



Meeting of the Program Committee
 Wednesday, July 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: 898 0025 6025
<https://us02web.zoom.us/j/89800256025?pwd=TnRlbEczWVYY1lxNitrRUNZOWU0QT09>

Phone Option: +1 253 215 8782

Password: FREEDOM (Numeric Password for Phone: 3940270)

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

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 the June 7, 2023 meeting. (Moved/2nded by Michael Leong/Marguerite Ro, 4 of 4 in favor)

Update on Finance Committee & Property

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

- He has an in-person meeting with Department of Commerce in Olympia on the Quarters Buildings.
- Staff continue to set up Quarters outreach meetings with organizations that work with homeless youth and young adults to discuss the potential Quarters programming and introduce PHPDA's new Executive Director.
- The Executive Director is meeting with Commerce and a State Representative in early August to continue discussing the potential Quarters programming and the Request for Proposals (RFP) for a Quarters operator or provider.
- The Executive Director met with SCIDpda to introduce himself and debrief on North Lot activities.
- The Pacific Tower water pumps and filtration system upgrades are on track to be completed in late August.
 - SCIDpda agreed to pay for a portion of the upgrades.
- The Executive Director and Communications Manager met with the Seattle Department of Transportation (SDOT) to discuss the new proposed bike lanes near the campus.
 - The Executive Director plans to meet with PacMed to discuss the proposed bike lanes and potential challenges on campus.

Grantmaking & Grant Management

Update on Contracting for 2023 New Major & Renewal Grants

The Grants Manager updated the Committee on contracting for 2023 New Major and Renewal Grants.

- PHPDA anticipates contracting with eighteen New and Renewal Major Grants for 2023. All seven New Major grantees have signed their contracts.
 - PHPDA did not renew one Renewal grantee whose award was contingent on meeting certain additional requirements after an audit of their grant records earlier in the year. They did not meet the requirements by the deadline put in place by the Renewal panel



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and Governing Council. PHPDA plans to stay in touch with them and invite them to future technical assistance sessions and other potential learning sessions. Grants Staff will continue to update Program Committee as things progress.

- Grants Staff conducted contract meetings with six out of seven New Major Grantees. They plan to meet with the seventh grantee later this month.

Update from Ad Hoc Grants Work Group

The Associate Director and Chair of the Ad Hoc Grants Work Group provided an update from the ad hoc group.

- The ad hoc grants work group had their second meeting last week and plan to have one more meeting in August.
- The ad hoc group discussed:
 - Changing the Letter of Intent (LOI) review panel meeting format. Going forward it will be a separate panel meeting, not at the February Program Committee meeting.
 - Increasing the number of reviewers on each grant review panel to allow for some cushion if reviewers cannot complete their reviews in time. Plan to invite former Staff, Governing Council members, and Strategic Advisors to join panels.
 - The ad hoc group discussed possibly inviting successful past grantees (not current grantees or applicants) to join review panels in the future.
 - Decreasing the number of Nimble Grant cycles to two from three.
 - Creating a database of grantee information. Possibly add on to our current grants software or purchase new software. Include funds in the 2024 budget for a consultant to assist with the implementation of a database.
 - Potentially removing Major Grant focus areas. Plan to discuss this in more detail with Program Committee later this year.
 - Starting in 2024, remove program budgets from Major and Renewal Grant scoring. Instead, Staff will analyze the budgets and note possible concerns in the tech reviews. The panel will take the concerns into account but not as part of the scoring matrix.
 - Continued discussion of possible options for multi-year Major Grant relationships and simplification of the renewal process.
 - PHPDA Staff, Program Committee, and Strategic Advisors conduct a thorough review of all grant forms, including applications, guidances, and evaluations in 2024.
 - Discussing the funding gap between Major Grants (\$50,000- \$200,000 per year, up to three years) and Nimble Grants (one-time awards for up \$30,000). Possibly increase the max funding for Major Grants in future years.
- The ad hoc grants work group will likely provide a full report out at the September or October Program Committee and Governing Council meetings. Some things will be recommended for action this year while others will be recommended for continued discussion into 2024.

Change Nimble Grant Cycles

The Associate Director and Grants Manager led a discussion on the number of Nimble Grant cycles.



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- Proposing PHPDA eliminate the November deadline (currently Cycle 1). Going forward, the first deadline would be in February and the second in August. Final dates will be determined in December when the Nimble Grant guidance is approved.
- The total amount awarded in Nimble Grants would remain the same, but divided between two cycles rather than three.
- Cycle 1 generally has a significantly lower number of applications compared to the other cycles. Also, Cycle 1 affects the annual budget approval process because in the past the Nimble Grant funding was pre-approved by the Council before the final budget was approved at the end of the year due to the timing of Cycle 1.
- The Grants Manager has already begun informing potential applicants about the possible change.

The Program Committee voted to recommend the Governing Council decrease the number of Nimble Grant cycles to two from three annually. (Moved/2nded by Marguerite Ro/Michael Leong, 5 of 5 in favor)

Preliminary Discussion of 2024 Grantmaking

The Associate Director and Grants Manager began a preliminary discussion of 2024 Grantmaking.

- The Grants Manager informed the Committee both the 2024 Major and Nimble Grant guidances and applications will be approved at the end of the year.
 - Program Committee will review the guidances and applications before they are approved.

Other Program Work

Technical Assistance & Cohort Work Updates

The Associate Director updated the Committee on technical assistance (TA) and cohort work.

