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Meeting Minutes

Federal Funds Equity & Accountability Review Panel
Equity Metrics Subcommittee

Monday, April 11, 2022
12:00 – 1:00 p.m.
In accordance with Section 20 of Chapter 20 of the Acts of 2021, this meeting will be conducted, and open to the public, via Zoom and Teleconference:
Zoom URL: https://mass-gov-anf.zoom.us/j/88692483119?pwd=OVdOOWtQWVlpeTlhYWpGS3pJNnMvQT09
Password: 829114
Teleconference Line: 713-353-7024**, conference code:** 319738

A meeting of the Federal Funds Equity & Accountability Review Panel was held via teleconference on Monday, March 14, 2022, in accordance with Section 20 of Chapter 20 of the Acts of 2021.

Meeting was called to order at 12:05PM

Panel members comprising a quorum:

Marie-Frances Rivera, Massachusetts Budget and Policy Center, Inc.
Elizabeth Weyant, Massachusetts Association of Regional Planning Agencies
Joe Curtatone, Northeast Clean Energy Council, Inc.
Bill McAvoy, Supplier Diversity Office
Kristina Johnson, Chief Data Officer, Executive Office of Technology Services and Security
Shaheer Mustafa, Massachusetts Nonprofit Network, Inc.
Geoff Foster, Common Cause Massachusetts
Gabrielle King Morse, Center for Women and Enterprise, Inc.
Yasmin Padamsee, Commission on the Status of Asian Americans and Pacific Islanders

Members Absent:

Bishop Tony Branch, NAACP New England Area Conference
Joe Kriesberg, Massachusetts Association of Community Development Corporations

Others in attendance:

Jose Delgado, Deputy Chief of Staff for Access and Opportunity, Office of the Governor
Kelly Govoni, Executive Office for Administration and Finance, Panel Secretary
Heath Fahle, Executive Office for Administration and Finance
Erica Seery, Executive Office of Technology Services and Security

1. **Administrative Matters**
   I. Ms. Govoni conducted the roll call for the meeting. Co-chair Rivera called the meeting to order and went over some housekeeping items for the meeting.
   II. Members introduced themselves.
   III. Materials used during the meeting: ARPA Data and Technology Subcommittee PowerPoint.

2. **Review Equity Metrics Mission and Goals**
   I. Co-chair Rivera went over the mission and goal of the subcommittee, which is to establish metrics to track the equitable allocation of the funds. Any metrics that are developed by the subcommittee will be shared with the Data and Technology Subcommittee and the entire Panel. Mr. Delgado presented a document with key indexes for the subcommittee to consider when establishes metrics. The document provided definitions for gateway cities and environmental justice populations, information about the social vulnerability index and defined the vaccine equity communities. Mr. Delgado noted that the subcommittee should also consider tracking geographical location, including municipal and county breakdowns across the state. Ms. Rivera noted that any members that have experience with establishing, and tracking metrics are encouraged to chime in. Mr. Delgado then shared the Executive Branch Employee Diversity Dashboard, which highlights how many individuals are employed by the Commonwealth and the breakdown among race and gender. The dashboard is similar to what the Panel is tasked with creating for the equity metrics. Mr. Delgado then shared a map of Environmental Justice Populations in Massachusetts.

   Ms. Padamsee noted that there are pockets of poverty within some of the cities on the map that have not been highlighted and asked if those cities would be left out. She noted that in looking at it from the Asian American and Pacific Islanders (AAPI) lens there are pockets of AAPI migrants who probably have not filled out any surveys due to language barriers and asked if and how the metrics could reach those populations. Co-chair Weyant responded and noted that, that is part of why the Panel needs to drill below the county level and the ARPA language includes specific qualified census tracks that were disproportionately impacted by COVID. She explained that the census track level is so much smaller that it gets to the neighborhood level inside a particular community and gives you an opportunity to focus specifically on those communities that were disproportionately impacted by COVID. Ms. Weyant noted that she would encourage overlaying that into the Panel's work as well if the Panel is thinking about targeting investments at the local level. Mr. Foster noted that this money could be passed through municipal governments, or directly to larger non-profits or subgrants from larger non-profits

