Meeting of the Program Committee
Wednesday, April 5, 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:** 829 2378 6640
https://us02web.zoom.us/j/82923786640?pwd=SENyN3RsSTN4cnY4cldQM1JwQWpldz09
Phone Option: +1 253 215 8782
Password: SHOWERS (Numeric Password for Phone: 8482639)

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Douglass Jackson	Paul Feldman		Christina Bernard	Mallory Fitzgerald
Martine Pierre-Louis	Michael Leong		Whitney Regan	Gene Yoon
Marguerite Ro (arrived 8:05am)				

Douglass Jackson called the meeting to order at 7:33 a.m. A quorum was present. There was no public comment.

The Governing Council received Virgil Wade's resignation due to personal reasons. Doris Koo, Council Vice Chair, will step in as Acting Chair.

Consent Calendar Minutes

The Program Committee voted to approve the minutes from March 1, 2023. (Moved/2nded by Michael Leong/Martine Pierre-Louise, 4 of 4 in favor)

Update on Finance Committee & Property

The Associate Director and Communications Manager updated the Program Committee on Finance Committee and Property activities:
- Finance Committee will review and finalize the list of risks for the Risk Management Plan at their meeting today.
- Our bank, Columbia Bank, merged with Umpqua Bank in mid-March. The Associate Director continues to monitor the bank transition.
    - A Committee member asked if PHPDA can bank with a credit union.
- The 2022 independent audit will take place the third week of April. The auditors will likely present at the June Finance Committee meeting.
- The Quarters buildings capital and operating funds requests are currently being reviewed by the Washington State legislature. The capital request is for rehabilitation of the exteriors of Quarters 3- 9 for future use, including possible residential use. The operating funds request could possibly extend Department of Commerce's Quarters Access Agreement to give PHPDA and Commerce time to continue discussing program planning.
- PHPDA plans to organize and fund a more sustained Quarters community outreach campaign. We want to listen to community voices and have conversations with community members about PHPDA's intentions for the Quarters.
    - PHPDA will inform the community with our Department of Commerce joint proposed vision and concept for the Quarters before any programming is implemented.
- A Committee member asked about a possible timeline for Quarters community outreach.
    - PHPDA is currently working on a list of who we need to target, including those that do not traditionally access public spaces, and who could help us connect with specific community members and/or groups.
    - PHPDA may host public meetings with neighbors and other Beacon Hill community members

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- Commerce plans to issue a Request for Proposals (RFP) this fall for a Quarters program provider. The proposals will likely address operating funds to help cover possible services in the Quarters as well as operating funds for leasing.
- The Communications Manager has been working with SCIDpda on cohesive property signage as well as safety and crime prevention design.

Grantmaking & Grant Management

2023 Health Equity Scholars Update

The Associate Director updated the Program Committee on Health Equity Scholar activities:
- One of the 2022 Health Equity Scholars is still working on their project. They will likely present at the June or July Program Committee meeting.
- A selected 2022 Health Equity Scholar asked to postpone their project until early 2023, but soon after they began their project in January 2023, they decided to stop due to their school and work load.
- PHPDA received ten 2023 Health Equity Scholar applications and selected two.
  - One of the selected applicants would like to explore the use of telehealth services in immigrant and first-generation Asian American populations in King County during the COVID-19 pandemic
  - The other applicant is interested in performing qualitative data collection and analysis on barriers to dental care experienced by individuals with mental illness

Update on New Major & Renewal Grant Processes

The Grants Manager reported on the 2023 Renewal and New Major Grant processes:
- Renewal: Staff conducted Tech Reviews. Grant Reviewers were Mallory Fitzgerald, Whitney Regan, Douglass Jackson, Bob Cook, and Diane Pietrowski. An additional Grant Reviewer was unable to complete their evaluations.
  - Evaluated twelve (12) applications. $2.3 million available for Renewal Grants.
  - Six grantees applied for second year funding and six applied for third year funding.
  - One second year grantee decided not to apply for renewal for a third year.
  - The Renewal Panel will meet this Friday, April 7.
- New Major: Staff conducted Tech Reviews. John Kim, Christina Bernard, Gene Yoon, Paul Feldman, Douglass Jackson, Gloria Burton, and Michael Leong are on the Review Panel. $1 million available for the New Major Grants. Panel meeting will be on Thursday, May 4.
  - All twelve (12) invited LOI proposals submitted full applications.
  - The Associate Director and Grants Manager met with all applicants individually to review the application process and answer any questions.
  - Grants Staff will conduct contract meetings with the selected applicants in June.