- She is meeting with PHPDA's accountants soon and plans to ask if they can lead a TA session later this year focused on financial tracking, specifically tracking funds from various sources.
- The Communications Manager will continue discussing a possible communication focused TA session with our Communications Consultants, Pyramid.
- Going forward, PHPDA plans to host four TA sessions each year. We may repeat some sessions next year, such as the grantwriting session.
- Staff met with a PHPDA Strategic Advisor to discuss the 2024 cohort. The cohort will focus on connecting community voice with academia. The Strategic Advisor plans to write an initial summary about the cohort and talk to people at University of Washington (UW) to see who may be interested in assisting.
 - Staff may reach out to grantees for feedback on the cohort topic and how we can focus it even more.
 - Possibly think about specific focus areas to discuss, such as behavioral health or immigrant and refugees
 - The cohort will likely meet during UW's 2024 winter quarter or beginning of spring quarter.
- Staff began discussing the next capstone project. It may focus on evaluation of PHPDA, including tracking our alignment with the 2022- 2026 Strategic Framework and how best to utilize grantee data. The capstone student could provide feedback and guidance for future PHPDA work.



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- Program Committee discussed how to best address the recommendations from the 2022- 2023 capstone student's report. PHPDA may discuss the recommendations at the next Governing Council retreat.
- PHPDA will review the outcomes and deliverables from the TA sessions, cohorts, and UW projects to see if they align with our plans and learn how best to move forward.

Update on Seattle University Partnerships

The Associate Director provided an update on Seattle University (SU) partnerships.

- The SU Health Law Policy Clinic is on track to begin this fall. The class will be structured like last year's class. Students will work with local nonprofits to address specific topics. PHPDA staff are meeting with the clinic professor and SU Law School staff next week to discuss the upcoming clinic.
 - The Governing Council will vote to approve the Memorandum of Agreement (MOA) at their meeting next week.
 - The Committee suggested Staff invite the clinic professor to an upcoming Program meeting. The professor can talk about last year's class as well as share updates from this year's class.
- PHPDA staff met with the SU College of Nursing Dean and a staff member to discuss a potential partnership. PHPDA could help connect nursing students with community-based organizations because there is currently a nurse shortage. Also, Doctor of Nursing Practice students could potentially work on projects with PHPDA.
- Possibly reach out to Seattle community colleges and technical colleges to discuss potential partnerships similar to those with UW and SU. The Grants Manager asked Committee members to share any recommendations with Staff.

Risk Management

Updating Risk Management Plan

The Associate Director led a discussion on updating the PHPDA Risk Management Plan to include potential additional mitigation.

- She sent a spreadsheet to both Committees a couple of weeks ago that includes the risks, compiled average scores, and current mitigation. She asked Committee members to review the spreadsheet and consider potential additional mitigation.
- The Associate Director received a couple of recommendations prior to today's Committee meetings:
 - Under Succession Risks, possibly add cross training of PHPDA staff
 - Coordinate with SCIDpda to discuss potential challenges that could occur with mixed-use housing on campus
- Program Committee suggested under Relationship/Reputation with Public, ensure there is a community partner on Governing Council by including a seat specifically for someone that is a strong community partner, such as a former grantee. PHPDA must keep in mind possible conflicts of interest.



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- The Associate Director will send an updated spreadsheet to both Committees next week with the recommended additional mitigation she received so far. Committee members can continue brainstorming potential additional mitigation and send recommendations to the Associate Director and/or Council Treasurer by end of July. The Governing Council will likely vote at their August meeting to adopt the Risk Management Plan.
 - All Committee members were asked to let the Associate Director know whether they reviewed the updated spreadsheet even if they do not have recommendations.

Personnel

Staffing Updates

The Executive Director and Associate Director presented on PHPDA staffing updates.

Program Committee members then suggested that the Executive Director meet with Council members to discuss the recommended staffing changes in more detail before Governing Council considers the budget modification.

The Program Committee did not take action at this time. They recommend the Governing Council review the staffing updates per the updated staffing plans.

Adjournment

The meeting adjourned at 9:04 a.m.

Minutes approved: _____

8/10/2023
(Date)

From: [Whitney Regan](#)
To: [Douglass Jackson](#)
Subject: RE: PHPDA PC Chair Signature Requested
Date: Thursday, August 10, 2023 9:06:00 AM
Attachments: [image006.png](#)
[image007.png](#)
[image009.png](#)
[image010.png](#)

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



[2022 Annual Report](#)

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

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, August 10, 2023 8:28 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!

Good Morning Whitney. Please add my digital signature to these amended minutes.

d

From: Whitney Regan <w.regan@phpda.org>
Date: Thursday, August 10, 2023 at 8:23 AM
To: Doug Jackson <jackson803@comcast.net>
Subject: FW: PHPDA PC Chair Signature Requested

Good Morning Doug,

Following up regarding the July Program Committee meeting minutes.

Please see attached for the Program Committee's 7/5 amended meeting minutes, which were approved at the meeting on 8/2.

I sent the amended minutes to Paul to review and he said the edits look okay.

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

Thank you!



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From: Whitney Regan

Sent: Thursday, August 3, 2023 8:58 AM

To: Doug Jackson <jackson803@comcast.net>

Subject: PHPDA PC Chair Signature Requested

Good Morning Doug,

Please see attached for the Program Committee's 7/5 amended meeting minutes, which were approved at the meeting yesterday 8/2.

I sent the amended minutes to Paul to review and he said the edits look okay.

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

Thank you!



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