



Meeting of the Program Committee
 Wednesday, October 4, 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: 849 8791 7383
<https://us02web.zoom.us/j/84987917383?pwd=RmpaN29JNHFqdV0tcEIDaEpVQT09>

Phone Option: +1 253 215 8782

Password: AUTUMN (Numeric Password for Phone: 904062)

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Douglass Jackson	Paul Feldman	Martine Pierre- Louis	Christina Bernard	Mallory Fitzgerald
Michael Leong	Marguerite Ro		Gene Yoon	

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 the September 6, 2023 meeting. (Moved/2nded by Paul Feldman/Michael Leong, 4 of 4 in favor)

Other Program Work

Technical Assistance & Cohort Work Updates

The Associate Director provided updates on technical assistance (TA) and cohort work. The next TA session will be on financial stewardship and will be in early November.

Grant Management

2023 All Grantees Meeting

The Communications Manager reported on the 2023 All Grantees Meeting plans.

- Secured sponsorships from five PHPDA Consultants.
- The meeting will be on Tuesday, December 5. It will be in person for the first time since 2019.
- New activities include a one-stop webpage for information, and hiring of a photographer.
- Discussed how we can be most engaging, and how to best communicate being hybrid/virtual.

Final Report Summaries for 2022 New & Renewal Major Grants

The Grants Manager reviewed Final Report Summaries for 2022 New and Renewal Major Grants.

- Total of twenty Major Grants: six Major Grants in year 1, seven in year 2, and seven in year 3
- She mentioned specifics on major grantees’ output and outcome performance, reporting, and narratives. She reported on the ones that are missing their reports.
- Once all reports are finalized, the Grants Manager will send the Final Report Summaries to Program Committee and Governing Council.
- The Committee discussed unexpended funds, goals, and metrics.

Grantmaking

Continue Discussion on Ad Hoc Grants Work Group Recommendations & Prioritize Recommendations for 2024 Grantmaking



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The Ad Hoc Grants Work Group Chair, Paul Feldman, and PHPDA Associate Director led a discussion on the ad hoc group's recommendations and prioritizing recommendations for 2024 grantmaking.

- The Associate Director summarized how the document changed from its last draft. Will go forward with priorities identified:
 - splitting all the panels and bringing additional people to do reviews in 2024 in case there are too many applications for evaluators to reasonably complete,
 - potential changes to scoring will be considered in the future.
- The Nimble and Major Grant Guidance documents will be updated to reflect changes.
- The Committee discussed focus areas, simplifying language in the Guidance documents, and clarifying how applicants can best fit with the Health Equity Fund's criteria.
- The document that outlines recommendations will be on the Governing Council's next agenda.
- The Finance Committee may potentially discuss increasing the budget for Nimble and New Major grants. The Program Committee will review the full grant and program budget in November.
- Larger potential future changes to grantmaking will likely be discussed by the full Governing Council at a retreat in 2024.

The Program Committee did not vote on the Ad Hoc Grants Work Group's recommendations, but supported the summary and asked that it be shared with the full Governing Council.

Discussion of 2024 New Major, Renewal & Nimble Grant Guidance Documents

The Grants Manager and Associate Director led a discussion of 2024 New Major, Renewal, and Nimble Grant guidance documents.

- The Committee reviewed and discussed priorities, focus areas, and funding principles. The Committee agreed to keep the focus areas, but possibly shorten and simplify the list.
- The Committee discussed well-funded large organizations and their eligibility, especially for small grants. Some large organizations start a pilot project with PHPDA's funds, develop into their own sustainable program, and succeed.
- The Committee discussed merging the principles and priorities. Michael Leong will work on this in the next few weeks and have a draft ready for review in November.
- The Committee also removed and edited focus areas. All Committee members will send additional suggested edits to staff in time for final discussion of focus areas at the November meeting.
- The section on Eligibility may be moved earlier in the document.

Adjournment

The meeting adjourned at 9:01 a.m.

Minutes approved: 

11/8/2023
(Date)

Re: PHPDA PC Chair Signature Requested

Whitney Regan <w.regan@phpda.org>

Wed 11/8/2023 2:31 PM

To: Doug Jackson <jackson803@comcast.net>

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



phpda.org

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

206.432.3027 | w.regan@phpda.org | [2022 Annual Report](#)

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: Wednesday, November 8, 2023 2:10 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,

Please add my digital signature to the 10/4 meeting minutes.

d

From: Whitney Regan <w.regan@phpda.org>

Date: Wednesday, November 8, 2023 at 10:07 AM

To: Doug Jackson <jackson803@comcast.net>

Subject: RE: PHPDA PC Chair Signature Requested

Hi Doug,

Following up regarding the October Program Committee meeting minutes.

Please see attached for the Program Committee's 10/4 meeting minutes which were approved at the meeting on 11/1.

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

Thank you!



Whitney Regan (she/her)
| **Office Coordinator**
206.432.3027
| w.regan@phpda.org |
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& Development Authority
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Seattle, WA 98144
 

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From: Whitney Regan
Sent: Wednesday, November 1, 2023 3:11 PM
To: Doug Jackson <jackson803@comcast.net>
Subject: PHPDA PC Chair Signature Requested

Hi Doug,

Please see attached for the Program Committee's 10/4 meeting minutes which were approved at the meeting today 11/1.

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

Thank you!



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