



**Meeting of the Program Committee**  
 Wednesday, August 2, 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: 878 1549 0648  
<https://us02web.zoom.us/j/87815490648?pwd=R21lbEZMSHEwaHpvdIpacmhJWTJpQT09>

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

**Password:** COMMUNITY (Numeric Password for Phone: 959527725)

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Douglass Jackson	Paul Feldman		Virgil Wade	Christina Bernard
Martine Pierre-Louis (arrived 8:02am)	Michael Leong		Mallory Fitzgerald	Gene Yoon
Marguerite Ro			Lina Truong (arrived 8:15am)	Whitney Regan

Douglass 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 amended minutes from the July 5, 2023 meeting.  
 (Moved/2<sup>nd</sup>ed by Michael Leong/Paul Feldman, 4 of 4 in favor)

**Update on Finance Committee & Property**

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

- Presenting the updated Risk Management Plan to Governing Council next week and they will likely adopt a final version after a discussion at the Council meeting.
- The Executive Director met with an Assistant Director at Department of Commerce in Olympia They discussed the Quarters Access Agreement extension and other Quarters work.
- PHPDA plans to meet with Commerce to discuss the capital funding from the Washington State legislature. PHPDA would like to discuss possible next steps and a timeline.
- PHPDA Executive Director is meeting with the Department of Commerce Executive Director of Office of Homeless Youth Prevention and Protection. They will likely discuss the Request for Proposals (RFP) process for a Quarters operator or provider and continue discussing possible Quarters programming.
- Staff continue to meet with organizations that work with homeless youth and young adults to get feedback and input on the potential Quarters programming. PHPDA Communications Manager plans to summarize notes from those meetings and capture major themes to share with Commerce to help with the RFP.
- The PHPDA Executive Director, Legal Counsel, and Real Estate Consultant met with AiPACE to discuss a provision in the North Lot Continuing Property Conditions Agreement before AiPACE considers signing a Purchase and Sale Agreement for a condominium in North Lot Building A.
  - PHPDA Legal Counsel and Real Estate Consultant provided a history of the Pacific Tower property and explained why the provision is in place and why it cannot be removed from the agreement. AiPACE plans to share the information with their Legal Counsel.
  - PHPDA Legal Counsel will work on possible next steps if AiPACE asks to make changes to the Continuing Property Conditions Agreement or continues to have concerns.

**Grant Management**

*Nimble Grant Quarterly Reports*



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The Grants Manager provided summaries of Nimble Grant Quarterly Reports for Nimble Grants 2022 Cycle 3 through 2023 Cycle 2. The Committee discussed project details and program progressions.

- Overall, Nimble Grantees are progressing well, but have run into some challenges, including hiring staff and delays in purchasing equipment.
  - A grantee struggled with staff turnover and ran into challenges hiring new staff, which caused a delay in ordering equipment. A new staff member reassessed what type of equipment is needed and advised that the original equipment was not appropriate for their needs, so they are currently compiling a new list of equipment to purchase.
  - One grantee noted their new Mental Health Counselor has been successful and continues to meet with clients. A Committee member asked about their anticipated participation and the grantee is on track to meet their goal.
  - A grantee has had strong client engagement which allowed them to create additional engagement opportunities for their clients.
  - One grantee struggled to purchase needed equipment, but have purchased it and will begin updating the equipment to fit their needs.
- The Grants Staff are not concerned about the organizations that have not submitted reports yet. Sometimes due to the size of an organization, reports may take longer to submit. The Grants Manager sends regular reminders to those missing reports.
- The Grants Manager reminded Committee members she can send the detailed reports to them if they are interested.

### Grantmaking

#### *Continue Discussion of 2024 Grantmaking*

The Grants Manager and Associate Director led a discussion on 2024 grantmaking.

- Governing Council approved the decrease in Nimble Grant cycles. There will be two rather than three cycles annually starting in 2024.
  - PHPDA Communications Manager sent out a public announcement about the change and included a reminder for the 2023 Nimble Grant Cycle 3 deadline, which is August 11.
  - The Grants Manager is informing potential Nimble Grant applicants about the change.
- At the September Program meeting, the Committee will start reviewing Major Grant guidances and applications to prepare for 2024, the Grants Manager will present some 2022 Major Grant final reports, and the ad hoc grants work group will present their final report.
  - Grants Staff may send 2022 Major Grant final report summaries in batches so Committee members have time to review reports before the September meeting.
  - Major Grant and Nimble Grant guidances will be approved in December.
- Grants Staff continue to work on the 2024 Grants calendar. They will set a date for the LOI review panel (no longer during February Program Committee meetings) and likely add one more week to Nimble Grant review periods.
  - Grants Staff plan to share the updated calendar with the Program Committee
- The ad hoc grants work group suggested removing Major Grant focus areas in 2024, but keep the same funding priorities and principles. Program Committee will likely discuss this in more detail at an upcoming meeting.
- The Associate Director asked Committee members if they have topics or questions to bring to the ad hoc grants work group for discussion.



