Meeting of the Program Committee
Wednesday, March 1, 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:** 876 0807 4924
https://us02web.zoom.us/j/87608074924?pwd=QmdkZDk5WFdXSmtPR0JkUUNuY3FTZz09
Phone Option: +1 253 215 8782
Password: SPRING (Numeric Password for Phone: 606066)

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Virgil Wade	Douglass Jackson	Martine Pierre-Louis	John Kim	Christina Bernard
Paul Feldman	Michael Leong (arrived 7:38am) (until 8:30am)		Gene Yoon	Whitney Regan
Marguerite Ro				

Douglass Jackson called the meeting to order at 7:32 a.m. A quorum was present. There was no public comment.

Consent Calendar Minutes

The Program Committee voted to approve the minutes from February 1, 2023. (Moved/2nded by Marguerite Ro/Paul Feldman, 3 of 4 in favor) (Virgil Wade abstained because he was not present at the meeting)

Update on Finance Committee and Property

The Executive Director updated the Program Committee on Finance Committee activities:
- Under a 2022 Washington State budget proviso, Department of Commerce received funds to conduct a study around potential programming for the Quarters. The study includes costs to rehabilitate the Quarters for residential use.
    - A program work group completed their report on the study in December 2022 and Commerce is currently reviewing the report.
    - The program study included conversations with providers and people with lived experience. The program work group concluded Quarters 3-9 are a good fit for residential use and Quarters 10 could be used for community space and services.
- PHPDA would like the Quarters programming to harmonize well with existing campus stakeholders and neighbors. We want to listen and learn from the community before making any final decisions. Also, PHPDA is striving to achieve an economic result that allows for sustainability and long-term revenue to increase our impact in health equity.
- PHPDA's goal for the Quarters is to find one master lessee that could help support the potential programming being discussed.
- PHPDA has begun building a Quarters communications strategy. We have met with Pyramid Communications for assistance.
- A Washington State representative is currently working on gathering capital and operating funds for the Quarters. PHPDA tried to not get too specific in the capital request to allow for some flexibility. The capital request only covers exterior renovations for Quarters 3-9. PHPDA is maintaining a reserve that could potentially be used towards renovating Quarters 1 and 2.
- PHPDA's Communications Manager and Governing Council members are attending an upcoming Beacon Hill Council meeting to share PHPDA's plans for the Quarters with community members. Also, Staff reached out to the Makers Master Plan community advisory group to schedule a meeting to discuss the possible Quarters programming.

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- The 2020- 2021 State Audit report will be published tomorrow, March 2nd. If anyone asks to see the management letter PHPDA received, they will also receive our response to the letter.

Grant Management & Grantmaking

2022 New Major & Renewal Grant Q2 Reports

The Associate Director reviewed the 2022 New Major and Renewal Grant Q2 Reports:
- The New Major Grants are progressing well, but still face challenges. The programs are a mix of new and expansion programs. Year two Major grantees are on track and making steady progress.
- One New Major grantee expected to receive some funding from the City of Seattle, but did not get the funding which has impacted some of their planning.
- One of the second year grantees has struggled to get their program off the ground. They have decided not to apply for renewal for a third year.
- Grants Staff audited a Year 2 grantee in late January 2023. The organization has struggled with financial planning, cash flow, and retaining staff. Grants Staff are helping them track their financials and plan to continue following up with them.
- A third year grantee has had some challenges with a sub-contractor. They are planning to move work onsite rather than working with the sub-contractor.
- Overall, the grantees are meeting their metrics and making adjustments if needed. Quite a few organizations are struggling to hire and retain staff, especially BIPOC organizations trying to hire BIPOC providers.
  - Staff discussed including new hire listings from our grantees in an upcoming PHPDA quarterly newsletter
  - PHPDA could possibly partner with another funder that focuses on work force development and potentially discuss aligned funding to help grantees with staffing

Nimble Grant Quarterly & Final Reports

The Associate Director discussed Nimble Grant Quarterly and Final Reports.
- Three Nimble Grants finished at the end of 2022. Grants Staff did audit one of the grantees and the two others had unexpended funds.
- The other Nimble grantees are on track and moving along as planned.
- The 2023 Nimble Grant Cycle 2 review panel will be meeting next Wednesday, March 8, 2023.

Ad Hoc Program Work Group

The Associate Director and Committee Chair led a discussion on an ad hoc grants work group.
- The Chair spoke to Staff and Program Committee members about the ad hoc group. The group will allow for further discussion on grant related topics that have come up at PHPDA staff meetings and Program meetings.
- The Program Committee Chair asked Paul Feldman, Michael Leong, Martine Pierre-Louis, and Bob Cook to be members of the group and they all said yes. Paul Feldman will be the Chair and