to smaller non-profits and thinks it's very important to track this data and as the Panel is naming equity, to make sure that some of the small local based non-profits that are most connected to the people on the ground have some sort of support. Mr. Foster noted that sometimes the smaller non-profits are not always able to compete with larger service providers that have full time development teams and thinks it would be important to ensure that these smaller groups are able to access and leverage the money. Mr. McAvoy noted that as the Panel is establishing goals, it's important to consider what type of money is going out and to whom it's going, whether it's to a municipality, individual, business, non-profit, or for-profit and based on that, there may need to be different types of goals for each recipient.

Ms. Johnson then shared a slide from the Data and Technology Subcommittee, that showed the tracking requirements set forth in the legislation.

3. **Review Updated Timelines**

   Mr. Delgado provided a set of internal deadlines to keep the Panel on track. The deadlines are:
   - April 30, 2022- Propose draft allocation goals
   - April 30, 2022- Consult on the establishment of final participation goals related to minority business enterprises and women business enterprises
   - June 15, 2022- Establish final allocation goals
   - June 30, 2022- Create standardized electronic reporting forms
   - September 15, 2022- Launch a tracking system and website

4. **Technology Subcommittee Update**

   Ms. Johnson provided a progress update on the work the Data and Technology Subcommittee has done. As a review, the Data and Technology Subcommittee's mission is to facilitate the creation of a user-friendly tracking system for federal funds spending, as described by the legislature and defined by the Panel. The Subcommittee will oversee the iterative work of the tracking-system implementation team, including work related to data collection, processing, and building the website, and make recommendations to the Panel for accepting the implementation team's deliverables at key milestones.

   Ms. Johnson then provided an overview of the tracking system process, which involves data collection, data processing, and the creation of a public facing. website. Ms. Johnson noted that one of the important decisions that came out of the meeting last week was a decision to create a product on mass.gov, much in the same way we have created other data site products. Ms. Johnson noted that for the data processing piece there will be a pipeline that intakes and processes data and updates the visualizations. Ms. Johnson then provided an overview of the data collection methods and requirements set in the legislation. Ms. Johnson then explained the data tracking requirements set in the legislation and the data

collection categories that the Subcommittee recommends should be tracked, which are outlined below:

From recipients, spending broken out by:
- Category
- County/ municipality/ zip code
- Businesses awarded contracts
- Business size/ number of employees, small business purchasing program
- Profit/ non-profit status
- Contractor/ subcontractor designations

From independent sources to validate:
- Environmental justice populations
- Social vulnerability
- Diverse businesses
- Etc.

Ms. Johnson then recapped a discussion that the Data and Technology Subcommittee had about the level of data collection. Ms. Johnson noted that setting metrics at the program level will be complicated to track and may be problematic because programs can change over time. The Panel may consider applying general metrics across program. The Panel must also decide how to define fund recipients based on goals and feasibility. Ms. Johnson then went over the next steps/ action items for the Data and Technology Subcommittee which are:
- Get date for estimated draft allocation goals from subcommittee
- Technical resource discovery with ANF
- Draft project budget for review with Panel
- Collect validation data
- If needed, contract with vendor

Co-chair Rivera asked Ms. Johnson if the April 30th and June 15th deadline are critical for the Equity Metrics Subcommittee to meet. Ms. Johnson responded that they are critical because they cannot move forward and complete the deliverable without knowing the data inputs. Co-chair Rivera noted that in order to meet the deadline, the Equity Metrics Subcommittee should schedule a working meeting prior to the next Panel meeting on April 22nd.

5. **Next Steps**
   I.   Co-chair Rivera will look at her schedule and speak with the other Co-chairs to determine if it is possible to schedule a working meeting prior to the next Panel meeting on April 22nd.

6. **Adjournment**
   I.   Meeting adjourned at 1:07PM