



**Meeting of the Program Committee**  
 Wednesday, May 3, 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:** 828 9972 4218  
<https://us02web.zoom.us/j/82899724218?pwd=UHEvZHZtMWJ5c0kwblozcHNQbkxuUT09>

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

**Password:** FLOWERS (Numeric Password for Phone: 2753607)

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

Douglass Jackson called the meeting to order at 7:35 a.m. A quorum was present. There was no public comment.

**Consent Calendar Minutes**

The Program Committee voted to approve the minutes from April 5, 2023. (Moved/2<sup>nd</sup>ed by Marguerite Ro/Paul Feldman, 3 of 3 in favor)

**Update on Finance Committee and Property**

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

- PHPDA Staff met with a small ad hoc group consisting of Governing Council members to discuss Quarters program community outreach strategies.
- PHPDA would like to learn about community concerns related to the potential Quarters programming as well as what community members are looking for on campus.
- Makers’ Master Plan will be a guide for PHPDA as we look at possible best uses on campus.
- Washington State legislature allocated \$5 million in capital funding to renovate the exteriors of Quarters 3-9, but the funding is tied to housing for youth and young adults experiencing homelessness.
  - Before PHPDA accepts the capital funds, we plan to have conversations with the community, campus stakeholders, and Governing Council.
- Additionally, funds have been allocated by legislation to extend the Quarters Access Agreement so Commerce can hold the Quarters Buildings for two more years; \$450,000 per year for two years, totaling \$900,000.
- PHPDA has had conversations with Commerce about a possible Quarters master lease. Also, PHPDA has reached out to find ways to get operating funds to Commerce so they could potentially lease the Quarters.
- Crosscut released an article about Quarters programming and PHPDA’s role in the planning process.
- The Associate Director informed the Committee the 2022 independent audit occurred a couple of weeks ago. The auditors will present at the June Finance Committee meeting.

**Grant Management**

*2022 New Major & Renewal Grant Quarterly Reports*

The Grants Manager reviewed the 2022 New Major and Renewal Grant Quarterly Reports.



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- New Major Grantees are required to submit their Quarterly reports, with some Renewal Grants being exempt. The Grants Manager discussed the New Major Grants in detail and provided updates on Renewal Grants.
- The New Major Grants are progressing well. Some grantees are going through staffing challenges. A few grantees had milestones in the quarter: One grantee got equipment for their program and another got their lab certification.
- The Renewal Grants continue to stay on track, but have run into some challenges. One grantee had low attendance at a program session due to staff capacity and another has struggled to hire a new nurse.

### *Nimble Grant Quarterly & Final Reports*

The Grants Manager updated the Committee on Nimble Grant Quarterly and Final Reports.

- The Committee discussed Nimble reports and final narratives. Nimble grantees are progressing well, but have faced some challenges, such as staff capacity and clients not showing up to appointments.
- A Committee member suggested Grants Staff continue to be diligent in ensuring that PHPDA funds can be used for advocacy, but not lobbying, as stated in the grant contract.

### **Grantmaking**

#### *Update on 2023 New Major & Renewal Grant Processes*

The Grants Manager reported on the 2023 New Major and Renewal Grant processes:

- All Renewal Grant applicants were awarded funds, most received flat or increased funding. Renewal Grant awards were voted on by Governing Council in April. The Grants Manager sent award notices and draft exhibits. Once revisions are submitted, final contracts will be signed.
- The New Major Grant Review Panel consists of PHPDA Staff (Christina, Gene, John) as well as Paul Feldman, Douglass Jackson, Gloria Burton, and Michael Leong. Review Panel meeting is tomorrow, May 4. The Governing Council will receive the panel's recommendations at the Council meeting next week. PHPDA Grants staff will meet with all New Major grantees in June to review contracts.

### **Other Program Work**

#### *2023 Health Equity Scholars Update*

The Associate Director provided an update on the 2023 Health Equity Scholars.

- One of the selected 2022 Health Equity Scholars postponed their project until January 2023, but soon after they started, they decided to stop due to their school and work load. The Scholar reached out again to see if they could start their project this summer and Staff said yes.
- Another 2022 Health Equity Scholar is still working on their project and will likely present at the July Program Committee meeting.



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- The UW School of Public Health capstone student has completed their report and will present at Program Committee's June meeting.

### *Review of Current Program Work*

The Executive Director provided a presentation on why PHPDA must champion health equity.

