



Meeting of the Program Committee
 Wednesday, May 4, 2022, 7:30 - 9:00 AM

Meeting: <https://zoom.us> | Meeting ID: 860 0287 1268
<https://us02web.zoom.us/j/86002871268?pwd=cmdEd1FZRVZLN3VBRmp0TDI5QkJKYdz09>
Phone Option: +1 253 215 8782
Password: STARWARS (Numeric Password for Phone: 00684199)

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Nancy Sugg	Doug Jackson	Susan Crane	John Kim	Christina Bernard
Virgil Wade	Paul Feldman		Mallory Fitzgerald	Gene Yoon
Ellie Menzies	Michael Leong (arrived 7:34am)		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 April 6, 2022. (Moved/2nded by Ellie Menzies/Virgil Wade, 5 of 5 in favor)

Update on Finance Committee and Property

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

- SCIDpda anticipates the North Lot will close in June. SCIDpda is considering strategies to address an equity investors' request for additional parking.
- The City of Seattle is pushing SCIDpda to install a 12" water main, costing roughly \$1 million.
- The Executive Director and Real Estate Consultant discussed a strategy for the Washington State budget proviso. The proviso includes funds for a possible short-term Quarters lease with Department of Commerce that covers Quarters 3-10 rent and operating expenses for a year. PHPDA anticipates a one-year lease agreement with an option for a long-term extension.
 - The Washington state budget proviso also includes funds for a work group that will explore potential Quarters programming.
- Commerce, SHKS Architects, and sub-contractors continue to evaluate the Quarters Buildings.
- PHPDA is working with SEIU on temporary use for Quarters 10.
- Seattle Colleges are considering expanding their training program.

Grant Management

2021 New and Renewal Major Grant Quarterly Reports

The Grants Manager reviewed the 2021 New and Renewal Major Grant Quarterly Reports.

- First year New Major Grants are required to submit their Quarterly report, with some Renewal grants being exempt. The Grants Manager discussed the New Major Grants in detail and provided updates on Renewal Grants.
- PHPDA still seeing a trend of services being interrupted due to the pandemic.

Nimble Grant Quarterly and Final Reports

The Grants Manager updated the Committee on Nimble Grant Quarterly and Final Reports.

- The Committee discussed narratives and reports. Nimble grantees are progressing well, but have faced some challenges, such as supply chain issues and building upgrades.
- Program Committee members confirmed that one advocacy grant was limited to advocacy and not lobbying related to a specific bill.



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Grantmaking

Update on 2022 New and Renewal Major Grant Processes

The Grants Manager and Associate Director reported on the 2022 Renewal and New Major Grant processes:

- Renewal Grant awards were voted on by Governing Council in April. The Grants Manager sent award notices and draft exhibits. Once revisions are submitted, final contracts will be signed.
- The Major Grant Review Panel consists of PHPDA staff (Christina, Gene, John) as well as Nancy Sugg, Sue Taoka, Virgil Wade, and Michael Leong. The Governing Council will receive the panel's recommendations at the Council meeting next week. PHPDA Grants staff will meet with all New Major grantees in June to review contracts.

Advocacy

Seattle University Law Clinic Update

The Executive Director provided an update on the Seattle University Law Clinic.

- PHPDA staff met with the Seattle University Law Clinic Director and course professor on May 3.
 - The professor wants to create a rich learning experience by taking raw data and moving that into policy support.
- There is a push to get the course description to the registrar as soon as possible. Students are beginning to look at fall classes and many students have shown a strong interest in health policy or general policy work.
- PHPDA continued conversations on externships either in Olympia or with PHPDA. Externships in Olympia would allow for additional courses around legislation work that could be an extension to the course.
- Seattle University was receptive to possibly teaming with University of Washington School of Public Health. PHPDA and Seattle University could potentially work with a state representative that currently teaches at UW's School of Public Health to explore capstone projects as way to translate data for policy.

Governance

Proposed Rules & Regulations Changes

The Associate Director reported on proposed changes to PHPDA Rules and Regulations, which will be considered by the Governing Council next week.

