



## Meeting of the Program Committee

Wednesday, May 5, 2021, 7:30 - 9:00 AM

**Meeting:** <https://zoom.us> | Meeting ID: 879 9739 9143  
<https://us02web.zoom.us/j/87997399143?pwd=QnF1L251dHI5REhxSFAYAGQxbWhoUT09>  
**Phone Option:** +1 253 215 8782  
**Password:** JUSTICE (Numeric Password for Phone: 6968426)

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Nancy Sugg	Virgil Wade	Susan Crane	Christina Bernard	Mallory Fitzgerald
Doug Jackson	Paul Feldman		Gene Yoon	John Kim
Ellie Menzies (arrived 7:34 AM)	Michael Leong (arrived 7:46 AM)		Denise Stiffarm (arrived 8:28 AM)	

Nancy Sugg called the meeting to order at 7:33 a.m. A quorum was present. There was no public comment.

### Consent Calendar Minutes

The Program Committee voted to approve the minutes from April 7, 2021 (Moved/2<sup>nd</sup>ed by Paul Feldman/Doug Jackson, 4 of 4 in favor)

### Update on Finance Committee and Property

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

- PacMed expressed an interested in re-leasing the Clinic space.
- Conducted the first Advisory Board meeting hosted by Makers on the Master Plan.
- Some of the Quarters Buildings will be vacant in November this year. Potential future tenants have some interest in the space. Discussed ADA and residential use for the Quarters building.
- The Executive Director is in discussion with DOC on AI Controls to save energy in the Tower.
- Auditors will provide a presentation to the Finance Committee in June.

### Grant Management

#### *2020 New and Renewal Major Grant Quarterly Reports*

The Grants Manager reviewed the 2020 New and Renewal Major Grant Quarterly Reports.

- First year New Major Grants are required to submit their Quarterly report. The Grants Manager discussed the New Major Grants in detail.

#### *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.

### Grantmaking

#### *Incorporating Equity Into Grantmaking – Discussion of goals and ideas provided by Committee members*

The Associate Director and Committee Chair facilitated discussions on Incorporating Equity into Health Equity Fund Grantmaking.

- The Committee discussed Anti-Racism and potentially requesting demographic/identity information on the PHPDA's Governing Council.
  - The Program Committee's objective is to match our communities and grantees to meet the communities served by the PDA.
- Mike Leong and Nancy Sugg reviewed their short-term and long-term goals they presented.



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- LOI process: grantees could be asked to provide clarification of their proposal. The PDA could provide feedback at the early after reviewing the Letter of Intent and inviting a full proposal. More discussion will be had at the next Program Committee meeting.
- Diversity, Equity and Inclusion: Considered adding a section for community served and explicitly requesting demographics information on applicants' board and staff.
  - CLAS Standards are used and may be relevant to include in the application.
  - There's a difference between asking grantees to be Culturally Competent versus Anti-Racist. How can the PHPDA bench-mark and quantify Cultural Competency and/or Anti-racism?
- The Committee discussed Technical or Advocacy Training and Professional Development to assist in building equity skills for grass roots organizations.
- The Committee considered continuing reading and sharing resources and to continue presenting Goals as an on-going agenda item at the Program Committee meetings.

### Advocacy

*Review of existing Operating Policy on Public Affairs and continued discussion of Operating Policy on Advocacy*

The Executive Director and Legal Counsel reviewed the existing Operating Policy on Public Affairs and led discussions around drafting an Advocacy Policy. Alliance for Healthy WA had a legislative session and forwarded a bill to Gov. Inslee to charter universal healthcare commission for WA State. The PDA was requested to sign on. The Executive Director reached out to the Council Chair, Program Committee Chair, and Legal Counsel. Legislative process in state/federal level was discussed by the Committee:

- If the PDA anticipates signing onto more letters, the Council should find a framework. The Charter has a geographic limitation within local jurisdiction. Exceptions can be made with Council action.
  - PDA funds and activities including staff time cannot be used in support or opposition of legislation, unless the legislation directly affects the authority or action of Charter's purpose. RCWs restrict public agencies. The PDA cannot support ballots or candidate (including their staff).
  - The Committee discussed lobbying and required reporting and considered the PDA's flexibility for advocacy work without triggering a requirement to submit reports.
- The Executive Director signed onto the letter and will forward to the Council for ratification.
- The PHPDA has an existing Public Affairs policy. The Committee considered having one coherent document with a unified policy with reference both the Public Affairs policy and Charter.
  - The Committee requested clearly defining lobbying.
  - Sharing information and description of what we know and the relationships that we have with the organizations should be allowable to enlighten potential recipients.
  - The PDA will update the Public Affairs Policy, blend it with an Advocacy Policy, and bring the draft back to the Program Committee at the July meeting.

### Adjournment

The meeting adjourned at 9:01 a.m.

Minutes approved:

*Nancy Dugg* *06/02/2021*  
*by JOHN KAM* (Date)

## Gene Yoon

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**From:** Nancy Sugg <sugg@uw.edu>  
**Sent:** Wednesday, June 2, 2021 11:23 AM  
**To:** Gene Yoon  
**Cc:** John Kim  
**Subject:** Re: PHPDA PC Minutes 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 John, Would you mind signing the minutes on my behalf?  
Thanks - Nancy

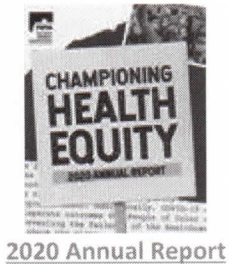
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**From:** Gene Yoon <g.yoon@phpda.org>  
**Sent:** Wednesday, June 2, 2021 11:03 AM  
**To:** Nancy Sugg <sugg@uw.edu>  
**Cc:** John Kim <j.kim@phpda.org>  
**Subject:** PHPDA PC Minutes Signature Requested

Good Morning Nancy,

Thank you for facilitating the Program Committee meeting this morning. Please see attached for the May 5 Program Committee meeting minutes approved this morning to sign/date. Cc'ed is John in case you'd like for him to sign the minutes on your behalf.

Thanks!



**Gene Yoon (he/him), Office Coordinator**  
206.432.3027 | [g.yoon@phpda.org](mailto:g.yoon@phpda.org) | [www.phpda.org](http://www.phpda.org)

Pacific Hospital Preservation & Development Authority  
1200 12th Ave S Quarters 2 Seattle, WA 98144



For all grant related matters, please email [grants@phpda.org](mailto:grants@phpda.org).