- He discussed The System consisting of hospitals and organizations that provide services to people for compensation.
  - This system works well for some, but not everyone. Those that struggle within this system are usually reaching out for urgent care rather than preventative care.
  - Community-based health clinics provide preventative services to those that struggle within the system and community-based health workers can be the go-to between to help people navigate the system.
  - Quite a few of the grant applications PHPDA receives focus on community-based health workers and/or work within community-based health clinics. PHPDA can help by putting liaisons in place to help those in need, which is one way to address health equity within the community.
  - In addition to supporting liaisons, PHPDA can focus on improving the system itself.
- PHPDA's Four Roles: Resource, Ally, Convenor, and Change Agent:
  - PHPDA can use our assets to show up and support in different ways.
  - The work PHPDA does, including grantmaking, technical assistance sessions, cohorts, etc., provides support to those that work on improving the system.
- PHPDA could engage in conversations with payers. We have funded grants that work towards reimbursement and improving pay options for clients.
- PHPDA continues to find new communities to serve by identifying intersectionality and listening to those that work closely with the community.
- Timing is important and PHPDA will continue to look at where the system is changing and when it may change.

### **Risk Management**

#### *Updating Risk Management Plan*

The Associate Director led a discussion on updating the PHPDA Risk Management Plan.

- She showed the Committee the complied average scores for the identified risks from Governing Council members, Strategic Advisors, and Staff.
  - The ones highlighted in red are high risks and those in green are lower risks.
  - No significant risks were noted under Grantmaking and Grant Management.
- Staff will add current mitigation then send out the complied average scores and current mitigation to both Committees. After the Committees' review, next step is discussing possible additional mitigation.
  - Program Committee will focus on grantmaking and other program areas.



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- PHPDA usually updates the Risk Management Plan every three years. Going forward, PHPDA plans to use the same process when updating the plan. This year we made some changes to the process.
- The Risk Management Plan seems to focus on current risks, but it could be valuable to see trends overtime. Possibly compare significant changes in perception or viewpoints around potential risks.
- Governing Council will review the final Risk Management Plan following the addition of current mitigation and the Committees' discussion of additional mitigation.

**Committee Governance**

*Update on PHPDA Executive Director Transition*

The Associate Director updated the Committee on the PHPDA Executive Director transition.

- She helped the Acting Council Chair and PHPDA's Legal Counsel finalize the new Executive Director's contract. The new Executive Director will start on May 22.
- Staff have had several meetings to discuss the Executive Director transition. They reviewed tasks and discussed who will handle certain tasks during the transition.
- The Executive Director thanked those involved in the new Executive Director's hiring process as well as those involved in the transition process.

The Program Committee thanked the Executive Director for his leadership and looks forward to working with him in a different capacity in the future.

**Adjournment**

The meeting adjourned at 8:58 a.m.

Minutes approved: 

6/7/2023  
(Date)

**From:** [Whitney Regan](#)  
**To:** [Douglass Jackson](#)  
**Subject:** RE: PHPDA PC Chair Signature Requested  
**Date:** Wednesday, June 7, 2023 2:52:00 PM  
**Attachments:** [image005.png](#)  
[image006.png](#)  
[image008.png](#)  
[image009.png](#)

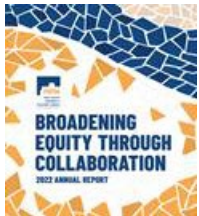
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Hi Doug,

I am sorry to hear that! Hope tomorrow is a great day!

I will add your digital signature to the meeting minutes.

Thank you!



[2022 Annual Report](#)

**Whitney Regan** (she/her) | **Office Coordinator**  
206.432.3027 | [w.regan@phpda.org](mailto:w.regan@phpda.org) | [www.phpda.org](http://www.phpda.org)

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).  
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**From:** Douglass Jackson <jackson803@comcast.net>  
**Sent:** Wednesday, June 7, 2023 2:48 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,

Thanks for asking about the rest of my day and hoping that it got better after a rough start. It didn't... I have a good feeling about tomorrow because a day as bad as today rarely repeats itself the following day.

I grant permission to add my digital signature to the 5/3 Program Committee meeting minutes.

d

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**From:** Whitney Regan <[w.regan@phpda.org](mailto:w.regan@phpda.org)>  
**Date:** Wednesday, June 7, 2023 at 12:19 PM  
**To:** Doug Jackson <[jackson803@comcast.net](mailto:jackson803@comcast.net)>  
**Subject:** PHPDA PC Chair Signature Requested

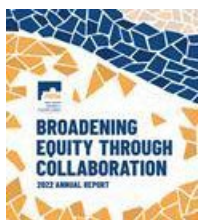
Hi Doug,

Hope your day is improving after your frustrating morning!

Please see attached for the Program Committee's 5/3 minutes which were approved at the meeting today 6/7.

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

Thank you!



[2022 Annual Report](#)

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