Ad Hoc Grants Work Group Update

Program Committee member, Paul Feldman, provided an update on the ad hoc grants work group.

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- In the process of scheduling the first meeting in late May.
- Paul Feldman suggested Program Committee members review the list of preliminary topics the ad hoc grants work group plans to discuss.
  - Staff created a Google doc for the grants work group to work on a list of discussion topics.
  - There are several items on the list the work group will likely address in a timely manner so those topics can be shared with the Program Committee and Governing Council this year.
- The Grants Manager is working on an all-encompassing grants calendar with grant due dates and related tasks. It includes columns for Staff, Program Committee, Finance Committee, Governing Council, and grant review panels.
- Paul Feldman, the ad hoc grants work group Chair, plans to attend the upcoming 2023 Renewal Grant review panel meeting to listen and see if any specific topics and/or concerns come up that the grants work group can address.
- It could be helpful to track PHPDA's history with grantee and applicant organizations to share with grant review panels.
- One discussion topic to consider is quality assurance of the grant evaluation process to make sure the evaluators are heard. Right after review panel meetings, Staff could meet with evaluators to discuss any potential quality improvement.

Other Program Work

Update on Technical Assistance & Cohort Work

The Associate Director reported on PHPDA's technical assistance (TA) and cohort work.
- PHPDA's second 2023 TA session will focus on evaluation and understanding when to use different types of evaluation. A former Health Equity Scholar is planning the session and PHPDA is paying them.
- Staff met with a PHPDA Strategic Advisor to discuss the upcoming cohort. The Strategic Advisor is the faculty advisor for the UW School of Public Health capstone project and offered to assist with the cohort. Staff and the Strategic Advisor decided to postpone the cohort due to the PHPDA Executive Director transition. Staff plan to meet with the Strategic Advisor again to discuss future program work and how the Strategic Advisor can assist during the Executive Director transition.
- Staff is considering a communications TA session in the fall. Staff is planning to reach out to Pyramid Communications, PHPDA's communications consultant, and possibly a grantee for assistance.
- There is a possibility for a fourth TA session this year mattering on Staff capacity. The focus could be financial tracking, specifically tracking funding from multiple sources/funders. Potentially reach out to an organization or company, like PHPDA's accounting firm or a non-profit that focuses on non-profit finances, for help. The Grants Manager asked the Committee for recommendations.
- A Committee member suggested the third TA session focus on financial tracking rather than communications because there seems to be a stronger urgency for financial tracking assistance rather than communications.
- Staff has been sending homework prior to the TA sessions, which sometimes includes recorded introductions and Staff also record the TA sessions. PHPDA could create a library of the recordings and possibly rerun some sessions in the future.

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- Staff could potentially consultant with someone that specifically does adult trainings, webinars, and/or TA-type sessions to get feedback on PHPDA's formats and learn how best to share information with attendees.

UW School of Public Health Capstone Project Update

The Associate Director updated the Committee on the UW School of Public Health capstone project.
- The UW student is researching how to bring community voice to policy making and advocacy work.
- PHPDA helped connect the student to several of our grantees that focus on culturally responsive behavioral health care. The student interviewed the grantees and wrote a summary of the interviews.
- Grants Staff is meeting with the student today to go over PHPDA's grant processes.
- The student will likely share their findings with the Program Committee at a meeting later this year.
- PHPDA would like to look at all our grants to see possible themes, understand how information from grants can be useful, and learn how we can move information from grantees into policy and advocacy work.

