



**Meeting of the Program Committee**  
 Wednesday, October 5, 2022, 7:30 - 9:00 AM

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

**Virtual Location:** <https://zoom.us> | Meeting ID: 871 8074 5027

<https://us02web.zoom.us/j/87180745027?pwd=aTBWVU1CNGc1RUR3SGtLaUp6bHI0QT09>

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

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MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Nancy Sugg	Virgil Wade	Paul Feldman	John Kim	Christina Bernard
Doug Jackson	Michael Leong (until 7:59am)		Mallory Fitzgerald	Gene Yoon
Martine Pierre- Louis			Whitney Regan	

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 Program minutes from September 7, 2022. (Moved/2<sup>nd</sup>ed by Michael Leong/Virgil Wade, 5 of 5 in favor)

**Update on Finance Committee and Property**

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

- PHPDA and Department of Commerce adopted the Quarters 3-10 Access Agreement for the period of September 1, 2022- June 30, 2023. Commerce can access the Quarters to complete their feasibility study.
  - Commerce plans to have the study completed in November prior to next year’s legislative session so they can prepare for potential future use of the Quarters.
  - Currently, SHKS Architects, Commerce, and sub-contractors, including Makers, are looking into programming that would address homeless youth in crisis and prevention. They are meeting with providers and people with lived experience.
- The Committee inquired about the Beacon Hill neighborhood’s input into the feasibility study. The Washington state budget proviso funding the study has strict outreach guidelines and focuses more on providers and those with lived experience.
  - PHPDA is building stronger relationships with Beacon Hill communities by staying in touch with community members that were involved in Maker’s Master Plan and neighborhood groups regarding bike lanes.
- The North Lot is expected to close on October 20.
- Program Committee discussed the impact weather will have on the North Lot construction due to the fall closing date.
- Market tax credits that helped make the Tower lease possible have expired. Commerce put together several LLCs to assist with the transaction. All the LLCs have dissolved and PHPDA will have a more direct relationship with Commerce going forward.
  - The Non-Disturbance Agreement (NDA) between PHPDA, Commerce, Seattle Colleges, and the LLCs is no longer needed because the tax credits have expired. Before the LLCs dissolved, PHPDA Legal Counsel reach out them, Commerce, and Seattle Colleges to discuss terminating the NDA. All parties agreed to the termination.

**Grant Management**

*2022 All Grantees Meeting Plans*

The Office Coordinator reported on the 2022 All Grantees Meeting plans.



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- Secured sponsorships from PHPDA Consultants.
- The meeting will likely be on December 8 and/or December 9. Due to the meeting being mandatory to Major Grantees, the Program Committee recommended meeting virtually.

### *Final Report Summaries for 2021 New & Renewal Major Grants*

The Grants Manager provided additional Final Report Summaries for 2021 New and Renewal Major Grants.

- There are seven Major Grants in year 1, seven in year 2, and six in year 3, totaling 20 Major Grants.
  - Grants Manager reviewed the additional final reports. Some grantees still need to submit some of their reports.
  - She highlighted a third-year grantee that took a while to get their program off the ground but had great success in their final year.
- Once all reports are finalized, the Grants Manager will send the Final Report Summaries to the Committee for review.

### *Demographics Summary for 2021 New & Renewal Major Grants.*

The Grants Manager provided a Demographics Summary for 2021 New and Renewal Major Grants.

- PHPDA served over 4,000 people across all the 2021 Major and Renewal Grants.
- The Committee commented on the data collected by grantees and the purpose of the Demographics summary.
- The Committee considered including substance use and sexual orientation in the Demographics. Organizations generally do not ask those questions due to the sensitivity of those questions.
- Program discussed the “unknown” category and which grantees may have more unknowns than others. The grantees that did report unknowns it made sense within their program.
- The Committee said it would be helpful to see if PHPDA targeted the areas that need more assistance, such as South Seattle and South King County. Additionally, mapping may be helpful to see what regions PHPDA is funding, areas unfunded, and Health Professional Shortage Areas (HPSA).
- The Grants Manager will email the Demographics Summary to the Committee and they can follow up any questions.

## **Committee Governance**

### *Strategic Advisor Update*

The Executive Director updated the Committee on potential Strategic Advisors.

- The Executive Director and Associate Director met with a potential Strategic Advisor candidate that has shown a strong interest in joining the Program Committee. The candidate used to work at Public Health – Seattle and King County and currently works at AARP of Washington.
- The current Program Committee Chair will term out at the end of the year, but has shown interest in coming back as a Strategic Advisor to Program in the future.



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### Grantmaking

#### *Discussion of 2023 New Major Grants*

The Associate Director and Grants Manager provided guidance, focus areas, and application questions for the discussion of 2023 New Major Grants. The Committee and Governing Council will vote on the 2023 Major Grant guidance in December.

- Program Committee will review the program portion of the 2023 budget at next month's meeting. The Associate Director has proposed potentially increasing funding for Renewal Grants next year.
- The Committee provided some grammar and formatting suggestions.
- The Grants Manager highlighted the line "Partner and collaborate with other organizations seeking to address similar health disparities" under Funding Principles because the Committee discussed coalition building as a potential 2023 focus area. Program suggested adding language to the sentence that includes "when appropriate".
- The Committee discussed the funding gap between Nimble Grants and Major Grants. Nimble Grants are up to \$30,000 per grant and Major Grants start at \$50,000 per grant. The funding gap seems reasonable because of the type of programs PHPDA funds.
  - Program might discuss an increase in max and minimum funding for Nimble and Major Grants in the future.
- Program discussed possible focus areas to remove from the 2023 guidance:
  - Consider dropping Community-based Response Systems because there is quite a bit of funding going towards it from other funders.
  - Potentially remove Telehealth because it will continue to be a way for care to be delivered, but the issue for PHPDA is more related to the fact that it has not been successfully executed for at risk populations. This access issue may be covered by some other focus and priority areas. Consider changing it to include "improving access to Telehealth" and focusing more on the harder to reach populations. Putting it only under Funding Principles, may invite people to apply that focus on Telehealth, but not access for underserved communities.
- The Grants Manager added the focus areas discussed at the September Program meeting.
  - Keep the new focus on communicable diseases and natural disasters because they do disproportionately affect underserved populations.
- Possibly include substance abuse as a 2023 focus area because it is a risk factor in homelessness and a growing issue in Seattle.
  - Consider including health related services to improve access to substance abuse and harm reduction services because those that have substance abuse disorders can have difficulties accessing care.
- Committee members can reach out to the Grants Manager if they would like to make any other changes to the guidance and/or application questions.

### Adjournment

The meeting adjourned at 9:01 a.m.

Minutes approved: \_\_\_\_\_

*Nancy Deeg*  
by *John Kim*

*11/10/22*  
(Date)

## Whitney Regan

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**From:** Nancy Sugg <sugg@uw.edu>  
**Sent:** Wednesday, November 2, 2022 1:32 PM  
**To:** Whitney Regan  
**Cc:** John Kim  
**Subject:** Re: PHPDA PC Chair Signature Requested

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

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!

Please ask John to sign both sets of minutes.  
Again, sorry to be late in answering.  
-Nancy

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**From:** Whitney Regan <w.regan@phpda.org>  
**Sent:** Wednesday, November 2, 2022 12:41:14 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 September and October meeting minutes. The 9/7 minutes were approved at the 10/5 meeting and the 10/5 minutes were approved at the meeting today 11/2.

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

Thank you!



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