Meeting of the Program Committee
Wednesday, January 4, 2023, 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: 891 8669 3706
https://us02web.zoom.us/j/89186693706?pwd=cm9JR3FhRVpkazI5eEMvM1RvUzR5dz09
Phone Option: +1 253 215 8782
Password: NEWYEAR (Numeric Password for Phone: 0013839)

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Doug Jackson	Virgil Wade (until 7:55am)		John Kim	Christina Bernard
Paul Feldman	Martine Pierre-Louis (arrived 7:33am)		Mallory Fitzgerald	Gene Yoon
Michael Leong (arrived 7:34am)	Marguerite Ro		Whitney Regan	

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

Welcome New Program Committee Chair & Strategic Advisor

The Executive Director welcomed the new Committee Chair, Doug Jackson, and new Strategic Advisor, Marguerite Ro.

Consent Calendar Minutes

The Program Committee voted to approve the minutes from December 7, 2022. (Moved/2^{nded} by Paul Feldman/Martine Pierre-Louis, 5 of 5 in favor)

Update on Finance Committee and Property

The Executive Director updated the Program Committee on Finance Committee and property activities:
- The 2020-2021 State Audit is in the final stages. The audit will focus on public meetings rules, electronic transfer of funds, retroactive salary changes done in Summer 2021, and the fraudulent email in Fall 2021.
- The Council is invited to the audit exit meeting, anticipated in the next couple of weeks.
- PHPDA anticipates our independent auditor, Clark Nuber, will look at our lease accounting guidelines in more detail later this year.
- The Executive Director is meeting with a State Representative and Commerce this week to discuss next steps and possible programming options for the Quarters buildings.
- Our Real Estate Consultant, Executive Director, and an advocate for the possible Quarters programming created a one-page narrative about the Quarters programming being discussed. They plan to share the document with electeds and policy makers.
- SCIDpda's North Lot groundbreaking ceremony will be January 20. The Executive Director will be speaking in addition to other speakers.

Grant Management

2022 All Grantees Meeting Survey Results

The Communications Manager discussed the 2022 All Grantees Meeting Survey Results.

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- He provided an overview of the annual All Grantees Meeting. PHPDA hosted the 2022 meeting virtually on December 8th and December 9th. Twenty (20) grantee organizations attended with about thirty-two (32) people in attendance.
- Staff send a survey to all attendees after the meeting each year. The general consensus from the 2022 attendees was they appreciated the chance to network with other grantees and liked the opportunity to learn about other organizations and their work.
  - Grantees said they would like a chance to do more informal networking so Staff made that the main focus of the breakout sessions in 2022.
- The attendees loved the event packages and snacks. This was the first-year attendees could select some of their snacks.
- Grantees are interested in learning more about research. The Executive Director informed the Committee one grantee is specifically interested in learning about academic research because it could help when advocating for policies and system change.
- PHPDA discussed potentially changing the name of the All Grantees Meeting because it does not include all PHPDA grantees, only the Major Grantees.

Other Program Work

Update on 2023 Health Equity Scholars

The Associate Director updated the Committee on the 2023 Health Equity Scholars.
- PHPDA continues to work with one 2022 Health Equity Scholar. We anticipate they will present to Program Committee in the spring. Their project focuses on integrating mental healthcare within primary healthcare for elderly Asian-Americans.
- One of the selected 2022 Health Equity Scholars delayed their project until 2023 so they will be considered a 2023 scholar. They are doing research around community health workers.
- Once the 2023 budget was approved, the Associate Director sent PHPDA's 2023 Health Equity Scholar announcement to the University of Washington (UW). PHPDA will select two more scholars for 2023. We increased the maximum gross salary in 2023 to $4,000 from $3,500.
- PHPDA keeps in touch with some Health Equity Scholars after they complete their project. A past scholar facilitated at a TA session and another scholar plans to assist at a future TA session.
- The Committee Chair suggested Staff track the number applications we receive each year.

Technical Assistance/Cohort Update

The Associate Director provided an update on upcoming technical assistance/cohort work.
- PHPDA began hosting TA sessions in the fall of 2022.
- Staff are currently planning three TA sessions and one cohort for 2023:
  - First TA session will focus on grantwriting. A former Executive Director will help lead the session and has provided some preliminary slides. Staff may record an introduction prior to the session and send it to attendees as homework.
  - Second TA session will focus on evaluation and data. A former Health Equity Scholar will help plan the session. Currently PHPDA plans to focus on different types of evaluation

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and when to use them. Also, determining what type of data to collect ahead of time and how to plan appropriately.
- o A third TA session, topic TBD, will likely be planned for the Fall.
- o The first cohort will focus on connecting academia with community voice. The cohort will be group driven and consist of multiple sessions. It will probably begin in Fall 2023. A PHPDA Strategic Advisor brought the topic to Staff's attention because they noticed a need to build a bridge between academic research and the needs of the community.
- Staff will invite past and current grantees as well as past applicants to the TA sessions and possibly the cohort. PHPDA may expand who they invite in the future.

