



**Meeting of the Program Committee**  
 Wednesday, November 1, 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: 835 0023 4512  
<https://us02web.zoom.us/j/83500234512?pwd=Wjl5WFhtZk8xc1RxUK1oa2gvbUFQZz09>

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

**Password:** ELECTIONS (Numeric Password for Phone: 438438776)

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Douglass Jackson	Paul Feldman	Marguerite Ro	Virgil Wade	Christina Bernard
Martine Pierre-Louis	Michael Leong (arrived at 7:35am)		Mallory Fitzgerald	Gene Yoon
			Whitney Regan	

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

**Consent Calendar Minutes**

The Program Committee voted to approve the minutes from the October 4, 2023 meeting. (Moved/2<sup>nd</sup> by Paul Feldman/Martine Pierre-Louis, 3 of 3 in favor)

**Update on Finance Committee & Property**

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

- Finance Committee will review the draft 2024 Operating Budget and Reserve Fund Plan at their meeting today. They will vote to accept and forward the draft budget and reserve plan to Governing Council in December.
- Staff are meeting with the HR Consultant. They will likely have more to share at the November Governing Council meeting.
- The Executive Director met with a Washington State Representative to discuss the Quarters project.
  - Department of Commerce plans to sign a two-year Quarters Access Agreement soon. The agreement is moving to the Commerce Local Government division rather than the Office of Housing. The start date will be retroactive to July 1, 2023 and end on June 30, 2025.
  - The Executive Director will meet with PHPDA Legal Counsel and Real Estate Consultant to review the access agreement before Commerce signs. Also, the Executive Director plans to meet with the Director of the Local Government division at Commerce to discuss the access agreement prior to Commerce signing.
  - PHPDA will receive the full access agreement fee upfront from Commerce.
- After the Quarters Access Agreement is signed, the next step for the Quarters project is a possible Request for Proposals (RFP) for a Quarters operator or provider.
- A Committee member asked about current Quarters security because the buildings are vacant. The Executive Director is going to ask the Property Manager for an update.

**Grant Management**

*2023 All Grantees Meeting Plans*

The Office Coordinator reported on the 2023 All Grantees Meeting plans.

- The 10<sup>th</sup> Annual All Grantees Meeting will be held in-person on Tuesday, December 5<sup>th</sup>. We strongly encourage grantees to attend in person and offering a virtual option.



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- Governing Council members and Strategic Advisors are invited to attend.
- The Communications Manager continues to work on the All Grantees Meeting webpage on PHPDA's website so attendees can find all event information in one place.
- Continue to discuss potential breakout session topics. Staff plan to meet in a couple of weeks to finalize breakout sessions and other meeting logistics.

The Associate Director reminded the Program Committee about the next technical assistance session on November 7. The session focuses on financial stewardship for small nonprofits. She welcomed Committee members to attend.

### Financial Stewardship

#### *2024 Draft Operating Budget & Reserve Plan – Discuss Grant/Programmatic Items*

The Associate Director discussed the grant/programmatic items in the 2024 Draft Operating Budget and Reserve Fund Plan.

- She provided a one-page document prior to the meeting on the Program portion of the 2024 budget. She explained the highlighted portions of the draft budget.
- The Associate Director reviewed the Grant portion of the budget. Based on the bottom line, PHPDA can do more grant spending in 2024.
  - Staff suggest an increase to New Major and Nimble Grant budgets, but keep Renewal Grants at \$2.3 million.
  - A Committee member suggested Program Committee discuss Nimble Grants in more detail before making a substantial increase in funding.
  - The Executive Director reminded the Committee that Governing Council plans to discuss grantmaking and possibly other PHPDA programs at their 2024 retreat.
  - A Committee member commented on the possible 2024 New Major Grant funding amount and the possibility of most applicants asking for the max amount of \$200,000 because they see there is a substantial increase in New Major Grant funding in 2024. It is something to keep in mind when planning 2025 and 2026 Renewal Grant funding.
- The Associate Director reviewed the draft 2024 Reserve Fund Plan.
  - Adding a new line for the 2024 Major Grant cohort with unknowns about future income. It would allow PHPDA to continue/increase funding for that cohort in 2025 and 2026.
- Program Committee discussed keeping Nimble Grant funding at the current amount (\$375,000) or only increase it to \$400,000 and put even more funds into New Major Grants in 2024. Possibly increase New Major to \$1.7 million. With this suggestion, the 2024 Major Grant cohort line in the reserve plan would increase by about \$500,000.
  - \$400,000 in Nimble Grant funding could mean about sixteen grants next year.
  - An increase in New Major Grants would mean a few additional grants compared to past years.
- The Associate Director put in potential funding for the Seattle University (SU) Health Policy Advocacy Clinic. She is allocating \$30,000 like in the past two years. Discussion about the program will continue into 2024.



