



Meeting of the Program Committee
 Wednesday, August 3, 2022, 7:30 - 9:00 AM

Physical Location: Quarters 2 Building, Pacific Tower, 1200 12th Ave S., Seattle, WA 98144

Virtual Location: <https://zoom.us> | Meeting ID: 810 5793 7407

<https://us02web.zoom.us/j/81057937407?pwd=TGdCN3ZPdE9VdU9BZG9OOE96MFJvZz09>

Phone Option: +1 253 215 8782

Password: SUPPORT (Numeric Password for Phone: 3264637)

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Nancy Sugg	Paul Feldman	Susan Crane	John Kim	Mallory Fitzgerald
Virgil Wade	Michael Leong		Whitney Regan	Gene Yoon
Ellie Menzies	Doug Jackson		Martine Pierre-Louis (until 8:52am)	Sam Oppenheimer (arrived 8:30am)
			Anne Martens (arrived 8:23am)	

Nancy Sugg called the meeting to order at 7:32 a.m. A quorum was present. There was no public comment. Martine Pierre-Louis introduced herself to the Committee and PHPDA staff.

Consent Calendar Minutes

The Program Committee voted to approve the minutes from July 6, 2022. (Moved/2nded by Doug Jackson/Ellie Menzies, 5 of 6 in favor) (Virgil Wade abstained because he was not present at the meeting)

Update on Finance Committee and Property

The Executive Director updated the Program Committee on Finance Committee activities:

- He discussed upcoming Finance Committee projects: Executive Director Salary review, updated Operations Policies, new lease accounting standards, and updating the Risk Management Plan.
- SCIDpda asked for a closing extension because they continue to run into roadblocks. One pending piece is finalizing the condominium sale to AiPACE/ICHS.
 - Asking Governing Council for an extension at the meeting next week
 - Goal is to close by end of August or no later than end of October
 - The later the close happens though additional costs may incur and poor weather may cause construction issues
- PHPDA continues discussions with Department of Commerce regarding a Quarters 3-10 Access Agreement for September 1, 2022- June 30, 2023. A Washington state budget proviso states Commerce can only spend the \$375,000 allocated on the Quarters.
- Commerce is currently calculating the cost to rehabilitate the Quarters buildings and prepare the buildings for supportive housing and future operating costs.

Grant Management

Nimble Grant Quarterly Reports

The Grants Manager provided summaries of Nimble Grant Quarterly Reports for Nimble Grants 2021 Cycle 3 through Nimble Grants 2022 Cycle 2. The Committee discussed project details and program progressions. She reminded the Committee they can read the detailed reports if they are interested.

Grantmaking

2023 Nimble Grant Guidance, Application Questions & Evaluation



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The Grants Manager asked the Committee for feedback on 2023 Nimble Grant guidance, application questions, and evaluation.

- PHPDA plans to open 2023 Nimble Cycle 1 in September. The Program Committee and Governing Council will vote to approve the 2023 Nimble Grant guidance at their September meetings.
- We anticipate more grant revenue in 2023 due to the North Lot sale and a potential long-term Quarters lease, but PHPDA plans to put that towards the Renewal Grants rather than Nimble Grants. We would like to eventually increase the budget for Nimble Grants.
- The Executive Director asked the Committee about program additions that could provide Nimble grantees a similar experience as Major grantees at the All Grantees Meeting.
- Grants Manager informed the Committee they can email her about any possible changes to the guidance, application questions, and evaluation. She suggested Committee members read the Nimble Grant documents through a grantee lens.
 - PHPDA could possibly increase the clarity around application questions and budgets.

Continue Discussion of 2023 Grantmaking

The Grants Manager led a discussion on 2023 grantmaking.

- The Committee considered increasing the funding cap on Major and Renewal Grants to over \$200,000 per grant.
- In the last Renewal Grant panel, we were able to provide some grantees additional funds due to decreased funding for other grantees. Due to inflation, we are seeing trends of grantees needing to pay their employees more money. Additional money towards Renewal Grants would help those grantees continue their work.
- The smaller organizations with growing infrastructure sometimes ask for additionally funding the second year due to substantial growth. PHPDA would like to reward their successful growth when possible.
 - Potentially help grantees seek other funding sources if needed. We may provide additional funding support during their third year of PHPDA funding so they can continue their program.
 - Aligned funding. Other funders see the success of the program we funded, which can help grantees receive additional funding.
 - We have not had successful aligned funding with other funders due differences in running their grant programs
- PHPDA would like to translate the learned experiences community members share with us into positive changes within the community.
- Next part of the grant process is reviewing the Major and Renewal Grants. The Grants Manager asked the Committee to think about potential focus areas we could prioritize in 2023.

Strategic Planning

Summary of PHPDA Staff Work Plan

Whitney Regan

From: Whitney Regan
Sent: Wednesday, September 21, 2022 10:13 AM
To: Nancy Sugg
Cc: John Kim
Subject: RE: PHPDA PC Chair Signature Requested

Hi Nancy,

No problem! I will ask John to sign the minutes on your behalf.

Thank you!



[NEW phpda.org](http://NEW.phpda.org)

Whitney Regan (she/her) | Office Coordinator
206.432.3027 | w.regan@phpda.org | [2021 Annual Report](#)

Pacific Hospital Preservation & Development Authority
[1200 12th Ave S Quarters 2 Seattle, WA 98144](#)



*For grant related matters, please email grants@phpda.org.
Join our email list for newsletters, grant announcements, and reports.*

From: Nancy Sugg <sugg@uw.edu>
Sent: Wednesday, September 21, 2022 10:11 AM
To: Whitney Regan <w.regan@phpda.org>
Cc: John Kim <j.kim@phpda.org>
Subject: Re: PHPDA PC Chair Signature Requested

CAUTION: This email originated outside the organization. Please don't click links, open attachments, or reply with confidential details unless you are certain you know the sender and are expecting the content. NEVER PROVIDE CREDENTIALS via email!

Hey, Sorry for the late reply. Could you please ask John to sign them for me? Thanks so much Nancy

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From: Whitney Regan <w.regan@phpda.org>
Sent: Wednesday, September 21, 2022 10:06:11 AM
To: Nancy Sugg <sugg@uw.edu>
Cc: John Kim <j.kim@phpda.org>
Subject: FW: PHPDA PC Chair Signature Requested

Hi Nancy,