



Meeting of the Program Committee
 Wednesday, March 2, 2022, 7:30 - 9:00 AM

Meeting: <https://zoom.us> | Meeting ID: 812 2660 5484
<https://us02web.zoom.us/j/81226605484?pwd=UitMZ0s0dzZKMIBBejl2SzI2UDZxUT09>
Phone Option: +1 253 215 8782
Password: COMMUNITY (Numeric Password for Phone: 240660676)

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Nancy Sugg	Ellie Menzies	Susan Crane	John Kim	Christina Bernard
Virgil Wade	Paul Feldman		Mallory Fitzgerald	Gene Yoon
Michael Leong	Doug Jackson		Whitney Regan	

Nancy Sugg called the meeting to order at 7:32 a.m. A quorum was present. There was no public comment.

Consent Calendar Minutes

The Program Committee voted to approve the minutes from February 2, 2022 (Moved/2nded by Ellie Menzies/Paul Feldman, 6 of 6 in favor)

Update on Finance Committee and Property

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

- The North Lot is being impacted by the concrete strike. In order to get certain tax credits, SCIDpda must begin construction by the end of August.
- A North Lot investor requested more parking spots. SCIDpda must procure an additional forty-seven (47) parking spots.
 - PHPDA has been meeting with SCIDpda to help acquire the additional parking spots. SCIDpda has met with Seattle Colleges and plans to meet with PacMed. They also plan to talk to the Seattle Parks and Recreations about parking at Dr. Jose Rizal Park.
- SCIDpda was asked to install a 12-inch water main along the main access road. They planned to appeal, but did not submit the appeal in time causing mitigation to the site.
- Commerce has completed Phase I of the Quarters feasibility study resulting in an estimated cost to refurbish the Quarters for residential use.
- PHPDA proposed a rent figure for Commerce to lease Quarters 3-10 starting in July 1, 2022 through June 30, 2023 to help cover operating expenses as well as a thirty year lease starting July 1, 2023. PHPDA created a lease proposal similar to the Tower lease.
- There is repair work being done on the East Parking Garage. PHPDA is covering the initial costs then the costs will amortized as part of PacMed’s budget over seven years. We are seeking approval from the Finance Committee and Governing Council.
- PHPDA has commissioned a 5’x5’ mosaic for our 40th Anniversary. Various community groups will work on the mosaic throughout the year. PHPDA budgeted for 40th Anniversary activities, but did not include the mosaic. Finance Committee will vote and forward the unbudgeted mosaic funds to the Governing Council.

Grant Management

2021 New and Renewal Major Grant Q2 Reports

The Grants Manager reviewed the 2021 New and Renewal Major Grant Q2 Reports:

- The New Major Grants are progressing well, but still face challenges due to the pandemic.
- Overall the grantees are meeting their metrics and making adjustments if needed, but some organizations continue to experience staffing issues.



Meeting of the Program Committee

Wednesday, March 2, 2022, 7:30 - 9:00 AM

Meeting: <https://zoom.us> | Meeting ID: 812 2660 5484
<https://us02web.zoom.us/j/81226605484?pwd=UitMZ0s0dzZKMIBBejl2Szl2UDZxUT09>
Phone Option: +1 253 215 8782
Password: COMMUNITY (Numeric Password for Phone: 240660676)

- Current job seekers have more power to ask for more money due to the job market. Also, more employees are leaving jobs to work as independent contractors.
- Chief Seattle Club's new affordable housing development opened in Pioneer Square.
- Recovery Café opened their new clinic in SODO.
- Seattle Counseling Services concluded their program in November 2021.

Nimble Grant Quarterly and Final Reports

The Associate Director discussed Nimble Grant Quarterly and Final Reports.

- Nimble Grantees continue to face staffing issues.
- Nimble Grant 2022 Cycle 2 Review Panel will be meeting tomorrow, March 3, 2022.

Grantmaking

Emergency Grant Funding

The Associate Director discussed future Emergency Grant Funding.

- The Committee is comfortable with the current process for addressing needs as they come. If faced with an emergency request, we can follow the same process as Afghan Health Initiative (AHI). We should have a statement and be transparent about our process.
 - Refer to Resolution 01-2022 AHI Grant, noting an exceptional request for funding.
- In the future, the Executive Director will review an emergency funding request with Program and Finance Committee Chairs. They will analyze the request and once approved by Governing Council, the Executive Director will sign a letter.
- The Committee discussed others who contributed and participated in funding AHI.
 - Sheng Yen Lu Foundation reached out to health funders and funders working with immigrants and refugees on AHI's behalf. They asked PHPDA to contribute to unrestricted funds, but we could not due to our charter.
 - PHPDA discussed AHI funding with Verdant Health Commission because they are funding a similar need in Lynnwood and have a large pool of discretionary funds.
- Program Committee is expecting possible funding requests for incoming Ukrainian refugees.

