



Meeting of the Program Committee
 Wednesday, December 7, 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: 876 1839 3299
<https://us02web.zoom.us/j/87618393299?pwd=YzI0ZkFUejgxTkx5QnVkc1YzUmdBUT09>

Phone Option: +1 253 215 8782

Password: HOLIDAYS (Numeric Password for Phone: 47896198)

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Nancy Sugg	Paul Feldman		John Kim	Christina Bernard
Virgil Wade (until 7:57am)	Doug Jackson		Mallory Fitzgerald	Gene Yoon
Michael Leong	Martine Pierre-Louis		Whitney Regan	Mike Heinisch (until 7:36am)

Nancy Sugg called the meeting to order at 7:33 a.m. A quorum was present. Mike Heinisch provided public comment and thanked Nancy Sugg for her service on the Governing Council and as Program Committee Chair.

Consent Calendar Minutes

The Program Committee voted to approve the Program minutes from November 2, 2022. (Moved/2nded by Doug Jackson/Michael Leong, 6 of 6 in favor)

Update on Finance Committee and Property

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

- North Lot construction started and PHPDA is working on any issues that may need our input.
- Department of Commerce is preparing their final feasibility study report and planning to share it with the program work group and capital work group.
 - The report will include costs to refurbish the Quarters buildings, which will be helpful going into Washington State legislative session next year.
 - Next step is gathering information from both work groups to build a compelling vision that shows the importance of the proposed programming.
- PHPDA plans to meet with electives to discuss Quarters programming.
- Finance Committee will consider the 2023 Pacific Tower and PHPDA operating budgets.

Grant Management

Final 2022 All Grantees Meeting Plans

The Office Coordinator reported on the 2022 All Grantees Meeting.

- The Grantees Meeting will take place Thursday, December 8th and Friday, December 9th in the morning.
- The Office Coordinator stated expected attendance and reported on event package coordination.
- The breakout sessions are focused around networking due to grantee feedback after last year’s meeting. Breakouts include Future Priorities for the PHPDA and Advocacy & Raising Community Voice. We also added an Ask the Expert breakout so grantees can ask Pyramid Communications questions.



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Grantee Audits

The Associate Director reported on Grantee Audits.

- As a public entity, PHPDA must track the funds we give to grantees. Grants Staff audits several Major grantees each year to see how they use PHPDA funds. They review their bookkeeping data and financial reports.
- The Grants Manager selected three grantees this year to audit. She sent them questions and requested some documentation to see if their financials line up.
- The audits have been conducted remotely the last couple of years, but could possibly be done in person next year.
- One grantee discovered a line item they missed and they were able to make adjustments to their financials which decreased their unexpended funds.
- Another grantee was going through a bookkeeping software transition at the time of the original report and were able to take time to review everything and update their report.

Nimble Grant Final Report Summary

The Grants Manager reviewed the Nimble Grant Final Report Summary.

- The Committee inquired about one of the grantee programs and its potential connection to lobbying. Program Committee suggested PHPDA's Legal Counsel review the program to ensure we have the proper guardrails in place.
 - Grants Manager informed Program Committee the grant was focused around educating people on the issue being addressed.

Nimble Grant, New Major & Renewal Grant Quarterly Report Summaries

The Grants Manager reviewed Nimble, New Major, and Renewal Grant Quarterly Report Summaries.

- Program Committee recommended PHPDA Legal Counsel attend a future Program meeting to review PHPDA's limitations around lobbying so the Committee has a clear understanding.
- Grants Manager discussed 2022 Nimble Cycle 1 and Cycle 2 report summaries which were reviewed by Grants Staff. Both cohorts of grantees are meeting their goals.
- Q1 2022 New Major Grant report summaries were reviewed. All New Major Grantees are meeting their goals according to their Q1 2022 report summaries, but some are dealing with hiring and/or retention challenges.
- The Committee reviewed Q1 2022 2nd Year and 3rd Year Major Grant report summaries.

Grantmaking

2023 Major & Renewal Grant Guidance

The Associate Director and Grants Manager discussed the 2023 Major and Renewal Grant Guidance.

