



Meeting of the Program Committee

Wednesday, March 3, 2021, 7:30 - 9:00 AM

Meeting: <https://zoom.us> | Meeting ID: 835 7997 6355

<https://us02web.zoom.us/j/83579976355?pwd=YUIYbC9VaExmdEtnbXJaTUZDeENnQT09>

Phone Option: +1 253 215 8782

Password: STRATPLAN (Numeric Password for Phone: 488425871)

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Nancy Sugg	Ellie Menzies	Susan Crane	John Kim	Christina Bernard
Virgil Wade	Paul Feldman	Doug Jackson	Mallory Fitzgerald	Gene Yoon
Michael Leong (arrived 7:50 AM)				

Nancy Sugg called the meeting to order at 7:36 a.m. A quorum was present. There was no public comment.

Consent Calendar Minutes

The Program Committee voted to approve the minutes from February 3, 2021 (Moved/2nded by Ellie Menzies/Paul Feldman, 4 of 4 in favor)

Update on Finance Committee and Property

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

- Master Plan: Makers Architecture is working with PHPDA on the Master Plan studies. The Advisory Committee is seeking community ambassadors.
- Considered reaching out to interested parties on leasing the Quarters buildings and discussed potentially marketing the clinic space.

Grant Management

2020 New and Renewal Major Grant Q2 Reports

The Associate Director reviewed the 2020 New and Renewal Major Grant Q2 Reports:

- Continuing to see adjustments in programs. Their metrics were set in summer of 2020.
- The Committee discussed considering a tele-health focus group for grantees. Telehealth is positioned for program adaptability, reimbursable expenses, and fewer missed appointments.

Nimble Grant Quarterly and Final Reports

The Associate Director discussed Nimble Grant Quarterly and Final Reports

- Nimble Grantees are adapting to telehealth and better community engagement approaches.
- Nimble Grant 2021 Cycle 2 Review Panel will be meeting tomorrow, March 4, 2021.

Update on Site Visits

The Grants Manager updated the Committee on 2020 New Major Virtual Site Visit activities

- The Grant Staff met with 2020 New Major Grantees to walkthrough financials, program tracking, and general program updates.

Strategic Planning

Preliminary Discussion of Current and Updated Strategic Plan



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The Executive Director discussed the Current (2019 – 2021) Strategic Plan, with plans for creation of a 2022-2024 plan later this year.

- Evaluation Mechanisms: The Committee commented that the PHPDA has been successfully tracking grants and working toward increased diversity and equity focus in grantmaking, with the new activity of ratification of letters in solidarity to emerging local health equity issues.
- The Committee discussed Aligned Funding:
 - Clearing House: vetting for applications for funds through different funding sources.
 - Sharing Information: The PHPDA can share about current and past grantees funded to other funders.
- The Committee Chair suggested doing an internal audit on our last 2 years of grantmaking and staff capacity.
- The Committee discussed plans with Strategic Communications and amplifying community voice.

Committee Governance

2021 Program Committee Workplan

The Program Committee Chair reviewed the 2021 Program Committee Workplan:

- Advocacy Policy and Strategic Communications: The Committee would like a written advocacy policy, ideally delivered by the end of the year.
- The Committee requested more Advocacy conversations with grantees; i.e. structuring, organizing, and building meetings of grantee peers.
- The Committee would like the plans with the Newsletter to be included in this policy.

The Committee voted to approve the 2021 Program Committee Workplan. (Moved/2nded by Mike Leong/Ellie Menzies, 4 of 4 in favor)

Grantmaking

Future Work on Incorporating Equity Into Grantmaking

The Executive Director and Associate Director discussed Future Work on Incorporating Equity Into Grantmaking.

- Grant Staff is attending Philanthropy NW workshops and offered resources on equity.
- Equity, Diversity and Inclusion: There are two aspects needed to be addressed 1) Grantmaking: Evaluations and individual scoring. 2) PHPDA organization and policies. The two can be seen as recognition of blind-spots and how to address them as a whole. Committee comments:
 - The PHPDA can work on Implicit Bias training together and for individuals
 - Organizational approach should have ongoing evaluations of policies and includes Governing Council membership diversity and addressing blind-spots.

Adjournment

The meeting adjourned at 9:03 a.m.

Minutes approved:

Wang Sung
(John Kim)

4/15/21
(Date)

Gene Yoon

From: Nancy Sugg <sugg@uw.edu>
Sent: Thursday, April 8, 2021 9:35 AM
To: Gene Yoon
Cc: John Kim
Subject: Re: PHPDA PC Chair Signature for Minutes

Thanks Gene. I reviewed them can you please ask John to sign.

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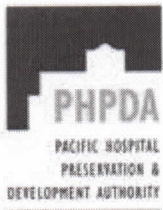
From: Gene Yoon <g.yoon@phpda.org>
Sent: Thursday, April 8, 2021 8:13:45 AM
To: Nancy Sugg <sugg@uw.edu>
Cc: John Kim <j.kim@phpda.org>
Subject: PHPDA PC Chair Signature for Minutes

Good Morning Nancy,

Please see attached and sign/date for the Program Committee meeting minutes from March. They were approved at yesterday's PC meeting.

If you'd like instead, please reply all (cc'ed John) and let us know if you authorize him to sign on your behalf.

Thanks!



Gene Yoon | Office Coordinator

206.432.3027 | g.yoon@phpda.org | www.phpda.org

Pacific Hospital Preservation & Development Authority

1200 12th Ave S Quarters 2 Seattle, WA 98144

[Please take a look at our 2019 Annual Report](#)