



Meeting of the Program Committee

Wednesday, July 7, 2021, 7:30 - 9:00 AM

Meeting: <https://zoom.us> | Meeting ID: 893 2141 0101
<https://us02web.zoom.us/j/89321410101?pwd=bEtPckd4ODdCQUhWMjZ6TUIMdEYxdz09>
Phone Option: +1 253 215 8782
Password: ELEVATE (Numeric Password for Phone: 1407315)

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Nancy Sugg	Ellie Menzies	Virgil Wade	John Kim	Christina Bernard
Doug Jackson	Michael Leong	Susan Crane	Mallory Fitzgerald	Gene Yoon
		Paul Feldman	Denise Stiffarm (arrived 7:45 AM)	

Nancy Sugg called the meeting to order at 7:34 a.m. A quorum was present. There was no public comment.

Consent Calendar Minutes

The Program Committee voted to approve the minutes from June 2, 2021 (Moved/2nd by Ellie Menzies/Michael Leong, 4 of 4 in favor)

Update on Finance Committee and Property

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

- He is working with PacMed lease renewal negotiation details such as Quarters leasing and deferred maintenance.
- We're waiting for a response from DOC on funding proviso for Quarters building studies.

Grant Management

Update on contracting for 2021 New and Renewal Major Grants

The Grants Manager updated the Committee on contracting for 2021 New and Renewal Major Grants.

- The PHPDA anticipates contracting with twenty-one (21) New and Renewal Grants for 2021.
- PDA Staff conducted Contract Meetings for all seven (7) of the 2021 New Major Grants.

Advocacy

Updated Public Affairs Operating Policy

The Executive Director reviewed the updated draft of the Public Affairs Operating Policy

- The draft incorporated thoughts from Program Committee's Advocacy discussions from the past into the existing Public Affairs policy.
- Additional advocacy language was made around lobbying limits, value of learnings from grant management, and allows action in case-by-case and legislative calendaring basis.
- Advocacy process includes a risk assessment exercise and confirming advocacy actions with the Governing Council Chair.
- The draft contains additional details on reporting requirements in lobbying and hiring lobbyists.
- The Committee provided positive comments on drafting an advocacy policy with definitions for reference. The Committee was in favor of the built-in flexibility and broadness for potential advocacy actions and supported deleting the parameters around Involvement.
- The Committee discussed being mindful of Public Comment when advocacy actions are raised; they also discussed priorities and potential conflicts of advocating for one group over another.



Meeting of the Program Committee

Wednesday, July 7, 2021, 7:30 - 9:00 AM

Meeting: <https://zoom.us> | Meeting ID: 893 2141 0101
<https://us02web.zoom.us/j/89321410101?pwd=bEtPckd4ODdCQUhWMjZ6TUIMdEYxdz09>
Phone Option: +1 253 215 8782
Password: ELEVATE (Numeric Password for Phone: 1407315)

The Program Committee voted to accept and forward the Public Affairs Operating Policy to the Governing Council (Moved/2nd by Michael Leong/Ellie Menzies, 4 of 4 in favor)

Strategic Plan

Staffing updates and Expanded Programmatic Work

The Executive Director led discussions on staff updates and potentially expanding programmatic work.

- To position the PDA towards Strategic Communications and Advocacy, he plans to build capacity; personnel will be shifting to be able to better use grantmaking learnings and analysis, convening and training past and present grantees, and processing community relations.
- The PHPDA Staff provided insight into desired professional growth.
- The Committee commented on values added and discussed future Programming directions to include database, Health Equity Scholars with more awareness towards internship opportunities, review panels, and advocacy.
 - For example, evaluators commented that they would like to identify applicants who were funded in the past, for how long, and for how much, with a rating on how manageable they were for staff.
- The Committee continued discussions on next steps in advocacy and calendaring.

Adjournment

The meeting adjourned at 9:02 a.m.

Minutes approved: Mary Dugg 9/29/21
by John K.M. (Date)

Whitney Gerlach

From: Nancy Sugg <sugg@uw.edu>
Sent: Tuesday, September 28, 2021 1:52 PM
To: Whitney Gerlach
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, Welcome! I have not had the chance to meet you in person yet but so glad you have joined the PHPDA.

I reviewed minutes, can you please ask John to sign for me.

Thanks - Nancy

From: Whitney Gerlach <w.gerlach@phpda.org>
Sent: Tuesday, September 28, 2021 11:24 AM
To: Nancy Sugg <sugg@uw.edu>
Cc: John Kim <j.kim@phpda.org>
Subject: RE: PHPDA PC Chair Signature Requested

Hi Nancy,

Just a reminder to sign the PC minutes from July and August attached.

Let us know if you would like to have John (cc'ed) sign the minutes on your behalf.

Thank you!



www.phpda.org

Whitney Gerlach (she/her) Office Coordinator

206.432.3027 | w.gerlach@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: Gene Yoon
Sent: Thursday, September 16, 2021 9:53 AM
To: Nancy Sugg (sugg@uw.edu) <sugg@uw.edu>
Cc: John Kim <j.kim@phpda.org>
Subject: Re: PHPDA PC Chair Signature Requested

Hi Nancy,

Just a reminder to sign the PC minutes from July and August attached. Let us know if you'd like to have John (cc'ed) sign the minutes on your behalf.