



## Meeting of the Program Committee

Wednesday, September 1, 2021, 7:30 - 9:00 AM

**Meeting:** <https://zoom.us> | Meeting ID: 890 8504 0603  
<https://us02web.zoom.us/j/89085040603?pwd=eFMvcnVuV3A4TWM3OWQ2MTZkNkNqQT09>  
**Phone Option:** +1 253 215 8782  
**Password:** MEDICAL (Numeric Password for Phone: 4373335)

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Nancy Sugg	Ellie Menzies	Susan Crane	John Kim	Mallory Fitzgerald
Virgil Wade	Doug Jackson	Paul Feldman	Gene Yoon	
Michael Leong				

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 July 7, 2021 and August 4, 2021 (Moved/2<sup>nd</sup>ed by Doug Jackson/Ellie Menzies, 5 of 5 in favor)

### Update on Finance Committee and Property

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

- He updated the Committee on Quarters leasing activities
- North Lot is closing in Q2 of 2022
- Makers is preparing the Master Plan report

He has also been speaking with Afghan Health Initiative. Refugees and Immigrants from Afghanistan require funding for language and culturally appropriate mental health services.

### Grant Management

#### *Preliminary Final Report Summaries for 2020 New and Renewal Major Grants*

The Grants Manager provided preliminary Final Report Summaries for 2020 New and Renewal Major Grants.

- There are seven New Major Grants in year 1, seven in year 2, and seven in year 3, totaling 21 Major Grants.
  - Final Quarterly output benchmarks and the activities of the grant were discussed. Goals were aspirational. Grantees will be provided feedback by Grants Staff.
  - The Committee discussed outputs, outcomes, unexpected funds, and budget revisions.
- Grant Staff will analyze trends and patterns once the final reports are completed.
- The Committee discussed accuracy in reporting metrics to ensure grantee accountability.
  - Grant Staff review tracking and collecting methods with all grantees in their first year during their site visits.
  - What are they actually measuring and what are our expectations?

### Grantmaking

#### *2022 Nimble Grant Guidance*

The Grants Manager led discussions on 2022 Nimble Grant Guidance. No significant changes have been made from 2021 to 2022.



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The Program Committee reviewed the guidance and present members voted to forward the guidance to the Governing Council for their consideration (Moved/2<sup>nd</sup>ed by Doug Jackson/Virgil Wade, 5 of 5 in favor)

### Strategic Planning

#### *Mission, Vision, & Values*

The Executive Director facilitated discussions on Mission, Vision, and Values statements.

- The Strategic Plan workgroup has been working on statements.
- The Committee recommended reviewing our Annual Report for how we communicate and reflect our values as an organization.
- The Executive Director asked the Program Committee for feedback prior to finalizing the Governing Council's meeting packet.

### Adjournment

The meeting adjourned at 9:00 a.m.

Minutes approved:

Nancy Jugg  
by John Kim

10/08/2021  
(Date)

## Whitney Gerlach

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**From:** Nancy Sugg <sugg@uw.edu>  
**Sent:** Wednesday, October 6, 2021 1:02 PM  
**To:** Whitney Gerlach  
**Cc:** John Kim  
**Subject:** Re: PHPDA PC Chair Signature Requested

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

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Hi Whitney, I reviewed the minutes. Please ask John to sign.  
Thanks so much  
-Nancy

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**From:** Whitney Gerlach <w.gerlach@phpda.org>  
**Sent:** Wednesday, October 6, 2021 12:59 PM  
**To:** Nancy Sugg <sugg@uw.edu>  
**Cc:** John Kim <j.kim@phpda.org>  
**Subject:** PHPDA PC Chair Signature Requested

Good afternoon Nancy,

Please see attached for the Program Committee's 9/1 minutes which were approved at our 10/6 meeting.

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

Thank you!



[www.phpda.org](http://www.phpda.org)

**Whitney Gerlach (she/her) | Office Coordinator**

206.432.3027 | [w.gerlach@phpda.org](mailto: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](mailto:grants@phpda.org).*