Meeting of the Program Committee

Wednesday, December 6, 2023, 7:30 - 9:00 AM

PHPDA
PACIFIC HOSPITAL
PRESERVATION &
DEVELOPMENT AUTHORITY

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

Virtual Location: https://zoom.us | Meeting ID: 885 1206 9597
https://us02web.zoom.us/j/88512069597?pwd=WXYyZDNubHNyS1ZCUE1oWUhRR3NRZz09
Phone Option: +1 253 215 8782
Password: HOLIDAY (Numeric Password for Phone: 4152667)

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Douglass Jackson	Paul Feldman	Michael Leong	Virgil Wade	Christina Bernard
Martine Pierre-Louis		Marguerite Ro	Mallory Fitzgerald	Gene Yoon
			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 minutes from the November 1, 2023 meeting. (Moved/2nded by Paul Feldman/Martine Pierre-Louis, 3 of 3 in favor)

The Office Coordinator reminded Committee members to sign up for 2024 Grant Review Panels. The Governing Council will likely appoint the first two panels, Letters of Intent (LOI) and Nimble Grant Cycle 1, at their meeting next week.

Update on Finance Committee & Property

The Executive Director updated the Program Committee on Finance Committee and Property activities:
- The Finance Committee will consider the 2024 Tower operating budget, PHPDA operating budget, and reserve plan at their meeting today and forward them to Governing Council for approval.
- The Finance Committee and Governing Council will review Staff salary-related PHPDA operating policies this month. PHPDA is changing the current step salary process to a pay grade level process.
- Department of Commerce signed the Quarters Access Agreement. The start date will be retroactive to July 1, 2023 and end on June 30, 2025. Commerce will pay a $800,000 access fee ($400,000 per year) for two years.
- PHPDA is discussing with Commerce how best to disperse the remaining $100,000 in Washington State operating funds once the Quarters access fee is paid. PHPDA could receive $75,000 for the Request for Proposals (RFP) process for a Quarters operator or provider and Commerce would keep $25,000 as an admin fee.
- After the first of the year, PHPDA and Commerce will likely start discussing the $5 million in Washington State capital funding that was allocated to Commerce for PHPDA to potentially use.
- PHPDA continues to discuss campus signage designs with SCIDpda. We want the signage to be consistent across the entire campus.
  - PHPDA and SCIDpda have spoken to City of Seattle Landmarks so they are aware of the signage changes. SCIDpda will likely go through the landmark approval process in February. PHPDA and SCIDpda may meet with landmarks before the approval process begins to get feedback and guidance.
  - PHPDA continues to discuss contracting with a signage consultant. It is likely the contract will fall under a small works project. Staff plan to meet with PHPDA's Property Manager and Legal Counsel to discuss it in more detail.

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- o Any signage changes or updates will likely occur in Q3 2024.
- o SCIDpda has a company in mind for signage installation and PHPDA would like to use the same company if possible.

Grantmaking

2024 New Major, Renewal & Nimble Grant Guidance Documents

The Associate Director discussed the 2024 New Major, Renewal, and Nimble Grant Guidance documents.
- Since last month's meeting:
  - o Updated New Major Grant focus areas
  - o Staff reviewed dates and links
  - o Updated funding amounts based on the latest draft 2024 operating budget
    - $1.7 million for New Major, $2.3 million for Renewal, and $400,000 for Nimble
  - o PHPDA Communications Manager updated the format to be consistent with other PHPDA documents
- 2024 Letters of Intent (LOI) and Nimble Grant Cycle 1 will likely open next week after the Governing Council votes to approve the guidance documents.
- The Associate Director reminded Program Committee that the Council and Staff plan to do a deeper dive into PHPDA's grantmaking next year, including a comprehensive review of the Nimble Grant process.