Seattle University Health Law Clinic Update

The Executive Director provided an update on the Seattle University Health Law Clinic.
- Seattle University (SU) School of Law has a new Dean and PHPDA's Executive Director has met with them. The new Dean will decide if the Health Law Policy Clinic will continue following their review of the student's course evaluations.
- The new Dean at SU School of Law sees a chance to bring a public health focus to the SU School of Nursing and asked for PHPDA's assistance.
- PHPDA will fund the course in 2023, but plan to move away from funding in the future and focus on providing data and grantee information.
- The clinic professor will be conducting evaluations with the course clients. The clients are those who the students assisted.
- The Dean at UW School of Law and the Dean at SU School of Law may try to connect some of their courses that focus on health equity and health advocacy. A Committee member suggested PHPDA document the relationship between UW and SU to see connections they make and learn more about how they plan to work together. Also, possibly include the UW School of Public Policy and Governance (Evans School) and SU Non-Profit Leadership program.
- PHPDA could start thinking about the outcomes and impacts from the Health Law Policy Clinic similar to the way we ask grantees.
- The Committee suggested asking the SU clinic professor to attend the March Program meeting

UW School of Public Health Capstone Project Update

The Executive Director and Associate Director reported on the UW School of Public Health capstone project.
- This is PHPDA's first capstone project with the UW School of Public Health. One of PHPDA's Strategic Advisors is the student's faculty advisor.
- Currently the project focuses on understanding what types of community voice are being used in policy research and policy change. Additionally, help grantees examine their capacity building and learn how to use their voice in policy and system change.
  - o The student has completed some literature reviews and their project has evolved since they did the reviews. There is a limited amount of academic writing about using community voice and what it is so the student has widened their research.

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- o The Committee suggested they look into Public Defender Association's efforts to establish Law Enforcement Assisted Diversion (LEAD) as well as the Predecessor Project to establish safe injection sites.
- Staff helped them connect with some of PHPDA's grantees and sent them project summaries from grantees that focus on behavioral health.
- The project will conclude in June 2023.

Committee Governance

2023 Program Committee Workplan

The Committee Chair facilitated a discussion of the 2023 Program Committee workplan.
- Program Committee talked about discussing the Committee workplans at the Governing Council retreat this year. This could help streamline the planning process and Committees could possibly address their workplans in the fall rather than at the end of the year.
- The Committee would like more information about forming an ad hoc program work group. The work group would allow PHPDA to do a deeper dive into our program work.
- Some programmatic offerings, such as the SU Health Law Policy Clinic and UW capstone project, are listed under oversite. The Committee asked Staff to include specific dates if possible.
- Program Committee inquired about their input into PHPDA's TA and cohort work and including specific dates. Staff does not have specific dates yet, but will share a schedule of when we will be doing program work.
  - o Possibly include a timeline of when Staff will provide TA and cohort updates to the Committee. Staff will let the Committee know about our planning process and will share how each session went.
  - o Institutionalize more aspects of PHPDA program work, such as TA sessions and cohorts
- Update the deliverables for the Equity, Diversity, and Inclusion (EDI) work. Possibly include more detail and assertion of what PHPDA intends to get done in 2023 and focus on what we have not done yet and what that means.
  - o Discuss EDI work in more detail at the March meeting.
- Some Committee members may meet prior to the March meeting to discuss the workplan.
- The Committee postponed action until the March meeting.

Adjournment

The meeting adjourned at 9:02 a.m.

Minutes approved: _____   2/9/2023
                                                (Date)

From:	Whitney Regan
To:	Douglass Jackson
Subject:	RE: PHPDA PC Chair Signature Requested
Date:	Thursday, February 9, 2023 11:17:00 AM
Attachments:	image008.png
	image009.png
	image010.png
	image011.png
	image001.png
	image002.png
	image003.png

No problem! I will add your digital signature to the meeting minutes.

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

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From: Douglass Jackson <jackson803@comcast.net>
Sent: Thursday, February 9, 2023 11:11 AM
To: Whitney Regan <w.regan@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!

Oops, I thought I had given permission. Thanks for circling back to close this loop!

d

From: Whitney Regan <w.regan@phpda.org>
Date: Wednesday, February 8, 2023 at 12:07 PM
To: Doug Jackson <jackson803@comcast.net>
Subject: FW: PHPDA PC Chair Signature Requested

Hi Doug,

Following up with you regarding the January Program Committee meeting minutes. Please see attached for the 1/4 minutes which were approved at the 2/1 meeting.

With your permission, I can add your digital signature to the meeting minutes.

Thanks!

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

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From: Whitney Regan
Sent: Wednesday, February 1, 2023 3:18 PM
To: Doug Jackson <jackson803@comcast.net>
Subject: PHPDA PC Chair Signature Requested

Good Afternoon Doug,

Great job facilitating the LOI reviews!

Please see attached for the Program Committee's 1/4 minutes which were approved at the meeting today 2/1.

With your permission, I can add your digital signature to the meeting minutes.

Thank you!

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

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