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PHPDA included one member from the Finance Committee, Bob Cook, because there will be financial discussions.
  - o The Associate Director will also be a member and the Grants Manager will attend meetings and assist with logistics and input.
  - o PHPDA decided to keep the group small to avoid quorum
- The Governing Council will appoint the ad hoc grants work group at their March meeting.
- There will likely be two to three meetings starting in late spring or early summer. The recommendations made by the ad hoc group will be brought to the Governing Council for approval.
- Topics the ad hoc group may discuss:
  - o Grants process improvement to help with future planning
  - o Contract performance for small community based organizations, such as providing guidance around tracking public vs. private funding
- Potentially talk about some of the work group's discussion topics at the upcoming Governing Council retreat. The work group could meet before the retreat and at least once after the retreat. Possibly get feedback from the Council and include it in a report to the Program Committee and Governing Council. The recommendations will be completed between the Council retreat and approval of the 2024 Nimble Grant guidance.
- Recommendations from the ad hoc grants work group will likely impact the New Major, Renewal, and Nimble Grant guidances.
- The Associate Director mentioned an upcoming Philanthropy Northwest cohort and invited a Program Committee member to attend with two Staff members.

Other Program Work

Update on Technical Assistance & Cohort Work

The Associate Director updated the Committee on technical assistance and cohort work.
- PHPDA's third TA session will be next Tuesday, March 7th. It focuses on grantwriting. Staff recorded an introduction with the lead presenter, a former PHPDA Executive Director, and sent it to attendees as homework. The registration is full with (30) attendees.
- The Associate Director and Grants Manager are meeting with a past Health Equity Scholar to discuss an upcoming TA session focused on evaluation and when to use different types of evaluation. The session will likely be scheduled in late spring.
- Staff are starting cohort planning again. The cohort will probably start in the fall and focus on bringing community voice into academia.

Risk Management

Updating Risk Management Plan

The Associate Director discussed updating PHPDA's Risk Management Plan.
- Every few years PHPDA updates our Risk Management Plan. We waited to begin the next update until after the North Lot sale.

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- Currently in the process of identifying potential risks. Finance Committee and Staff have been working on updating the list of risks.
- The list included in the meeting packet includes quite a bit of carryover from the last Risk Management Plan as well as the past scores.
- By the April Committee meetings, Staff will probably have a final list to work with then the next step is developing the scores.
- Program Committee discussed some possible risks to include:
  - The number of PHPDA Staff members and the impact that has on grantmaking
  - A grantee does not track their funding correctly and how that could impact PHPDA and State Audits
  - A grantee does not meet their projected outputs and outcomes or they do not properly track them
  - Risk of PHPDA's reputation changing and the severity of that change. Keeping in mind our relationships with neighbors, campus stakeholders, and grantees. This could fall under External Relationships and Trust.
- The Committee suggested splitting the External Relationships and Trust section. Also, splitting Contract Performance under Grantmaking and Grant Management to include a new part focused on financials and reporting.

Committee Governance

2023 Program Committee Workplan

The Program Committee Chair and a Committee member led a discussion on the 2023 Program Committee workplan:
- In the future, possibly discuss the timing of the work plan reviews. Potentially start at the end of the year rather than the beginning of the year.
- Look at potential new programmatic elements for the Quarters through a real estate lens.
- Include the new ad hoc grants work group in the 2023 work plan.
- Aligned funding continues to be an ongoing conversation. It has come up in the past because an opportunity arose. If PHPDA is given an opportunity to do aligned funding and we have the capacity, it is something to consider.
- PHPDA Staff continue to discuss bandwidth as they plan upcoming work, such as TA sessions, cohorts, and Quarters.
- Possibly characterize what tasks are required and what tasks are more focused on growth and strategic planning. Some of the required tasks and deliverables may be partially reached, but not fully achieved. For other items, if the opportunity happens, the Committee could achieve it, but it is not required.
- The Committee suggested Staff look over the work plan to see what needs to be accomplished this year and what tasks are more ambitious. Possibly color code what needs to get done, what can be accomplished next, and what does not have a specific timeframe. Staff will keep in mind their work load and capacity.
  - Staff will also look over the Finance Committee's 2023 work plan

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- Going into 2024, Staff will review the work plans and organize the tasks based on priorities for the coming year and future years.

The Program Committee voted to approve the 2023 Program Committee workplan. (Moved/2[nded] by Marguerite Ro/Virgil Wade, 4 of 4 in favor)

Adjournment

The meeting adjourned at 9:00 a.m.

Minutes approved: _____   _4/6/2023_
                                                                                              (Date)

Whitney,

Please add my digital signature to the 3/1 Program Committee meeting minutes.

I had to chuckle when 9:00 AM rolled around and we had used all of the allotted meeting time. The discussion about topics for our committee's learning was quite rich and it felt good to not be rushed.

d

From: Whitney Regan <w.regan@phpda.org>
Date: Wednesday, April 5, 2023 at 11:55 AM
To: Doug Jackson <jackson803@comcast.net>
Subject: PHPDA PC Chair Signature Requested

Hi Doug,

Please see attached for the Program Committee's 3/1 minutes which were approved at the meeting today 4/5.

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

Pacific Hospital Preservation & Development Authority
1200 12th Ave S, Quarters 2, Seattle, WA 98144

PHPDA
PACIFIC HOSPITAL
PRESERVATION &
DEVELOPMENT AUTHORITY
phpda.org

For grant related matters, email grants@phpda.org.
Join our email list for news and funding announcements.