



Meeting of the Program Committee
 Wednesday, September 6, 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: 842 3470 0575
<https://us02web.zoom.us/j/84234700575?pwd=MkxkZHRVSkNQSTRGTkhaUE91d1NLQT09>

Phone Option: +1 253 215 8782

Password: EDUCATION (Numeric Password for Phone: 426060975)

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Douglass Jackson	Paul Feldman		Virgil Wade	Christina Bernard
Martine Pierre-Louis (arrived 7:39am)	Michael Leong		Mallory Fitzgerald	Gene Yoon
Marguerite Ro (arrived 7:37am)			Whitney Regan	

Douglass Jackson called the meeting to order at 7:34 a.m. A quorum was present. There was no public comment.

The Program Committee voted to amend the agenda to move the Preliminary Final Report Summaries for 2022 New & Renewal Grants to the last item on the agenda under Grantmaking & Grants Management. (Moved/2nded by Michael Leong/Paul Feldman, 3 of 3 in favor)

Consent Calendar Minutes

The Program Committee voted to approve the minutes from the August 2, 2023 meeting. (Moved/2nded by Paul Feldman/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:

- The Finance Committee will start reviewing the draft 2024 budget at their October meeting.
- PHPDA Quarters Strategy Team has met twice to discuss next steps for the Quarters Buildings and some members also met with the Department of Commerce to discuss the Quarters project.
 - PHPDA plans to manage the Request for Proposals (RFP) process for a Quarters operator or provider rather than Commerce.
 - PHPDA plans to reach out to Commerce soon to get an update on the Quarters Access Agreement extension.
- The Executive Director is going to meet with the Commerce Project Manager for the Quarters project to discuss the access agreement and the capital funds from the Washington State legislature.
 - Commerce Housing Office has taken over the Quarters project from the Local Government division so some project changes have occurred and PHPDA anticipates more to come.
- A Committee member asked about potential changes to PHPDA and Commerce’s partnership due to the project moving to the Housing Office. Commerce has been receptive to changes PHPDA has suggested or requested.
- The Pacific Tower water pumps and filtration system upgrades will likely be completed in the next couple of weeks.

Grantmaking & Grant Management

Ad Hoc Grants Work Group Final Report



Meeting of the Program Committee

Wednesday, September 6, 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: 842 3470 0575
<https://us02web.zoom.us/j/84234700575?pwd=MkxkZHRVSkNQSTRGTkhaUE91d1NLQT09>

Phone Option: +1 253 215 8782

Password: EDUCATION (Numeric Password for Phone: 426060975)

The Associate Director and Ad Hoc Grants Work Group Chair, Paul Feldman, presented the ad hoc group's final report and recommendations.

- The ad hoc grants work group Chair shared an update on the group's process going forward:
 - At the Program meeting today, the ad hoc group is sharing a final report out from three meetings that occurred this summer. The report includes immediate recommendations as well as future recommendations and topics to continue discussing.
 - The Program Committee will vote on the overall recommendations the ad hoc group shared and the Governing Council will vote on specific recommendations as needed.
- The ad hoc group Chair reviewed the recommendations included in the final report:
 - Recommended decreasing the number of Nimble Grant cycles to two from three annually starting in 2024. The Governing Council approved the change in July and Staff released a public announcement about the change.
 - 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. The ad hoc group did not discuss the size of each panel. PHPDA does plan to invite former Staff, Governing Council members, and Strategic Advisors to join panels. In the future, possibly consider paying reviewers for their time.
 - A Committee member asked if a reviewer cannot complete their reviews in time will they be eligible to participate in the review panel meeting. PHPDA plans to continue with the current rule that all reviewers must evaluate all assigned applications in order to participate in the panel meeting.
 - 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 database and a consultant to assist with the implementation of a database.
 - A database could help grant reviewers by providing additional grantee data during the evaluation process.
 - Possibly remove New Major Grant focus areas in 2024. The Committee discussed why it could be beneficial to keep the focus areas. Concerned about the applications PHPDA may receive without focus areas for guidance.
- Program Committee discussed the grant review process:
 - A Committee member suggested finding ways to spread out the reviews and decrease the burden on reviewers.
 - Consider dividing or staggering LOI and Nimble Grant reviews so not all reviewers evaluate each application. On the other hand, ask all reviewers to evaluate each New Major and Renewal Grant application because we know the number of applications we will receive.
 - If grant evaluations are divided between reviewers rather than read by each reviewer, everyone must trust each other and the recommendations made by the other reviewers. We will need more transparency about one another's review process.