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- At the September Program meeting, the ad hoc group will recommend changes for 2024 grantmaking as well as recommend topics for further discussion in 2024. The Committee will discuss the process to adopt some recommendations.
- It is likely most of the changes the ad hoc group recommends for 2024 will be included in the grant guidances, applications, and 2024 budget. Program Committee will review the program portion of the 2024 budget later this year.

### Other Program Work

#### *Technical Assistance & Cohort Work Updates*

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

- She met with PHPDA's accountants and asked if they could help plan and lead a TA session focused on financial tracking, specifically tracking funds from various sources. Our accountants agreed to assist and the session is scheduled for early November.
- PHPDA Communications Manager continues to discuss a possible communication focused TA session with PHPDA's Communications Consultants, Pyramid.
- Staff will continue meeting with a PHPDA Strategic Advisor to discuss the 2024 cohort. The cohort will focus on connecting community voice to academia.

#### *Update on 2023 Health Equity Scholars*

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

- There are three 2023 Health Equity Scholars:
  - One scholar is exploring the use of telehealth services in immigrant and first-generation Asian American populations in King County during the COVID-19 pandemic.
  - The second scholar is performing qualitative data collection and analysis on barriers to dental care experienced by individuals with mental illness.
  - The third scholar is conducting an environmental scan and assessment of community health worker (CHW) use at community-based organizations and other healthcare facilities in rural King County.
- All three scholars have started their projects and two have reached out to PHPDA grantees. Some grantees are dealing with staffing challenges so the scholars have struggled to meet with them.
  - PHPDA is trying to find a balance between asking grantees to assist scholars and making sure grantees can focus on their program work.

#### *University of Washington School of Public Health 2023- 2024 Capstone Project Update*

The Associate Director shared an update on the University of Washington (UW) School of Public Health 2023- 2024 capstone project.

- The project topic will focus on providing PHPDA a plan to synthesize information from across all grants and how to elevate the learnings. There will be a general focus on equity in health measurements.
- Grants Staff may bring the project topic to the ad hoc grants work group for input and feedback. Possibly discuss what PHPDA would like to achieve vs. what grantees may want to achieve.



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**Presentation by PHPDA Health Equity Scholar**

Lina Truong, PHPDA Health Equity Scholar for 2022, provided her presentation on “Facilitators and Barriers to Integrating Behavioral Health and Primary Care to Increase Mental Health Utilization Access in the Asian American Community”.

- A Committee member asked about possible non-Western frameworks to consider. The people the Health Equity Scholar interviewed did not use specific non-Western frameworks, but acknowledged they integrated non-Western perspective into care.
- She shared which Asian American communities she spoke to. Some participants touched on working with different Asian American communities and how their approach with each community can vary.
- The Health Equity Scholar shared her recommendations for systemic and clinical change. The recommendations include enable community members to become clinicians and providing accessible education on mental health topics to the community.
  - The Committee discussed how to make pathways to possible change and how to make them permanent. Also, how to share resources with those interested in continuing education.
  - There has been some growth in peer involvement which could be due to more community health worker involvement. Also, reimbursement for services continues to expand, but still needs improvement.

The Committee thanked the PHPDA 2022 Scholar for her work and sharing her lived experience.

**Adjournment**

The meeting adjourned at 9:00 a.m.

Minutes Approved: \_\_\_\_\_

9/7/2023  
(Date)

**From:** [Whitney Regan](#)  
**To:** [jackson803@comcast.net](mailto:jackson803@comcast.net)  
**Subject:** RE: PHPDA PC Chair Signature Requested  
**Date:** Thursday, September 7, 2023 10:36:00 AM  
**Attachments:** [image002.png](#)  
[image003.png](#)

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



[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  
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**From:** jackson803@comcast.net <jackson803@comcast.net>  
**Sent:** Thursday, September 7, 2023 9:57 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!

Whitney, Please add my digital signature. Thanks,

Doug

Sent from my iPhone

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**From:** Whitney Regan <[w.regan@phpda.org](mailto:w.regan@phpda.org)>  
**Sent:** Wednesday, September 6, 2023 11:10:28 AM  
**To:** Doug Jackson <[jackson803@comcast.net](mailto:jackson803@comcast.net)>  
**Subject:** PHPDA PC Chair Signature Requested

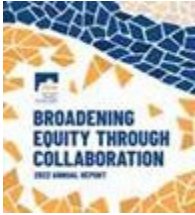
Hi Doug,

Please see attached for the Program Committee's 8/2 meeting minutes which approved at the meeting today 9/6.

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

Hope you have a great time in Cannon Beach!

Thank you,



[2022 Annual Report](#)

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