



**Meeting of the Program Committee**  
 Wednesday, November 2, 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: 839 1550 5199  
<https://us02web.zoom.us/j/83915505199?pwd=K2dWSUdTQVNYYY1FvOFpvMGt6Snp6UT09>

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

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MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Nancy Sugg	Paul Feldman	Martine Pierre-Louis	John Kim	Christina Bernard
Virgil Wade (until 7:56am)	Michael Leong		Mallory Fitzgerald	Whitney Regan
Doug Jackson			Marguerite Ro (until 7:38am)	

Nancy Sugg called the meeting to order at 7:32 a.m. A quorum was present. The Program Chair welcomed Marguerite Ro and Marguerite introduced herself to the Committee.

**Consent Calendar Minutes**

The Program Committee voted to approve the Program minutes from October 5, 2022. (Moved/2<sup>nd</sup>ed by Doug Jackson/Paul Feldman, 4 of 5 in favor) (Michael Leong Abstained)

**Update on Finance Committee and Property**

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

- The North Lot sale closed on October 21 and PHPDA received the funds from SCIDpda.
  - They will begin construction soon; weather may affect construction.
  - Communications Manager plans to meet with SCIDpda's communication team on a regular basis. They plan to keep the Pacific Tower Campus stakeholders and surrounding neighborhoods up to date on the construction.
- Commerce will complete the Quarters feasibility study soon and they have a rough number for programming costs. The study is due before the end of the year so Washington State representatives can review it prior to next year's legislative session.
- PHPDA plans to create a narrative to share with legislators that explains the proposed programming.
- Finance Committee will continue discussing the 2023 operating budget and reserve plan.

**Committee Governance**

*Strategic Advisor Candidate*

The Executive Director and Associate Director discussed a potential Strategic Advisor candidate, Marguerite Ro.

- They met with the potential candidate in September. The candidate 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.
- PHPDA Staff recommended the candidate as a Strategic Advisor to the Program Committee.

The Program Committee voted to accept and forward the recommended Strategic Advisor candidate to Governing Council for approval. (Moved/2<sup>nd</sup>ed by Michael Leong/Nancy Sugg, 5 of 5 in favor)



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### Advocacy

#### *Report on Theory of Change Workshop & Other TA Work*

The Associate Director reported on the Theory of Change workshop and other upcoming technical assistance work.

- PHPDA hosted our second technical assistance (TA) session on October 26. It was a workshop focused on Theory of Change/Logic Models. This is the first TA session fully planned by Staff.
- A former Health Equity Scholar started the workshop with an introduction to Theory of Change then the attendees broke out into small groups of two with one facilitator to discuss their own Theory of Change/Logic Models.
- PHPDA sent the workshop invite to current and past grantees as well as past grant applicants. Twenty-one (21) people registered and about ten (10) people attended the entire session. Most attendees did not provide their own Theory of Change/Logic Model prior to the workshop.
  - Those they did not have a model prepared ahead of time were able to talk about their program and/or organization and facilitators took notes on Jamboards to help them start building a model.
- Staff plans to share the completed Jamboards and participants' contact information with all the workshop attendees. This way they can see a variety of models and keep in touch with attendees in their breakout group. PHPDA Staff will also share the Jamboards with the Program Committee.
- PHPDA started to think about future TA topics. We did a poll at the end of the Theory of Change workshop to get an idea of what people were interested in.
  - We plan to increase the number of TA sessions next year and plan to pick topics that target different parts of our network.
- Staff will measure success by unduplicated attendees. We are modeling an equitable approach and meeting people where they are at.
- PHPDA discussed possibly paying future TA/capacity building facilitators because our goal is to be equitable and supportive.
- Program Committee considered adding TA, capacity building, and cohort work as a recurring topic on meeting agendas.

### Financial Stewardship/Grantmaking

#### *2023 Draft Budget – Grant/Programmatic Items*

The Associate Director discussed the grant/programmatic items in the 2023 Draft Budget.

- She provided a one-page document prior to the meeting on the Program portion of the 2023 budget.
- Proposing \$2.3 million for Renewal Grants next year. This will allow an increase in funding for some second year and third year grantees compared to their first year. Overall, Renewal Grants received flat funding in the past (with some individual grants increasing and others decreasing), but due to inflation we are expecting most grantees will request more funding next year.



