



**Special Meeting of the Program Committee**  
 Wednesday, June 1, 2022 8:00 AM - 9:00 AM

**Physical Location:** Quarters 2 Building, Pacific Tower, 1200 12th Ave S., Seattle, WA 98144

**Virtual Location:** <https://zoom.us> | Meeting ID: 849 4624 5793  
<https://us02web.zoom.us/j/84946245793?pwd=ay90cnY1WkdqSkIGbkdUUHJKbEhnUT09>

**Phone Option:** +1 253 215 8782

**Password:** SUNSHINE (Numeric Password for Phone: 88193446)

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Virgil Wade	Ellie Menzies	Susan Crane	John Kim	Christina Bernard
Doug Jackson	Michael Leong (until 8:29am)	Nancy Sugg	Mallory Fitzgerald	Gene Yoon
Paul Feldman			Whitney Regan	

Virgil Wade called the meeting to order at 8:02 a.m. A quorum was not present. There was no public comment.

**Consent Calendar Minutes**

The Program Committee deferred the May 4, 2022 minutes until the next regular meeting on July 6, 2022.

**Update on Finance Committee and Property**

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

- SCIDpda created a single purpose LLLP for Building A of the North Lot.
- SCIDpda expects the North Lot will close on June 28. PHPDA anticipates an amendment to the August 2013 Purchase and Sale Agreement.
  - PHPDA’s Legal Counsel is working with SCIDpda’s Legal Counsel to gather final documents that may need Governing Council’s approval.
- SCIDpda continues to work on several action items to prepare for closing such as the System Improvement Contract for the 12” water main, finding additional parking requested by an investor, and condominium sale to AiPACE.
- PHPDA has been in conversations with the Department of Commerce regarding a short-term Quarters lease. Commerce was granted \$375,000 to cover a one year lease.
- PacMed has informed PHPDA they are unable to move into their new location by June 30 and asked for a one month Quarters lease extension. The terms will be the same as those in January-June 2022.
- Following Commerce’s one year Quarters lease, PHPDA may reach out to a different Washington State department to lease the Quarters long-term, maintaining a health equity focus on Campus.

**Grant Management**

*2022 New and Renewal Major Grants Updates*

The Grants Manager updated the Committee on the 2022 New and Renewal Major Grants.

- All fourteen eligible Renewal Grants were renewed.
- One of twelve invited LOIs did not submit a full New Major Grant application. The New Major Grant Review Panel consisted of PHPDA Staff (John Kim, Christina Bernard, and Gene Yoon) as well as Nancy Sugg, Sue Taoka, Virgil Wade, and Michael Leong. The Panel recommended six applicants to the Governing Council and all six were approved.

The following six organizations were recommended and approved for 2022 New Major Grant funding:



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Childhaven	Evergreen Treatment Services	Global Perinatal Services
Lutheran Community Services Northwest	Public Defender Association	Tubman Center for Health and Freedom

- The Grants Manager discussed each New Major Grant program.
- She meets with applicants that were not selected and provides feedback on their application and discuss areas they could improve.
- PHPDA Grants Staff discussed the value in meeting with potential applicants before they begin applying. Most applicants found the pre-application meetings helpful and Grants staff noticed improvements on those applications.
- Meeting with applicants throughout the application process could be a way PHPDA addresses equity. PHPDA could reach out to grantees for feedback.
- If a potential grantee has an expansion program, including past program results could help PHPDA better understand their program's progress. Additionally, Renewal Grants could be more data focused so PHPDA can see the progress and offer additional help if needed.
- PHPDA could be more mindful about how we are helping potential grantees. Help open the door for programs that we are not as familiar with, but align with our mission and goals.
- If PHPDA receives a strong application, but cannot fund the program, we could possibly send it to another funder. This way we can help applicants make connections with other funders.

### *Update on 2022 Health Equity Scholars*

The Associate Director reported on 2022 Health Equity Scholars.

- One Scholar completed their internship project during spring quarter and may present at the August Program Committee meeting. Their project focuses on defining disparities that exist due to differential access to technology in the form of three homelessness services databases. Currently the three homelessness databases do not communicate with one another and if a person is not in one of the databases they may not receive all possible benefits.
- The second Scholar plans to begin at the end of June and PHPDA staff will meet with them next week. Their focus is understanding how and why elderly Asian Americans wait longer before seeking mental health treatment and how to break down generational barriers and acceptance of diagnosis.
- PHPDA staff plans to meet with the third Scholar in June and they will begin in July. They plan to conduct an environmental scan and assessment of community health worker use at community-based organizations, critical access hospitals, and all other healthcare facilities in rural King County.

### **Grant Relations**

#### *Technical Assistance and Cohorts*

The Associate Director provided an update on Technical Assistance and Cohort activities:

- PHPDA is looking at expanding our work by offering cohorts to past, current, and potential grantees. Additionally, offer technical assistance and capacity building sessions.



## Whitney Regan

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**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](mailto:w.regan@phpda.org) | [www.phpda.org](http://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](mailto:grants@phpda.org).  
[Join our email list](#) for newsletters, grant announcements, and reports.