Meeting of the Program Committee
Wednesday, September 7, 2022, 7:30 - 9:00 AM

PHPDA
PACIFIC HOSPITAL
PRESERVATION &
DEVELOPMENT AUTHORITY

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

Virtual Location: https://zoom.us | Meeting ID: 895 5667 3446
https://us02web.zoom.us/j/89556673446?pwd=YWRlbGkybkxrQk1OenZlN1VZR2V3dz09
Phone Option: +1 253 215 8782
Password: SCHOOL (Numeric Password for Phone: 464529)

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Nancy Sugg	Virgil Wade (until 8:00am)		John Kim	Christina Bernard
Paul Feldman	Doug Jackson (arrived 7:32am)		Mallory Fitzgerald	Gene Yoon
Michael Leong	Martine Pierre-Louis (arrived 7:32am until 8:00am)		Whitney Regan	

Nancy Sugg called the meeting to order at 7:31 a.m. A quorum was present. There was no public comment.

Consent Calendar Minutes

The Program Committee voted to approve the minutes from August 3, 2022. (Moved/2nded by Mike Leong/Paul Feldman, 4 of 4 in favor)

Update on Finance Committee and Property

The Executive Director updated the Program Committee on Finance Committee and property activities:
- The Finance Committee continues to work on North Lot closing. SCIDpda is targeting a September 15 close.
- AiPACE/ICHS dropped out of the condominium sale due to financing and the construction schedule. SCIDpda left the door open for AiPACE in case they want to potentially return as a tenant.
  - SCIDpda received a $3 million unrestricted grant from Amazon and proposed a promissory note to PHPDA that would cover about $500,000. A promissory note was included in the initial sale negotiations.
  - SCIDpda is trying to find a replacement for the AiPACE run program. The allocated funds are specifically for a program serving Pioneer Square/International District.
- PHPDA has adopted a first amendment to the North Lot Purchase and Sale Agreement, which extends the closing deadline to October 31, 2022.

Advocacy

Seattle University Health Law Clinic Update

The Executive Director provided an update on the Seattle University Health Law Clinic.
- PHPDA Staff met with the Seattle University Health Law Clinic Staff last week. The class started about a week ago with five students and two professors.
- The course is framed around policy development and the students will discuss current policy topics that PHPDA helped generate.
  - Students will vote for two topics out of five to focus on throughout the quarter then spilt into two teams, each team focusing on one topic. The topics include guardianship and language access in health care settings.
  - Once topics are chosen, PHPDA will provide some data and information.

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- The Committee discussed some future potential directions for the Health Law Clinic. During the pandemic, Community Health Board Coalition (CHBC) gained experience in looking at health care policy. They did crucial work around policy and had conversations with community members and people at tables shaping policy.
- The African American Health Board of Washington State (AAHBWA) had conversations with CHBC around policy and could potentially become a case study for the class.
  - AAHBWA is focusing on empowerment. They are preparing a group of mostly volunteers to have a voice and step forward to take on established powers and advocate for system change.
- Gradually PHPDA would like to stop funding the SU course and focus on sharing grantee data and learned experiences that can be translated into policy.

UW School of Public Health Capstone Project Update

The Executive Director provided an update on the University of Washington School of Public Health Capstone Project.
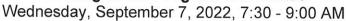
- The project will begin this fall and run through spring 2023. The selected UW student will gather data and information, analyze it, and provide policy and advocacy recommendations. The project centers on lived experiences PHPDA has with grantee data and translating that into policy.
- Marc Provence will assist as a UW Faculty Supervisor and the Executive Director and Associate Director will be the PHPDA supervisors.
- The UW student will get a chance to engage with Seattle University law students. This will likely occur in December after the UW student has developed the project and the SU law students have concluded their deliverables.

Grant Relations

Update on Technical Assistance & Capacity Building

The Associate Director updated the Committee on upcoming technical assistance and capacity building activities.

