



Meeting of the Program Committee
 Wednesday, January 5, 2022, 7:30 - 9:00 AM

Meeting: <https://zoom.us> | Meeting ID: 826 5958 9644
<https://us02web.zoom.us/j/82659589644?pwd=NUdhV2ZBaHJlZm0rVXRmNTRUVzRgUT09>
Phone Option: +1 253 215 8782
Password: NEWYEAR (Numeric Password for Phone: 7869227)

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Nancy Sugg	Ellie Menzies	Susan Crane	John Kim	Christina Bernard
Virgil Wade (Until 9:00am)	Paul Feldman		Mallory Fitzgerald	Gene Yoon
Doug Jackson	Michael Leong (Arrived 7:33am)		Whitney Gerlach	Devin Razavi-Shearer (Until 9:00am)
			Mike Heinisch	Michelle Thomas (Arrived 8:21am)
			Sue Taoka (Arrived 8:19am)	Doris Koo (Arrive 8:19am)
			Sarah Hicks (Arrived 8:54am)	Gloria Burton (Arrived 9:05am)
			Denise Stiffarm (Arrived 9:05am)	Michael Finch (Arrived 9:05am)

Nancy Sugg called the meeting to order at 7:31 a.m. A quorum was present. Mike Heinisch provided positive comments on PHPDA's work and the Committee Chair welcomed him.

Consent Calendar Minutes

The Program Committee voted to approve the minutes from December 1, 2021 (Moved/2nded by Doug Jackson/Michael Leong, 6 of 6 in favor)

Update on Finance Committee and Property

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

- Feasibility study contractors and sub-contractors toured the Quarters buildings. Representatives from Commerce, SHKS Architects, and Makers were present.
- Quarters 10 has be returned to the PHPDA and Quarters 3-9 are occupied by PacMed until March or June.
- We are anticipating the North Lot closing in early May.

Grantmaking

Potential Grant to Afghan Health Initiative

The Executive Director and Associate Director discussed a potential Afghan Health Initiative grant.

- A large number of Afghan evacuees are arriving in Washington from bases around the U.S. Kent has a well-established Afghan population.
- PHPDA was approached by other funders on behalf of a larger coalition. They tried to put together unrestricted emergency funds to assist resettled Afghans. PHPDA initially declined to participate due to limitations in our grantmaking processes with regard to general operating funds.
 - Our approach was to find a specific need that falls within our mission and use our funds for that purpose. PHPDA staff are working on a discretionary grant, similar to a Nimble Grant.
 - PHPDA is allowed to fund outside normal processes with Governing Council's approval.



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- We pursued conversations with Afghan Health Initiative (AHI) and HealthPoint. HealthPoint has stepped up to get their staff trained to work with the Afghan community. HealthPoint had an idea to put their providers in AHI's health spaces.
- PHPDA proposed a \$50,000 grant towards the HealthPoint/AHI collaboration.
 - AHI is considering their program based on our proposed funding level. The Executive Director is reaching out to other funders for potential additional money.
- No action taken at this time. We will follow up with the Committee when we receive more information from AHI.
- The Committee and Mike Heinisch discussed Kent and Renton's involvement in the Regional Homelessness Authority (RHA). The Committee would like to invite a RHA representative to present at our May or June Program meeting.

Grant Management

All Grantees Meeting Survey Results

The Communications Manager discussed the All Grantees Meeting Survey Results.

- Twenty attendees replied to the post-meeting survey. The meeting was conducted virtually.
- Using the survey, we incorporated grantees' feedback. We analyzed their anonymous feedback and sent our findings back to grantees and attendees.
- We used online group note-taking tools for the first time and asked grantees about funding priorities and community needs. The Communications Manager requested the Committee review the grantees' feedback because it could inform future planning for grant making and cohorts.
- Grantees participated in small group Breakout Sessions facilitated by PHPDA staff, Mike Heinisch, Paul Feldman, and AyeNay Abye.
 - Grantees discussed a scenario focused on addressing burnout.
 - The facilitators' noted salaries and lacking a financial safety net. This could be a potential advocacy area.
- Paul Feldman, Doug Jackson, and Mike Heinisch commented on their positive experience at the Grantees Meeting.

Committee Governance

Review of 2021 Program Committee Workplan

The Associate Director reviewed the 2021 Program Committee Workplan and accomplishments.

2022 Program Committee Workplan

The Committee Chair facilitated a discussion of the 2022 Program Committee Workplan.

- The Committee discussed using feedback from grantees and grant work for advocacy. We want to generate learned experiences from our grant work and translate that into actionable information we can share with already established people and those in seats of power.
 - Discussed the education and research needed to prepare for advocacy work.
 - Establishing processes to strengthen grantees' voices and learnings.
 - New partnership and development with Seattle University Health Law Clinic.
 - Possible Advocacy Focus Areas: housing, pay equity, and pipeline into the healthcare workforce to foster training and retention.



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- Ellie Menzies is going to reach out to her contacts to find someone to attend a Program Committee meeting to discuss workforce development/pay equity.
- The Committee expressed an interest in discussing Diversity, Equity and Inclusion (DEI) in the grant making process at their March meeting and who can potentially be invited to help.
- No action taken. The Committee will review the workplan again in March.

Presentations by PHPDA Health Equity Scholars

Devin Razavi-Shearer and Michelle Thomas, PHPDA Health Equity Scholars for 2021, provided their presentations to the Program Committee.

- Devin Razavi-Shearer presented on “The Burden of Hepatitis B Among the Immigrants and Refugees of King County- 2019”
 - The Committee considered ways to bring the information to other organizations for discussion.
- Michelle Thomas presented on “Strengthening Partnerships with Community Organizations: A Qualitative Study”

The Committee thanked the two Scholars for their work. They will provide a final report.

Adjournment

The meeting adjourned at 9:10 a.m.

Minutes approved: Nancy Dugg 2/11/22
by John Kim (Date)

Whitney Gerlach

From: Nancy Sugg <sugg@uw.edu>
Sent: Thursday, February 10, 2022 11:48 AM
To: Whitney Gerlach
Cc: John Kim
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!

Hi Whitney, Sorry for the delayed response. Could you please ask John to sign for me. Really appreciate it

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From: Whitney Gerlach <w.gerlach@phpda.org>
Sent: Thursday, February 10, 2022 9:46:29 AM
To: Nancy Sugg <sugg@uw.edu>
Cc: John Kim <j.kim@phpda.org>
Subject: FW: PHPDA PC Chair Signature Requested

Good Morning Nancy,

I want to follow up with you regarding the Program Committee's 1/5 minutes which were approved at our 2/2 meeting. Please see attached.

John is cc'ed to this email. Let us know if you would like him to sign the minutes on your behalf.

Thank you!



www.phpda.org

Whitney Gerlach (she/her) | Office Coordinator

206.432.3027 | w.gerlach@phpda.org | [2020 Annual Report](#)

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

For all grant related matters, please email grants@phpda.org.

From: Whitney Gerlach
Sent: Thursday, February 03, 2022 8:51 AM
To: Nancy Sugg <sugg@uw.edu>
Cc: John Kim <j.kim@phpda.org>
Subject: PHPDA PC Chair Signature Requested

Good Morning Nancy,

Please see attached for the Program Committee's 1/5 minutes which were approved at our 2/2 meeting yesterday.