



Meeting of the Program Committee
 Wednesday, April 3, 2024, 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: 847 5337 6746
<https://us02web.zoom.us/j/84753376746?pwd=VmloZ2Q2M3paUEh3MINnNS9rcVRBUT09>

Phone Option: +1 253 215 8782

Password: SPRING (Numeric Password for Phone: 508662)

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Douglass Jackson	Doris Koo	Nancy Sugg	Virgil Wade	Christina Bernard
		Martine Pierre-Louis	Gene Yoon	
		Paul Feldman		

Douglass Jackson called the meeting to order at 7:34 a.m. A quorum was not present. There was no public comment.

Consent Calendar Minutes

The Program Committee reviewed the minutes from the February 7, 2024 meeting. No action was taken.

Update on Finance Committee & Property

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

- The Executive Director discussed audit activities and financial processes, Quarters Buildings RFP, and SCIDpda updates.

Grant Management

2023 New and Renewal Major Grant Q2 Reports

The Finance and Program Director reviewed the 2023 New and Renewal Major Grant Q2 Reports.

- Received all Q2 reports from Major Grantees. No outstanding reports.
- She reported on program progress and organizations' operation updates.

2023 New and Renewal Major Grant Mid-Year Financial Reports

The Finance and Program Director reviewed the 2023 New and Renewal Major Grant Mid-Year Financial Reports. The reports show spending for July- December 2023.

- The Committee discussed potentially funding general operating. PHPDA may continue discussing stewarding public funds and trust-based philanthropy at the Governing Council retreat.

Nimble Grant 2023 Cycle 1 Final Reports

The Finance and Program Director discussed Nimble Grant 2023 Cycle 1 Final Reports.

- The three Nimble Grants from Cycle 1 completed their contracts at the end of 2023.

Other Program Work

Update on Technical Assistance, Seattle University and Other Program Work

The Finance and Program Director and Executive Director provided an update on technical assistance (TA) work, Seattle University, and other program work.



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- Scheduling Bolder Advocacy to facilitate a technical assistance learning session in June.
- Evaluations and Grantwriting sessions may return regularly.
- The Committee discussed attendance and target audiences.

2024 Health Equity Scholars Update

The Finance and Program Director and Executive Director updated the Program Committee on Health Equity Scholar activities.

- One of the 2023 Health Equity Scholars' practicum is part of their larger capstone project. They will likely present at the June Program Committee meeting.
- PHPDA received fourteen 2024 Health Equity Scholar applications and selected three. The Committee discussed PHPDA's selection criteria. The Governing Council may further consider Scholar program at the Governing Council retreat.

Grantmaking

Update on 2024 Renewal and New Major Grant Processes

The Finance and Program Director reported on the 2024 Renewal and New Major Grant processes.

- **Renewal:** Staff conducted Tech Reviews. Grant Reviewers are Christina Bernard, Mallory Fitzgerald, Bob Cook, Nancy Sugg, John Kim, and Rhonda Lewis.
 - Received thirteen applications. Seven grantees applied for second year funding and six applied for third year funding.
 - \$2.3 million available for Renewal Grants. The Renewal Panel will meet Friday, April 19.
- **New Major:** Staff conducted Tech Reviews. Christina Bernard, Virgil Wade, Whitney Regan, Diane Pietrowski, Nancy Sugg, Doris Koo, Judy Tobin, and Nicholas Ramirez are on the Review Panel. \$1.7 million available for New Major Grants. Panel meeting will be on Wednesday, May 8.
 - All nineteen invited LOI proposals submitted full applications.
 - The Grants Staff met with all applicants individually to review the application process and answer any questions.
 - Grants Staff will conduct contract meetings with the selected applicants in June.

Preliminary Discussion of Split Grant Review Panels

The Executive Director, Program Committee Chair, and a Program Committee member led a preliminary discussion of split grant review panels.

- The Committee discussed review meeting facilitation (consistency, biases, structure/model, approaches, and process improvement) and Governing Council participation. The Executive Committee may discuss this at their next meeting.

Committee Governance

Update on GC Retreat Planning



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With no quorum, the Council Chair, Council Vice Chair, and Executive Director did not provide an update on 2024 Governing Council retreat planning.

- No action was taken.

Adjournment

The meeting adjourned at 8:52 a.m.

Minutes Approved: _____

6/17/2024
(Date)

From: [Douglass Jackson](#)
To: [Whitney Regan](#)
Subject: Re: PHPDA Program Committee Chair Signature Requested
Date: Monday, June 17, 2024 10:32:46 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)

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Thank you Whitney.

d

From: Whitney Regan <w.regan@phpda.org>
Date: Monday, June 17, 2024 at 9:37 AM
To: Doug Jackson <jackson803@comcast.net>
Subject: RE: PHPDA Program Committee Chair Signature Requested

No worries! I will add your digital signature to both meeting minutes.

Thank you!



Whitney Regan (she/her) | **Grants Coordinator**
206.432.3027 | w.regan@phpda.org | [2023 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: Monday, June 17, 2024 6:54 AM
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!

Good Morning Whitney,

I apologize for the delay in responding (your email got inadvertently buried in my inbox). Please add my digital signature to both meeting minutes.

Doug

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

Date: Thursday, June 6, 2024 at 10:26 AM

To: Doug Jackson <jackson803@comcast.net>

Subject: PHPDA Program Committee Chair Signature Requested

Good Morning Doug,

Please see attached for the Program Committee's amended 2/7 and amended 4/3 meeting minutes which were approved at the meeting yesterday 6/5.

Amendments to 2/3 Minutes

- Moved Paul to Members Present
- Changed "Achieved" to "Archived" on the 2nd Page under *Update on Technical Assistance, Seattle University and Other Program Work*.

Amendments to 4/3 Minutes

- Changed "Boulder" to "Bolder" on the 2nd Page under *Update on Technical Assistance, Seattle University and Other Program Work*.

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

Thank you!



Whitney Regan (she/her) | **Grants Coordinator**
206.432.3027 | w.regan@phpda.org | [2023 Annual Report](#)

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