The Program Committee voted to approve and forward the 2024 New Major, Renewal, and Nimble Grant Guidance documents to Governing Council. (Moved/2[nded] by Martine Pierre-Louis/Paul Feldman, 3 of 3 in favor)

Grant Management

Recap on 2023 All Grantees Meeting

The Communications Manager and Office Coordinator provided a recap on the 2023 All Grantees Meeting.
- The 10th annual All Grantees Meeting took place yesterday, December 5th in the Pacific Tower Panoramic Room, the first in-person All Grantees Meeting since 2019.
- About forty people attended, including past and current Health Equity Scholars, a Council member, and sponsors. There was a total of eighteen Major Grantees that presented on their programs.
- The attendees participated in breakout groups and each group focused their discussions on various topics, including engaging hard to reach communities, advocacy, and substance use.
- Staff wanted to make the meeting as engaging as possible and create a safe learning space for all attendees. Staff conducted live polls and short surveys throughout the meeting, including fun polls and questions focused on how PHPDA can help beyond writing a check.

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- Staff created a survey for attendees to complete after the meeting. Staff will share the survey results with Program Committee at their next meeting and possibly include trends year over year.
- PHPDA Executive Director was not able to attend the meeting in-person, but commented on his experience attending virtually.

Update on 2022 New Major & Renewal Grant Final Reports

The Associate Director and Executive Director provided an update on 2022 New Major and Renewal Grant final reports.
- A current second year Major Grantee continues to finalize their 2022 final reports. The Associate Director plans to meet with them to go over reporting requirements.
- A 2022 Renewal Grantee finally submitted all their final reports, including back up financial documentation which was a requirement following PHPDA's audit earlier in the year. The Associate Director plans to review all the reports soon.
- Another 2022 Renewal Grantee has not submitted all their final reports, only submitted two out of four. Staff continue to reach out and send reminders, but no response. Sent them an unexpended funds letter via email and mail based on their mid-year financial report because they have not submitted a final financial report.
- Program Committee discussed looking at potential grant applicants' boards or governing entities when reviewing applications.
- The Committee asked Staff to keep our actions consistent when grantees do not submit reports on time and/or do not respond to the Grants Staff's communications.
  - Program Committee discussed PHPDA potentially creating an operating policy that Staff can follow when grantees are uncommunicative and/or not submitting reports on time. Consider how failure may have happened in the first place and how PHPDA can help. Possibly include the policy with grant contracts.
  - It is likely that late reports are due to grantee capacity issues.
- The Committee commented on percentage of goals and possible miscalculations in grantee reporting. Staff would like to do a deeper dive into evaluation and outcome reporting next year.

New Major, Renewal & Nimble Grant Quarterly Report Summaries

The Grants Manager and Associate Director reviewed the New Major, Renewal, and Nimble Grant Quarterly Report Summaries.
- Q1 2023 New Major Grant report summaries were reviewed. All New Major Grantees are meeting their goals according to their Q1 report summaries. Some programs had already begun and are ramping up with PHPDA funding while others are just starting and making great progress.
- The Committee reviewed Q1 2023 2nd Year and 3rd Year Major Grant report summaries. Overall, all grantees are on track.
  - One 2nd Year grantee will be meeting with Grants Staff to go over reporting requirements.
  - A 3rd Year grantee emphasized in their report the importance of working across generations and how successful that work has been at their organization.
- Grants Manager discussed 2023 Nimble Cycle 1 and Cycle 2 report summaries which were reviewed by Grants Staff. Both cohorts of grantees are meeting their goals.

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- One Nimble Cycle 1 grantee was able to purchase and update needed equipment, which has made a big impact in their community.

Nimble Grant Final Report Summaries

The Grants Manager reviewed the Nimble Grant Final Report Summaries for 2022 Cycle 3.
- One grantee was delayed purchasing equipment due to staff capacity. Once they hired a new staff member, they reevaluated what equipment is needed and made some adjustments before purchasing the equipment.
- Another grantee had great success with the mental health counselor they hired. The counselor has been helpful for clients as well as Staff by decreasing their workloads.
  - The grantee currently has a New Major Grant with PHPDA focused on patient navigators and the navigators will work with the counselor.
- The third grantee saw an increase in clients accessing other services due to the services covered by the PHPDA grant. The grantee was able to reach their target population and are working on continued funding for the project.