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- Program discussed increasing the maximum amount for Renewal Grants, which is currently at \$200,000.
  - We could potentially push grantees towards sustainability by not increasing the max funding. Sustainability can be difficult for some organizations because of the type of funding they receive. They often do not receive enough funding to cover programming for multiple years.
  - PHPDA is looking at impact in addition to sustainability and to do so we could address potential impact in the grant review rubric.
  - Possibly put additional funding towards New Major Grants rather than Renewal Grants. There was a strong recommendation from the 2022 Renewal Grant review panel for more funding in 2023.
  - Consider rewording the Major Grant funding: we could say \$200,000 max by the third year rather than started off at \$200,000. Grantees could progressively reach \$200,000 by their third year.
- The Nimble Grant Guidance has already been approved by the Governing Council for 2023, but we could still add more funds for the year.
- Program Committee plans to continue discussing New Major, Renewal, and Nimble Grant funding increases in the future and possibly bring in other voices for future changes beyond 2023.
- In the future, PHPDA plans to decrease the amount of funding for the Seattle University Health Law Policy Clinic, but plans to budget for level funding for 2023.
  - There is a new Dean at the SU Law School and the Executive Director plans to meet with them soon to talk about future funding.
  - There will be evaluations after the first class ends in December. Students will be able to provide feedback on the class.
  - PHPDA will continue the partnership beyond funding and assist by sharing data and grantee information.
- Proposing funds for consultants assisting with TA/cohorts and other general TA/cohort work.
- The Committee considered starting a separate funding pool to help sustain some grantees beyond our standard grant funding. As PHPDA's revenue increases, we could discuss other types of grant funding for future years.

The Program Committee voted to endorse the Draft 2023 PHPDA Program Budget as presented. (Moved/2<sup>nd</sup>ed by Michael Leong/Paul Feldman, 4 of 4 in favor)

### Grant Management

#### *2022 All Grantees Meeting Plans*

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

- The 9<sup>th</sup> Annual All Grantees Meeting will be held on two remote half-days over Zoom. December 8<sup>th</sup> and 9<sup>th</sup>, in the morning.
- Event packages will include general information, office supplies, and snacks. Staff plans to hand deliver the packages or attendees can pick them up at the PHPDA office.
- Staff is meeting next week to discuss logistics, including participatory activities.



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*Nimble, New Major and Renewal Grant Quarterly Report Summaries*

The Program Committee postponed Nimble, New Major, and Renewal Grant Quarterly Report Summaries until the December meeting.

**Grantmaking**

*2023 Renewal Grant Guidance*

The Grants Manager discussed 2023 Renewal Grant guidance, application questions, and evaluation.

- The Grants Manager made edits to align with 2023 New Major Grant guidance, such as updating the Funding Principles.
- She updated the overall funding for Renewal Grants following the Finance Committees budget discussion in October, but kept the max funding per grant at \$200,000.
- Program Committee and Governing Council will vote in December to approve the 2023 Renewal Grant guidance.

*Continued Discussion of 2023 New Major Grants*

The Associate Director and Grants Manager discussed the 2023 New Major Grant guidance, Focus Areas, application questions, LOI application questions, and evaluation.

- The Committee discussed potential changes to Focus Areas:
  - Removed Telehealth from Focus Areas and moved it under Funding Priorities.
  - Kept women's reproductive health and people experiencing homelessness
  - Added infectious disease outbreaks, natural disasters, and harm reduction services.
    - Program suggested adding substance abuse to harm reduction services because "harm" can be interpreted in different ways and applicants could interpret it differently than we intend
    - The Committee inquired about coverage for mental health issues related to natural disasters and infectious disease outbreaks. We may want to keep those focus areas broad enough so mental health could be included.
    - Possibly include preparation for emergency situations within natural disasters and infectious disease outbreaks
- The Associate Director suggested Committee members review application questions and the guidance and send any feedback to her and/or the Grants Manager.

**Adjournment**

The meeting adjourned at 8:57 a.m.

Minutes approved: \_\_\_\_\_ by Thany Luys 01/03/2023  
by Brian Kim (Date)

## Whitney Regan

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**From:** Whitney Regan  
**Sent:** Thursday, December 29, 2022 11:15 AM  
**To:** Nancy Sugg  
**Cc:** John Kim  
**Subject:** RE: PHPDA PC Chair Signature Requested

Hi Nancy,

I will ask John to sign the minutes on your behalf.

Hope you a nice, relaxing New Years! 😊

Thank you!



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

**Whitney Regan (she/her) | Office Coordinator**  
206.432.3027 | [w.regan@phpda.org](mailto:w.regan@phpda.org) | [2021 Annual Report](#)

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.*

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**From:** Nancy Sugg <[sugg@uw.edu](mailto:sugg@uw.edu)>  
**Sent:** Thursday, December 29, 2022 11:10 AM  
**To:** Whitney Regan <[w.regan@phpda.org](mailto:w.regan@phpda.org)>  
**Cc:** John Kim <[j.kim@phpda.org](mailto:j.kim@phpda.org)>  
**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, if you could please ask John to sign that would be great.  
Have a wonderful New Year!  
-Nancy

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**From:** Whitney Regan <[w.regan@phpda.org](mailto:w.regan@phpda.org)>  
**Sent:** Thursday, December 29, 2022 10:14:39 AM  
**To:** Nancy Sugg <[sugg@uw.edu](mailto:sugg@uw.edu)>  
**Cc:** John Kim <[j.kim@phpda.org](mailto:j.kim@phpda.org)>  
**Subject:** FW: PHPDA PC Chair Signature Requested