Committee Governance

2022 Program Committee Workplan

The Program Committee Chair reviewed the 2022 Program Committee Workplan:

- They asked to remove the potential emergency grant funding process.
- The Committee discussed advocacy focus areas, goals, and deliverables.
 - Set the goals and deliverables alongside the Strategic Plan
 - Remain flexible. Advocacy is a response to current environment
 - Communicate. Amplifying community voices.
 - Remove specific advocacy focus areas because we are not an advocacy agency which makes it difficult to identify particular focus areas.
- The Committee requested an Equity, Diversity, and Inclusion (EDI) Training to help us with our grants process and incorporate EDI learnings.



Meeting of the Program Committee Wednesday, March 2, 2022, 7:30 - 9:00 AM

Meeting: <https://zoom.us> | Meeting ID: 812 2660 5484
<https://us02web.zoom.us/j/81226605484?pwd=UitMZ0s0dzZKMIBBejl2SzI2UDZxUT09>
Phone Option: +1 253 215 8782
Password: COMMUNITY (Numeric Password for Phone: 240660676)

The Committee voted to approve the 2022 Program Committee Workplan. (Moved/2nded by Mike Leong/Ellie Menzies, 6 of 6 in favor)

Topics of Interest for Future Learnings/Speakers

The Executive Director discussed topics of interest for future learnings and speakers.

- Topics should include all Governing Council members. The EDI portion of grantmaking should be reviewed by the Governing Council because all Council members are on grant review panels and every Council member needs to be onboard with using a common set of tools to evaluate grants through an EDI lens.
- Finance members should be invited to attend future learnings and speakers at Program meetings.
- EDI in grantmaking is a powerful topic that we should discuss more and analyze our current practices.
- PHPDA should closely evaluate our grant applicants' EDI work to distinguish whether they are truly identifying the issues.
- Workforce challenges (recruitment, diversifying, retention, etc.) could be a learning topic because it is an issue for most grantees.
- The Committee requested more opportunities for grantee site visits.
- They discussed inviting King County Regional Homelessness Authority (KCRHA) to speak at a meeting, specifically Marc Dones, CEO to learn about:
 - Funding streams that are and are not going to KCRHA
 - Funding for homelessness initiatives
 - Their work agenda
 - How the system works and share that information with grantees
 - Virgil Wade has a connection with KCRHA because they have a partnership with Chief Seattle Club.
- The Committee discussed inviting Communities of Opportunity and Rainier Valley Corps to speak at a meeting. Both organizations will give insight into community health.
- Community Health Board Coalition has centralized health boards and knowledge about what communities' need, such as the mental health aspect coming out of the pandemic.
 - Community Health Board Coalition made mental health a topic priority
- A legislative perspective could be helpful by providing a report on what is currently happening in state legislation.

Program Committee Strategic Advisor

The Committee Chair didn't discuss the Program Committee Strategic Advisor and no action was taken.

Adjournment

The meeting adjourned at 9:01 a.m.

Minutes approved: _____

Nancy Duggs
by *John Kim*

5/20/2022
(Date)

Whitney Regan

From: Nancy Sugg <sugg@uw.edu>
Sent: Wednesday, May 18, 2022 9:28 AM
To: Whitney Regan
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!

I would appreciate John signing on my behalf. thanks for following up
-Nancy

From: Whitney Regan <w.regan@phpda.org>
Sent: Wednesday, May 18, 2022 9:05 AM
To: Nancy Sugg <sugg@uw.edu>
Cc: John Kim <j.kim@phpda.org>
Subject: FW: PHPDA PC Chair Signature Requested

Good Morning Nancy,

Following up with you regarding the March Program Committee meeting minutes. Please see attached for the 3/2 minutes which were approved at the 4/6 meeting.

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 Regan (she/her) | Office Coordinator
206.432.3027 | w.regan@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 Regan
Sent: Wednesday, May 11, 2022 12:24 PM
To: Nancy Sugg <sugg@uw.edu>
Cc: John Kim <j.kim@phpda.org>
Subject: FW: PHPDA PC Chair Signature Requested

Hi Nancy,

Would you like John to sign the 3/2 Program Committee minutes on your behalf?

Thanks!