Meeting of the Program Committee

Wednesday, September 6, 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: 842 3470 0575
<https://us02web.zoom.us/j/84234700575?pwd=MkxkZHRVSkNQSTRGTkhaUE91d1NLQT09>

Phone Option: +1 253 215 8782

Password: EDUCATION (Numeric Password for Phone: 426060975)

- PHPDA possibly assess the LOI review process and consider whether we are receiving all necessary information or is PHPDA asking for too much information. If PHPDA does ask for less information, we may receive more applications because the application is simpler.
- Possibly make the grant guidances more stringent as way to manage the number of applications PHPDA receives.
- Consider training grant reviewers to make sure PHPDA's values are in place, which could possibly help reviewers throughout the evaluation process.
- PHPDA might consider making small changes to the grant review process before 2024 because we anticipate large volumes of applications next year.
- Potentially discuss why PHPDA awards Nimble Grants and consider the eligibility for Nimble Grants. Focus the possible discussion on reexamining the propose of Nimble Grants and why PHPDA has Nimble Grants.
- Currently Major and Nimble Grant applications look very similar. May want to think about making changes to the Nimble Grant application to help applicants and reviewers.
- Program Committee discussed the required financials applicants must include with their application. Committee members suggested making possible adjustments to the required financial information for Nimble and Major Grant applications.
- Program Committee discussed next steps following the review of some of the ad hoc grants work group's recommendations:
 - The Committee plans to address as many recommendations as they can before 2024 and continue discussing recommendations in 2024 that could impact 2025 grantmaking.
 - Program Committee plans to discuss the Nimble Grant process, application, and evaluation before December.
 - Possibly discuss removing some of the information included in the Major Grant guidances to help applicants
 - Program recommends the Governing Council review the ad hoc group's recommendations in October rather than in September so Program Committee has more time to discuss them.
 - Staff will review the ad hoc grants work group's final report and reprioritize some recommendations prior to the October Program meeting.

The Program Committee did not take action on the ad hoc grants work group's final report at this time.

Continued Discussion of 2024 Grantmaking

The continued discussion on 2024 grantmaking was postponed until next month.

Preliminary Final Report Summaries for 2022 New & Renewal Major Grants

The Grants Manager did not review preliminary Final Report Summaries for 2022 New and Renewal Major Grants. The Grants Staff plans to send additional final report summaries in batches prior to the October Program meeting. Program Committee will likely review most of the 2022 New and Renewal Major Grant final report summaries at their October meeting.



Meeting of the Program Committee
Wednesday, September 6, 2023, 7:30 - 9:00 AM

Physical Location: Quarters 2 Building, Pacific Tower, 1200 12th Ave S., Seattle, WA 98144

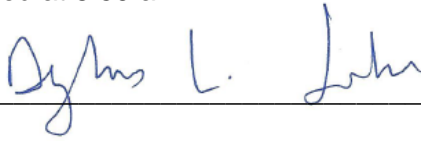
Virtual Location: <https://zoom.us> | Meeting ID: 842 3470 0575
<https://us02web.zoom.us/j/84234700575?pwd=MkxkZHRVSkNQSTRGTkhaUE91d1NLQT09>

Phone Option: +1 253 215 8782

Password: EDUCATION (Numeric Password for Phone: 426060975)

Adjournment

The meeting adjourned at 8:59 a.m.

Minutes approved:  10/4/2023
(Date)

From: [Gene Yoon](#)
To: [Douglass Jackson](#)
Subject: RE: [Action] PHPDA PC Chair Signature Request
Date: Wednesday, October 4, 2023 11:24:00 AM
Attachments: [image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)

Excellent. Thank you for your permission!

See you next week at the Governing Council meeting :)



Gene Yoon (he/him), **Communications Manager**
206.309.6202 | g.yoon@phpda.org | [2022 Annual Report](#)

Pacific Hospital Preservation & Development Authority
[1200 12th Ave S](#), Quarters 2, Seattle, WA 98144



*For grant related matters, email grants@phpda.org.
Join our [email list](#) for news and funding announcements.
View PHPDA's [Privacy Policy](#) and public records requirements.*

From: Douglass Jackson <jackson803@comcast.net>
Sent: Wednesday, October 4, 2023 11:22 AM
To: Gene Yoon <g.yoon@phpda.org>
Subject: Re: [Action] PHPDA PC Chair Signature Request

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 Gene,

I think we had a good meeting this morning and got a lot accomplished.

You have my approval to add my digital signature to the September 6 meeting minutes.

d

From: Gene Yoon <g.yoon@phpda.org>
Date: Wednesday, October 4, 2023 at 11:07 AM

To: Doug Jackson <jackson803@comcast.net>

Subject: [Action] PHPDA PC Chair Signature Request

Good Morning Doug,

Thank you for chairing the Program Committee this morning. Please review the attached September 6, 2023 minutes which were voted as approved by PC today (moved/2nded by Paul Feldman/Michael Leong, 4 of 4 in favor).

Please email me back with your approval to use your digital signature on the minutes attached, or feel free to sign, scan, and return the minutes to me while Whitney is out of office.

Thank you!



Gene Yoon (he/him), **Communications Manager**
206.309.6202 | g.yoon@phpda.org | [2022 Annual Report](#)

Pacific Hospital Preservation & Development Authority
[1200 12th Ave S](#), Quarters 2, Seattle, WA 98144



For grant related matters, email grants@phpda.org.

Join our [email list](#) for news and funding announcements.

View PHPDA's [Privacy Policy](#) and public records requirements.