering Committee. Ms. Crane proposed that the PrC also have an equity advisor to help with process of applying an equity lens to the project pipeline and overall program development responsibilities of the committee. Ms. Hanson and Mr. Ubiadas inquired about who would fill this role (RDPO staff, a Work Group member, etc.). Ms. Crane said it wouldn't necessarily have to be someone from the RDPO; suggested borrowing expertise from another agency. Mr. Welter inquired about the meaning of equity. A definition of social equity was provided. Several members agreed it would be a good idea to have an equity lens "baked in" to the structure of the PrC to ensure that project proposals are consistently guided in this direction. This role could be added as an "advisor" with non-voting status. Mr. Phillips noted the PTE requirement and the availability of resources. There was discussion of giving equity two points instead of one point in the proposal grading. This advisor could also be a grader. The change to grading will have to happen next year. Mr. Welter asked for an example of how an equity lens could be applied to public works; several committee members provided examples. Ms. Crane pointed out that this discussion needs to be ongoing and would benefit from an advisor with expertise in applying the lens. All agreed to write in adding text to SOP regarding this suggestion. Mr. Wheeler clarified that the PrC does not need to vote on bringing in non-voting members/advisors.

4. Grants Management and Procurement Updates – Beth Crane, Mike Phillips

- a. Ms. Crane provided updates on progress reporting. She met with Citizen Corps to discuss the challenges; she will work with them to clean up the process. She has some concerns about money not being spent by the deadline. Mr. Welter requested a report card so that he can follow up with project managers in his Work Group. Mr. Phillips is working with project managers to provide detailed reports. Ms. Crane said the quarterly report will be out in November and will provide to committee members for review and feedback on if it meets the needs of workgroup chairs for monitoring project status.
- b. Ms. Crane noted reallocation requests from Home Forward and Listos. Mr. Nibuaor, Mr. Phillips, and Ms. Busch provided detail about the Listos project and emphasized its clear connection to equity progress. CERT is for the dominant culture; Listos training is for

- underrepresented populations, including non-Spanish speakers. Mr. Welter motioned to support the Listos request; Mr. Wheeler seconded; all approved.
- c. Ms. Busch explained the Home Forward additional funds request through Citizen Corps, which seeks to store emergency supply caches in affordable living buildings. Mr. Welter asked if this is similar to what communities are doing along the coast with CONEX containers. Ms. Busch said yes, and many of the lessons they've learned have been considered in this project. Mr. Wheeler asked for more info about Home Forward and about the type of supplies. Ms. Busch said this is caching supplies for the neighborhood emergency teams, with the intention of drawing NETs to these facilities in the event of disasters. Home Forward is also interested in developing CERT teams at these facilities. Mr. Ubiadas noted this will be a regional asset on private property. Mr. Phillips noted this is similar to BEECN, which has contractual agreements with facilities. Ms. Busch noted that the city will maintain the caches. Ms. Crane noted Home Forward is a public entity (housing authority); Ms. Busch noted that these supplies are not for individuals and the purchase is not unlike many of the other Citizen Corps equipment funding requests. Mr. Welter motioned to approve; Mr. Wheeler seconded; all approved.
 - d. Ms. Crane said we expect to see the FY '18 IGA this week. The technical assistance webinar last week went well. The Grants & Finance Committee meeting will be in November; finance staff throughout the region will be invited. Mr. Phillips said FY '16 outstanding projects have scheduled dates for training. The Shipboard Threat project appears to be overspent; they will need to request additional funding. Citizen Corps is tracking FY '16 spending. LEWG hasn't fully reported on their spending.
 - e. After the approvals that were just made, there is roughly \$36K left in FY '16, which would have to be allocated by December 15th. Ms. Crane will analyze info from progress reports and provide an update at the next PrC meeting, possibly sooner.
- 5. Annual THIRA and Stakeholder Preparedness Update – Laura Hanson [\[See slides\]](#)**
- a. Ms. Hanson provided summary of changes to THIRA/SPR requirements, as well as the gaps and which RDPO groups could help provide the needed info. She will send out a survey to help with data collection. Ms. Busch and Mr. Welter asked how they should go about gathering data; Ms. Hanson recommended not farming out the questions to multiple people; chairs should represent their groups and make best estimates. Mr. Phillips asked if this would affect rankings. Ms. Barrett notes that our ranking is based on threat assessment. Ms. Hanson noted that they will be suspect of SPR if it doesn't address stated risks. Ms. Hanson will follow up individually once the survey has been released.
- 6. Round Table/Good of the Order – Alex Ubiadas**
- a. Mr. Welter said Public Works met last month; not much new. Columbia County has begun work with DOGAMI on earthquake impact study. ODOT was invited to meet with DOGAMI because ODOT is doing a route assessment of Hwy 30; they are looking at less expensive alternative routes to the coast (county roads).

7. **Adjournment** – Chair Ubiadas

- a. Chair Ubiadas thanked PBEM for hosting and adjourned the meeting at 3:09c PM.