- PHPDA is hosting two technical assistance/capacity building sessions this year:
  - First one is at the end of the month. It is an educational session focused around aviation impacts to health in Beacon Hill and South King County. There will be speakers from the Beacon Hill Council, Public Health – Seattle and King County, and 350 Seattle.
  - Second session is in late October and focuses on Theory of Change. There will be an introduction to Theory of Change and why organizations create them. Attendees will bring their own Theory of Change document to work on and break out into small groups with a facilitator.
- PHPDA's goal is to host three technical assistance and/or capacity building sessions next year. We have spoken to several people that are interested in helping, including grantees, Health Equity Scholars, and Strategic Advisors. We also plan to speak to more grantees about potential topics.
- Additionally, PHPDA plans to start cohorts next year. Cohorts will be focused around specific topics and open to current, past, and potential grantees. PHPDA plans to host four to five meetings per cohort.

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Grant Management

Preliminary Final Report Summaries for 2021 New & Renewal Major Grants

The Grants Manager provided preliminary 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 eight out of twenty final reports. Some grantees still need to submit some of their reports. Additional report summaries will be sent prior to the October Program meeting.
  - Final Quarterly output benchmarks and the activities of the grants were discussed. Grantees will be provided feedback by Grants Staff.
  - The Committee also discussed outputs, outcomes, unexpected funds, and budget revisions.
  - The Grants Manager included quotes from grantees in the summaries so the Committee can hear directly from PHPDA grantees.
- The Associate Director will review all the final report summaries to find trends across the board and information that will be helpful to share and learn from.
- Grants Staff encourages second and third year grantees to make changes to their goals to learn from grantees about their programs and see how to make improvements.

Grantmaking

2023 Nimble Grant Guidance

The Grants Manager led a discussion on 2023 Nimble Grant Guidance. She reviewed the Nimble Grant guidelines, budget, and contract format. No significant changes have been made from 2022 to 2023.
- Nimble Grants are capped at $30,000 per grant. Short term, time limited projects. One year contract. Three cycles in 2023 with a similar schedule as previous years.
- The Associate Director has started the 2023 budget and PHPDA plans to allocate $225,000 to Nimble Grants like we have done in the past. There is potential for additional Nimble Grant funding as budget planning is ongoing.
- Program Committee discussed unexpended funds and the possibility of carry those funds over into next year's Nimble Grant budget. In the past, unexpended funds were added to the Reserve Fund and/or used within a year of the grant.
  - PHPDA may offer more financial guidance to grantees in the future so they utilize all the funds we award them.
  - Funding is often discussed at Grant Review Panel meetings. Potentially discuss grant funding in more detail with the Governing Council.
- The Committee discussed adding "coalition building" as a separate focus under Funding Priorities rather than adding it to policy and advocacy work.
  - Coalition building could be difficult to evaluate, especially within a year. Maybe focus on early coalition meetings.
  - Potentially add coalition building to planning to fund participation in an advocacy coalition.

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- Funding coalition building could possibly occur outside PHPDA's standard grantmaking. PHPDA does not expect a full coalition to be built from a Nimble Grant
- Program plans to continue this conversation at their next meeting.

The Program Committee reviewed the guidance and present members voted to forward the guidance to the Governing Council for their consideration. (Moved/2nded by Michael Leong/Doug Jackson, 4 of 4 in favor)

Continued Discussion of 2023 Grantmaking

The Associate Director and Grants Manager led a continued discussion on 2023 grantmaking.
- Program Committee will vote on final Major and Renewal Grant guidance in December.
- The Committee discussed potential 2023 focus areas:
  - Monkey Pox is lacking funding at the city, state, and federal levels. More funding for monkey pox will begin in July 2023 so PHPDA's funds may not be needed at that point. Possibly figure out a more generalized way to address emergencies and disease response.
  - Coalition Building. Finding ways PHPDA can encourage people to build coalitions around existing needs.
  - Response to communicable diseases and natural disasters that disproportionally impact underserved/underinsured communities
- The Associate Director suggested Committee members continue to think about focus areas for 2023.

Adjournment

The meeting adjourned at 9:01 a.m.

Minutes approved: _Nancy Sugg_   _11/10/22_
by John Kim   (Date)

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

Get Outlook for iOS

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!