- The Grants Manager made changes and the Major Grant Guidance was sent to the Committee for review. The changes incorporate priorities and focus areas covered in the last few Committee meetings.



Meeting of the Program Committee

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- 2023 Letters of Intent will open for applications on December 14.
- Program Committee discussed the funding gap between Nimble Grants (one-year, up to \$30,000 per grant) and Major Grants (up to three years, \$50,000- \$200,000 per grant). Grants Staff have not received questions from applicants regarding the gap in funding, but they offer guidance to applicants unsure about which type of grant to apply for.
- If PHPDA has future revenue increases, Program Committee plans to readdress Nimble Grant and Major Grant funding amounts. Additionally, discuss ways grantees could achieve program sustainability after PHPDA funding ends.
- Only one significant change was made to the Renewal Grant Guidance, which is an increase in overall funding to \$2.3 million, consistent with the draft budget reviewed over the last few months. Renewal Grant applications are due at the end of February.
- The Grants Manager plans to review the dates in both the New Major and Renewal Grant Guidance prior to the Governing Council meeting next week.

The Program Committee voted to approve and forward the 2023 Major and Renewal Grant Guidance to the Governing Council. (Moved/2nded by Doug Jackson/Paul Feldman, 5 of 5 in favor)

2023 Major Grant Application Questions

The Associate Director and Grants Manager discussed the 2023 Major Grant Application Questions.

- The questions were sent as information and the Committee could ask questions or comment.
- PHPDA has made some changes over the past couple of years, such as splitting the Letter of Intent (LOI) question into three separate questions.
- The Associate Director reminded Program Committee all members will be reviewing LOI applications and discussing them at the February meeting.
- Grants Staff offers to meet with applicants not selected to move forward for full application.
- Grants Staff has been meeting with organizations interested in submitting an LOI.
- Starting last year, the Grants Staff met with all New Major Grant applicants before they submit their full application.

Committee Governance

Review of 2022 Program Committee Workplan

The Associate Director led a review of the 2022 Program Committee workplan.

- The Committee asked about grantee program sustainability in the 2023 Program workplan.
- Program Committee suggested reviewing all 2022 meeting agendas to see if items on the workplan were addressed. The workplan seems to capture the work done throughout 2022.
- The Associate Director reminded the Committee the PHPDA Staff has their own workplan.
- Committee members suggested making the outcomes more significant and potentially call out specific communication pieces or add more detail to some tasks.
- Program asked to add a note under Strategic Framework that years were adjusted to 2022- 2026.

From: [Douglass Jackson](#)
To: [Whitney Regan](#)
Cc: [John Kim](#)
Subject: Re: PHPDA PC Chair Signature Requested
Date: Friday, January 6, 2023 6:16:18 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[jackson signature 2023.pdf](#)

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!

Good Morning Whitney,

Thanks for the compliment on leading my first Program Committee meeting! It could have been a little smoother, like remembering to inquire about comments from the public (thanks for the “save” John). With a couple more meetings under my belt I think all will be good – “like water off a duck’s back”. It’s a great committee that I know will give me space for grace while I get my legs underneath me!

The attached document is scans of my signature and initials in blue ink. Please keep them on file to sign meeting minutes and other things once I’ve reviewed them and have given permission to use one.

Still working on those training videos...

d

From: Whitney Regan <w.regan@phpda.org>
Date: Wednesday, January 4, 2023 at 2:53 PM
To: Doug Jackson <jackson803@comcast.net>
Cc: John Kim <j.kim@phpda.org>
Subject: PHPDA PC Chair Signature Requested

Good Afternoon Doug,

Great job leading your first Program Committee meeting!

Please see attached for the Program Committee’s 12/7 minutes which were approved at the meeting today 1/4.

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

Also, if you feel comfortable providing a digital copy of your signature, please sign a blank white

piece of paper (3) to (5) times in various sizes in black or blue ink. You can email me a scanned copy or mail me the physical copy to 1200 12th AVE S, Quarters 2, Seattle, WA 98144. With your permission, I can add your digital signature to the minutes.

Thank you!



Whitney Regan (she/her) | **Office Coordinator**
206.432.3027 | 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, email grants@phpda.org.
[Join our email list](#) for news and funding announcements.*