Other Program Work

Update on Technical Assistance Work

The Associate Director updated the Committee on technical assistance (TA) work.
- PHPDA hosted three TA sessions in 2023: Grantwriting 101 led by a former Executive Director, Taming the Beast of Evaluation led by a former Health Equity Scholar, and Financial Stewardship for Small Nonprofits led by PHPDA's accountants, Greenwood Ohlund.
- All the TA sessions were hosted virtually and most of each session was recorded. Staff shared the recordings with attendees and posted them on PHPDA's website.
- Overall, the feedback following each session was positive. One aspect Staff plan to discuss is a small number of attendees dominating the conversation during Q&A's and how best to manage that.
- Staff began discussing next year's TA sessions. There will likely be four sessions, one per quarter. The first session will possibly focus on communications and led by PHPDA's Communications Consultant, Pyramid. The second session may focus on advocacy work and PHPDA are considering hiring a consultant to lead the session.
  - Grantees have shown a strong interest in data. Staff may host another evaluation related session next year.
  - Grantees also continue to show interest in financial related sessions.
- The Committee asked about Staff's capacity and whether the Staff will have time to plan four TA sessions next year. The number of sessions may change depending on Staff and consultant's capacity and the type of sessions. Also, may rerun some 2022- 2023 sessions in 2024.

Committee Governance

Discuss Program Committee Meeting Schedule

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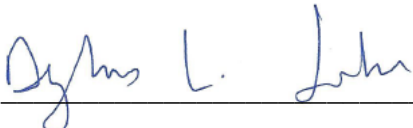**Phone Option:** +1 253 215 8782
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The Program Committee Chair led a discussion on the Committee's meeting schedule.
- Michael Leong is stepping back and will no longer be a member of Program Committee. His last meeting will be in January.
- Some Governing Council members currently on the Finance Committee have expressed interest in moving to the Program Committee, but the current Program Committee meeting time does not work for them.
- Possibly create a poll to get an idea of Program Committee members' availability as well as availability from Council members interested in moving to Program Committee.
    - Consider the current meeting format (can meet virtually, not required to meet in-person) when discussing a possible new meeting day/time.
    - Committee members discussed potential meeting times that might work, including moving the meeting to late afternoons or evenings rather than in the morning.

Adjournment

The meeting adjourned at 9:00 a.m.

Minutes Approved: _____   __2/7/2024__
                                                                               (Date)

5

From:	Douglass Jackson
To:	Gene Yoon
Subject:	Re: [Action] PHPDA PC Chair Signature Request
Date:	Wednesday, February 7, 2024 2:18:09 PM
Attachments:	image001.png
	image002.png
	image003.png

Hi Gene,

Please use my digital signature on the minutes that were approved at this morning's Program Committee meeting.

d

From: Gene Yoon <g.yoon@phpda.org>
Date: Wednesday, February 7, 2024 at 2:07 PM
To: Doug Jackson <jackson803@comcast.net>
Subject: [Action] PHPDA PC Chair Signature Request

Good Afternoon Doug,

Thank you for chairing the Program Committee this morning. Please review the attached December 6, 2023 minutes which were voted as approved by PC today (Moved/2nded by Martine Pierre-Louis/Marguerite Ro, 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.

Thank you!

Gene Yoon (he/him), **Communications & Engagement Specialist**
206.309.6202 | g.yoon@phpda.org | 2022 Annual Report

Pacific Hospital Preservation & Development Authority
1200 12th Ave S, Quarters 2, Seattle, WA 98144

phpda.org

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Join our email list for news and funding announcements.
View PHPDA's Privacy Policy and public records requirements.