



**Meeting of the Program Committee**  
 Wednesday, June 5, 2024 7:30 AM - 9:00 AM

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

**Virtual Location:** <https://zoom.us> | Meeting ID: 869 8606 5597  
<https://us02web.zoom.us/j/86986065597?pwd=mfnnbDcNTSJ0xUjhTpBUgLcnDbX7bX.1>

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

**Password:** SUNSHINE (Numeric Password for Phone: 80124806)

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Douglass Jackson	Doris Koo		Virgil Wade	Christina Bernard
Martine Pierre-Louis (until 8:57am)	Paul Feldman		Whitney Regan	Amanda Li (arrived 8:10am)
Nancy Sugg			Mike Heinisch (arrived 7:50am)	

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 amended minutes from the February 7, 2024 and April 3, 2024 meetings. (Moved/2<sup>nd</sup>ed by Doris Koo/Martine Pierre-Louis, 4 of 4 in favor)

**Grant Management**

*2023 New Major & Renewal Grant Q3 Reports*

The Finance & Program Director reviewed the 2023 New Major and Renewal Grant Q3 Reports.

- New Major Grantees are required to submit Q3 reports, with most Renewal Grants being exempt.
- New Major Grants are progressing well and on track. Grantees are making adjustments when needed.
  - One grantee noted significant staffing challenges. They have had a difficult time hiring and retaining healthcare staff.
- Most Renewal Grantees continue to stay on track. About half of the grantees were not required to submit a Q3 report.
  - Grants Staff met with a 3<sup>rd</sup> Year Grantee to discuss their recently approved 501c3 status, which goes into effect on July 1, 2024. PHPDA will not change their contract because their grant period ends June 30, 2024.
  - Another grantee had difficulties signing MOAs with other organizations. The Committee discussed why they may have had some challenges executing MOAs.
- 2023 New Major and Renewal Grant final reports are due August 1. Grants Staff will have a full set of reports to share with the Committee later this year.
  - PHPDA does ask about program sustainability and future funding in the final reports.
- PHPDA will offer to meet with outgoing 2023 3<sup>rd</sup> Year Grantees after they submit their final reports to possibly get feedback on the grantmaking process and working with PHPDA, as well as to ask about future program plans.
- The Committee discussed sending a survey to outgoing and past grantees to get feedback on the application and grantmaking process. Replies would be anonymous.
  - Possibly ask about working with PHPDA, plans beyond PHPDA funding, and sustaining the program long-term.



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### *Nimble Grant 2023 Cycle 3 Quarterly Reports*

The Finance & Program Director reviewed Nimble Grant 2023 Cycle 3 Quarterly Reports.

- Their contract period started October 1, 2023 so they are about half-way through the grant period.
- The Nimble Grantees are progressing well. One grantee started necessary training and another has begun offering services.
- The Committee has some concerns about one grantee and discussed whether they are achieving their initial goals because it was not clear in their quarterly report.

### *Nimble Grant 2023 Cycle 2 Final Reports*

The Finance & Program Director updated the Committee on Nimble Grant 2023 Cycle 2 Final Reports.

- She provided summaries of the final reports. Overall, the grantees did well throughout the grant period.
- One grantee needs to follow up with additional information and another grantee has not submitted their final reports yet.
- The Committee asked Grants Staff to follow up with one grantee on potential new licensing they planned to acquire during the grant period.

## **Grantmaking**

### *Preliminary Learnings from 2024 Grantmaking*

The Committee Chair led a discussion of preliminary learnings from 2024 Grantmaking.

- Program Committee members shared feedback on split panels:
  - Split panels work well for LOIs and Nimble Grants due to the high volume of applications.
  - The split panels may not work as well for cycles with fewer applications, such as New Major, especially with that grant cycle often being the start of a multi-year relationship with PHPDA. As an evaluator, it can be difficult to get a full sense of each application without reviewing them all and it is important to get a more comprehensive viewpoint on each application.
  - The Renewal review panel could remain split because PHPDA is familiar with the programs already and can share more information about those organizations and their programs.
- The Committee discussed ways New Major Grant evaluators could get a better sense of the LOI review panel's recommendations for full applications.
  - Possibly expand LOI evaluators time commitment so they can share and discuss their decisions with the New Major Grant evaluators.
  - Potentially share a more detailed summary of the LOI review panel's recommendations with the Governing Council.
  - Grants Staff could share LOI evaluator notes and review panel notes with New Major Grant evaluators. To avoid any bias, the notes could be shared after the New Major Grant evaluations are complete and before the New Major review panel meeting.



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*Preparation for 2025 Grantmaking*

The Committee Chair discussed preparation for 2025 Grantmaking.

- Need to discuss when Program Committee must review 2025 Grantmaking documents and decide what to prioritize going into 2025.

The Committee Chair shared an update on the Seattle University (SU) Law School Health Policy Advocacy Clinic. The Chair and PHPDA Staff met with SU Staff to learn what is working and not working. SU Staff may attend a Program Committee meeting this summer to discuss lessons learned and share feedback from students.

**Presentation by PHPDA Health Equity Scholar**

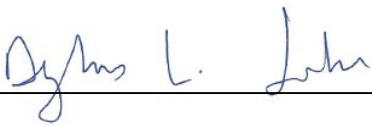
Amanda Li, PHPDA Health Equity Scholar for 2023, provided her presentation: “Facilitators and Barriers of Telehealth Access Among Asian American Elderly and Immigrant Populations in King County, Washington”.

- A Committee member asked how translated materials could be shared more widely, particularly to other CBO’s that may not have the capacity to translate or obtain translated materials.
  - Possibly create an online library that is frequently updated and shared with interested CBO’s. A grant could be used to create the library.
  - Currently most CBOs only connect with organizations they know and trust.
  - PHPDA could possibly ask grantees to share their translated materials and PHPDA could share them with other grantees that might find them useful. It could be a small step towards a more central resource space.

The Committee thanked the PHPDA 2023 Scholar for her work.

**Adjournment**

The meeting adjourned at 8:59 a.m.

Minutes Approved:  9.18.24  
(Date)