- Emergency proclamations related to the Open Public Meetings Act (OPMA) were established during the pandemic and allowed for virtual meetings with a public call in option. The proposed changes to the Rules and Regulations will start when the emergency proclamations terminate.
- During the 2022 legislative session, amendments were made to the OPMA permitting all members of a governing body to attend meetings by phone or other electronic means. These proposed changes would make the PHPDA Rules and Regulations consistent with the OPMA changes.
- We must have a space for the public to attend in person. As of right now, the space will be the boardroom in the PHPDA Office and at least two PHPDA staff members will meet in person.



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- The Office Coordinator has spoken to Smart Buildings, located in the Tower, about possibly reserving a room for the Governing Council and Committee meetings. The rooms are ADA accessible while our boardroom is not.
- If we change the meeting location, we are required to amend our Rules and Regulations.
- A Committee member pointed out another section for potential future revision. Article 1 (Council), Section 2 (Qualifications for Council Memberships) of the Rules and Regulations does not list community organizers, community leaders and those with lived experiences. By adding these qualifications, PHPDA's Strategic Plan and values better align.
 - Considered "lived community experience." Members do not necessarily need a degree.
 - There have been conversations about increasing the number of Council members. If PHPDA makes that change, it may also be a good time to make changes to member's background and qualifications.
 - Considered developing a community advisory board separate from the Governing Council. They would be forced to join a volunteer board similar to the grantees convening program.
- PHPDA could create a shared drive for Governing Council members and include our charter, policies, and Rules and Regulations. PHPDA staff could review policies periodically and bring any changes to the Governing Council when needed.
- The Committee considered reviewing our charter because the deed restriction has been lifted. The Committee may include a charter review in the 2023 workplan.

New Strategic Advisors

The Executive Director discussed potential new Strategic Advisors to Program Committee.

- Two of the current Program Committee Strategic Advisors are potentially joining the Governing Council pending mayoral approval.
- PHPDA staff have spoken to a potential Strategic Advisor from Harborview Medical Center. They have shown interest in joining the Program Committee as a Strategic Advisor then moving to Governing Council next year.
- The Committee discussed what the right number of Strategic Advisors could be. We may want to consider potential advisors' ability to join review panels, specifically LOIs. PHPDA could include changes to the number of Strategic Advisors and Governing Council members in the charter.
 - Program asked if it has been difficult to fill grant review panels. Often just missing one person on a panel. If we need more people, the Grants Manager can ask former Council members, Strategic Advisors, and PHPDA staff.
- Two sectors PHPDA could look at for potential Strategic Advisors are the faith community and refugee community.
- The Communications Manager can reach out to other funder circles to connect with potential Strategic Advisors.

Adjournment

The meeting adjourned at 8:56 a.m.

Minutes approved:

Alan Sung
by JOHN Kim

7/27/22
(Date)

Whitney Regan

From: Nancy Sugg <sugg@uw.edu>
Sent: Wednesday, July 27, 2022 9:20 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!

Hi Whitney, please John to sign. I will work on getting the digital set up.
Stay cool!
-Nancy

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From: Whitney Regan <w.regan@phpda.org>
Sent: Wednesday, July 27, 2022 8:55:05 AM
To: Nancy Sugg <sugg@uw.edu>
Cc: John Kim <j.kim@phpda.org>
Subject: FW: PHPDA PC Chair Signature Requested

Hi Nancy,

Hope you are staying cool!

Following up with you regarding the May and June Program Committee meeting minutes. Please see attached for the 5/4 and 6/1 minutes which were approved at the 7/6 meeting.

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

Also, if you feel comfortable providing a digital copy of your signature, please sign a blank white piece of paper (3) to (5) times in various sizes in black or blue ink. You can email me a scanned copy or mail me the physical copy to 1200 12th AVE S, Quarters 2, Seattle, WA 98144. With your permission, I can add your digital signature to the minutes.

Thank you!



[2021 Annual Report](#)

Whitney Regan (she/her) | Office Coordinator
206.432.3027 | w.regan@phpda.org | www.phpda.org

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.