



**Meeting of the Program Committee**  
 Wednesday, February 1, 2023, 7:30 - 10:30 AM

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

**Virtual Location:** <https://zoom.us> | **Meeting ID:** 894 0910 8265  
<https://us02web.zoom.us/j/89409108265?pwd=c3lzSzc2Y05UYzRBRTcyNFp1RmRHQT09>

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

**Password:** RABBIT (Numeric Password for Phone: 041594)

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Douglass Jackson	Paul Feldman	Virgil Wade	John Kim	Christina Bernard
Martine Pierre-Louis (until 8:00am) (returned 8:44am)	Marguerite Ro	Michael Leong	Mallory Fitzgerald	Gene Yoon
			Whitney Regan	Teresa Battels (arrived 8:14am until 8:40am)

Doug Jackson 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 minutes from January 4, 2023. (Moved/2<sup>nd</sup>ed by Paul Feldman/Marguerite Ro, 4 of 4 in favor)

**Update on Finance Committee and Property**

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

- Planning and work for the Quarters buildings continues. The Executive Director will provide a detailed update at the February Governing Council meeting.
- He has attended meetings to discuss a possible vision for the Quarters that will allow PHPDA to potentially receive funds from Washington State to rehabilitate the buildings and continue ongoing operations. Also, PHPDA is generating alternative plans depending on the state’s funding decision.
- PHPDA’s goal is to master lease all the Quarters buildings so we can increase revenue and put more funds towards grantmaking and other program work.
- The North Lot groundbreaking ceremony was January 20<sup>th</sup>. It was a great way to celebrate the groundbreaking with those involved in the project and the community.
- PHPDA plans to meet with SCIDpda on a regular basis to discuss the North Lot construction. We want to minimize the construction’s impact on neighbors and campus tenants.
- The Associate Director is working with the State Auditor to finalize the 2020- 2021 audit and schedule the exit meeting.

**Grantmaking**

*Review Letters of Intent (LOI)*

The Program Committee reviewed and discussed fifty-five (55) Major Grant Letters of Intent. We received fifty-six (56) applications, but one applicant withdrew because they are not a 501(3)C and did not have a fiscal sponsor. The total amount requested by applicant organizations was \$9,354,012.50. Decisions were based on reviewer scores and discussions during this review meeting, including the desire to address a range of health inequities and target populations.



**Meeting of the Program Committee**  
Wednesday, February 1, 2023, 7:30 - 10:30 AM

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

**Virtual Location:** <https://zoom.us> | **Meeting ID:** 894 0910 8265  
<https://us02web.zoom.us/j/89409108265?pwd=c3lzSzc2Y05UYzRBRTcyNFp1RmRHQT09>

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

**Password:** RABBIT (Numeric Password for Phone: 041594)

The Program Committee (Doug Jackson, Virgil Wade, Paul Feldman, Martine Pierre-Louis, Michael Leong, and Marguerite Ro) and PHPDA Staff (Christina Bernard and Mallory Fitzgerald) were assigned to the 2023 LOI Review Panel. Five out of eight reviewers completed reviews. Some reviewers recused themselves from reviewing specific LOIs due to potential appearance of conflict of interest.

The following twelve (12) organizations were invited to submit full applications:

Afghan Health Initiative	Children’s Therapy Center
Downtown Emergency Service Center	El Centro de la Raza
Elizabeth Gregory Home	King County Sexual Assault Resource Center
Neighborcare Health	Peer Washington
Resilient in Sustaining Empowerment	UTOPIA Washington
Valley Cities Behavioral Health Care	Youth Experiential Training Institute

The Committee voted to invite the agencies above to submit full proposals for the 2023 New Major Grants. (Moved/2<sup>nd</sup>ed by Martine Pierre-Louis/Paul Feldman, 4 of 4 in favor)

The PHPDA Grants Staff will notify all agencies that submitted LOIs of the Committee’s decision and will offer to provide feedback to applicants whose LOIs were not selected for full proposal.

Later this year, Program Committee plans to discuss possibly changing the LOI review process.

**Adjournment**

The meeting adjourned at 10:28 a.m.

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

3/1/2023  
(Date)

**From:** [Whitney Regan](#)  
**To:** [Douglass Jackson](#)  
**Subject:** RE: PHPDA PC Chair Signature Requested  
**Date:** Wednesday, March 1, 2023 12:59:00 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image009.png](#)

---

Thank you, Doug! I will add your digital signature to the meeting minutes.



**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, email [grants@phpda.org](mailto:grants@phpda.org).  
[Join our email list](#) for news and funding announcements.

---

**From:** Douglass Jackson <jackson803@comcast.net>  
**Sent:** Wednesday, March 1, 2023 12:55 PM  
**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!

Please add my digital signature.

d

---

**From:** Whitney Regan <[w.regan@phpda.org](mailto:w.regan@phpda.org)>  
**Date:** Wednesday, March 1, 2023 at 12:12 PM  
**To:** Doug Jackson <[jackson803@comcast.net](mailto:jackson803@comcast.net)>  
**Subject:** PHPDA PC Chair Signature Requested

Hi Doug,

Please see attached for the Program Committee's 2/1 minutes which were approved at the meeting today 3/1.

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](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, email [grants@phpda.org](mailto:grants@phpda.org).  
[Join our email list](#) for news and funding announcements.*