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- Including funds for possible collaborative funding next year. The Associate Director is part of a funders group focused on immigrant and refugees. PHPDA may have opportunities to do collaborative funding with the funders group or other groups. The Associate Director is meeting with PHPDA's Legal Counsel to understand PHPDA's options.
- A Committee member suggested Program Committee and Governing Council discuss the SU Law Clinic and possible collaborative funding in more detail before putting funds towards those items. The Associate Director reminded the Committee that Governing Council would take action before either of those funding possibilities move forward next year.
- The Governing Council will vote to approve the 2024 budget and reserve plan at their December meeting.

The Program Committee did not vote to endorse the draft 2024 PHPDA Grant/Programmatic Budget, but support the Program budget as presented with some changes: increase Nimble Grant budget to \$400,000 and increase New Major Grant budget to \$1.7 million.

### Grantmaking

#### *LOI, New Major, Renewal & Nimble Grant Application Questions*

The Associate Director and Grants Manager led a discussion on LOI, New Major, Renewal, and Nimble Grant application questions.

- A Committee member suggested updating the New, Expansion, or Continuing Program question on the New Major application. Possibly add more detail to help applicants understand that application question better.

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

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

- The Associate Director reviewed the changes made to Funding Priorities since the last Program meeting.
  - The Committee agreed to add Pacific Islanders under the first funding priority.
- Program Committee discussed 2024 New Major Grant focus areas.
  - The Committee agreed to keep "Substance Use Disorder and Harm Reduction Services" as is.
  - Program considered possible changes to "access to women's and reproductive health". PHPDA does primarily focus on access when it comes to women's health and reproductive health.
  - The Committee discussed "peer delivered services" and whether to include it in guidance documents. Peer models can help address disparities within communities as well as cultural competency. Program Committee agreed to not highlight peer services in the guidance documents at this time, though they expect to continue receiving applications using this model.



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- The Committee will do a final review of the guidance documents at their December meeting and can make minor changes at that time. Following a final review, Program will vote to forward the documents to Governing Council for approval.

The Associate Director reminded Program Committee about 2024 Grant Review Panels. Staff will reach out to Committee members soon to ask which panels they would like to join.

The Program Committee Chair announced Michael Leong will be leaving the Committee at the end of the year. Michael commented on his time as a member of the Program Committee.

**Adjournment**

The meeting adjourned at 8:56 a.m.

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

12/6/2023  
(Date)

**From:** [Whitney Regan](#)  
**To:** [Douglass Jackson](#)  
**Subject:** RE: PHPDA Program Committee Chair Signature Requested  
**Date:** Wednesday, December 6, 2023 12:25:00 PM  
**Attachments:** [image005.png](#)  
[image006.png](#)  
[image007.png](#)  
[image008.png](#)  
[image009.png](#)  
[image001.png](#)

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Thank you, Doug! I will add your digital signature to the 11/1 Program Committee meeting minutes.



**Whitney Regan** (she/her) | **Office Coordinator**  
206.432.3027 | [w.regan@phpda.org](mailto: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, December 6, 2023 12:19 PM  
**To:** Whitney Regan <w.regan@phpda.org>  
**Subject:** Re: PHPDA Program Committee 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,

You have my permission to add my digital signature to the 11/1 meeting minutes.

d

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**From:** Whitney Regan <[w.regan@phpda.org](mailto:w.regan@phpda.org)>  
**Date:** Wednesday, December 6, 2023 at 11:45 AM  
**To:** Doug Jackson <[jackson803@comcast.net](mailto:jackson803@comcast.net)>  
**Subject:** PHPDA Program Committee Chair Signature Requested

Hi Doug,

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

the meeting today 12/6.

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

Thank you!



[phpda.org](http://phpda.org)

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

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

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