Risk Management

Updating Risk Management Plan

The Associate Director provided an update on the PHPDA Risk Management Plan.
- She met with two Finance Committee members to review and finalize the list of risks.
- After the Program and Finance Committees meet today, the list of risks will be finalized. Next Staff will review the list and consider potential mitigation plans.
- At least two PHPDA staff members will work on scoring and look at what the possible highest scores are. Staff will include additional mitigation plans if needed.
- A Committee member asked if there are any current recommendations for mitigation. There are no recommendations right now. Staff will review the need for mitigation after the list is finalized then consider additional mitigation based on final scores.
- PHPDA could consider what our risk appetite is. We may have a better understanding of our risk appetite after Staff consider additional mitigation following scoring.
- Program Committee will receive a final list of risks and instructions explaining the scoring process.

Committee Governance

PHPDA Executive Director Transition

The Committee Chair discussed the PHPDA Executive Director transition.

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- A candidate has shown interest in the Executive Director position. Members of the Governing Council formed a committee to oversee the hiring process. The committee will interview the candidate soon then Staff will meet with the candidate to ask questions.
- The current Executive Director's last day will be May 12.

Future Learning Opportunities for Program Committee

Program Committee Chair led a discussion on future learning opportunities for the Committee.
- A Committee member mentioned the difficulty some grantees have had trying to find and retain staff.
  - Before discussing recruitment options, PHPDA may want to consider looking into the workforce pipeline. Look at potential training opportunities for community-based organizations.
- Possibly invite Public Health – Seattle and King County to speak at a Program Committee meeting to learn about emerging needs in the area.
- A Committee member suggested climate change and climate justice as future learning topics. The topics cut across many of the issues PHPDA addresses.
- Many of the current PHPDA grantees touch on behavioral health. There is a concern about the line between best community practices (how services should be provided) and where the field of behavioral health is at in terms of research and scientific data.
  - Behavioral health issues are becoming public health issues. Everyday people will likely need some level of skill to handle behavioral health issues, but most people do not know what those specific skills are or how people can gain them.
  - Potentially organize a Mental Health 101 course for Program Committee. They can learn more about the 988-call center, care coordination, and referrals.
  - Possibly look into behavioral health discussions happening at the state level around resources and referrals. PHPDA could focus on the legislative advocacy part.
  - Understand the intersections and differences between behavioral health vs. substance use disorder. Learn about community and system approaches. PHPDA would like a chance to understand what is innovative and what will work best for the community.
- Learn how PHPDA can better engage with grant applicants and how the applicants can best engage with Staff. There are a lot of ways PHPDA can learn from the community and improve our communications with the community. In the future, consider a capstone project focused on communications with potential grant applicants and other community members and how best to learn from the community to improve PHPDA's impact.
- A Committee member recommended inviting a guest speaker to a meeting to share current local health data and future projections. Think about grantmaking for issues that are up and coming.
- There is a lack of work being done to help the community keep pace with new AI features in health care, such as ChatGP. Currently most AI work is focused on people with the means to access it, but little consideration for those that do not have regular access to AI.
  - Possibly fund projects that will help those in the community that do not have continued access to AI or do not feel comfortable using AI, such as elders or those with Limited English Proficiency.

PHPDA
PACIFIC HOSPITAL
PRESERVATION &
DEVELOPMENT AUTHORITY

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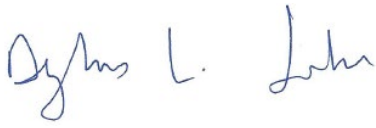
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Adjournment

The meeting adjourned at 9:00 a.m.

Minutes approved: _____   5/3/2023
(Date)

From:	Whitney Regan
To:	Douglass Jackson
Subject:	RE: PHPDA PC Chair Signature Requested
Date:	Thursday, May 4, 2023 4:24:00 PM
Attachments:	image007.png
	image008.png
	image009.png
	image001.png
	image002.png
	image003.png

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

phpda.org

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

From: Douglass Jackson <jackson803@comcast.net>
Sent: Wednesday, May 3, 2023 5:54 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!

Hi Whitney,

You have my permission to add my digital signature to the April 5 meeting minutes.

d

From: Whitney Regan <w.regan@phpda.org>
Date: Wednesday, May 3, 2023 at 12:47 PM
To: Doug Jackson <jackson803@comcast.net>
Subject: PHPDA PC Chair Signature Requested

Good Afternoon Doug,

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

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

Thank you!

Whitney Regan (she/her) | **Office Coordinator**
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