



Meeting of the Program Committee
 Wednesday, August 7, 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: 811 3094 3549
<https://us02web.zoom.us/j/81130943549?pwd=cZnbARraNtTyIpkiJ1wAcpb4DoiaoV.1>

Phone Option: +1 253 215 8782

Password: 320878

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Douglass Jackson	Martine Pierre-Louis (until 8:52am)		Virgil Wade	Christina Bernard
Nancy Sugg	Paul Feldman		Mallory Fitzgerald	Brenda Hernandez
Doris Koo (arrived 7:35am)			Whitney Regan	Victor Coleman

Douglass Jackson called the meeting to order at 7:33 a.m. A quorum was present. There were no public comments.

Consent Calendar Minutes

The Program Committee voted to approve the minutes from the June 5, 2024 meeting. . (Moved/2nded by Nancy Sugg/Paul Feldman, 5 of 5 in favor)

Grant Management

Nimble Grant 2023 Cycle 3 and 2024 Cycle 1 Quarterly Reports

The Grants & Program Specialist provided summaries of Nimble Grant Quarterly Reports for Nimble Grants 2023 Cycle 3 and 2024 Cycle 1.

- She stated that 2024 Nimble Cycle 1 Quarter 1 resulted in great work.
- 2023 Nimble Cycle 3 - Two Grantees have already concluded their grants and are submitting final reports soon. Other grantees have not experienced delays in their work, and some have started partnerships with other organizations.
- A Committee member expressed concern that one 2023 Cycle 3 grantee was not reaching their program goals. Another Committee member noted that there were only a couple of surveys collected for the program evaluation with not many participants to begin with. The Grants and Program Specialist informed the Committee the grantee’s goal was to train 300 coaches, and they have only trained about 20. They likely overestimated the number of attendees expected to attend trainings.
- The Committee asked for a possible update on the grantee that has not submitted their report. The Grants & Program Specialist reviewed their progress in Q1 and Q2. They typically submit their reports late.
- A Committee member commented on a grantee that reported disappointing attendance at their last workshop. The Grants and Program Specialist stated they typically have more in attendance, and the low attendance was likely due to the venue
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Update on 2024 New and Renewal Major Grants

The Finance & Program Director provided an update on 2024 New and Renewal Major Grants.



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- The Finance & Program Director reported that PHPDA is currently awaiting a signature from one New Major Grantee. Grants Staff are experiencing challenges communicating with this grantee. The grantee also has not submitted the final financial report for their 2023 Nimble Grant, which concluded in March 2024. .
 - A Committee member suggested that PHPDA avoid such situations in the future and end communication with unresponsive organizations at some point and the Committee agreed. PHPDA will send a certified letter through USPS, which would provide confirmation once they've received it. The letter will inform the grantee that this is the PHPDA's last correspondence. The Finance & Program Director suggested PHPDA start sharing content and announcements for our new awardees while we wait for the final pending contract and the Committee agreed.

Grantmaking

Considerations for 2025 Grantmaking

The Committee Chair led a discussion on considerations for 2025 Grantmaking.

- The Committee discussed keeping LOI and Nimble panels split, and evaluators read all New Major and Renewal applications. The Committee thinks it is valuable for all evaluators to read every New Major and Renewal application.

Draft 2025 Grant Calendar

- The Committee would like to make adjustments to the calendar to ensure Grants Staff have an adequate amount of time in-between deadlines.
- Possibly only schedule panel meetings on Wednesdays or Thursdays or if only offering one day be flexible about the timing (AM or PM). One possibility to support this goal would be to place at least 2 days between the grant review deadline and panel meeting so Grants Staff have enough time to prepare for the panel meeting
- The Committee discussed why the Nimble Grant application period is 8 weeks compared to 4 weeks for Major Grants. New Major applicants submit an LOI first and the Renewal Grant application is not as robust as the New Major Grant application. It is ideal to have time for applicants to meet with the Grants Staff if they would like. A shortened Nimble application period might make it difficult to meet with everyone interested in meeting.
- The Council will likely discuss the grantmaking process and proposed 2025 calendar at the upcoming follow up retreat. Additionally, they may discuss the award gap between Nimble and Major Grants as well as the Renewal Grant review process.

Other Program Work

Health Equity Scholars and Technical Assistance Updates



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- The Finance and Program Director shared that the three 2024 Health Equity Scholars are in the final stages of completing their projects. They will likely present their projects at an upcoming Program Committee meeting
- The three projects focus on three main areas: weight-inclusive care at Seattle Children's Hospital, accessibility for services and care for disabled survivors of domestic violence and sexual assault, and ways PHPDA can evaluate our grantmaking
- Due to changes in the Program Committee's meeting schedule, it may be difficult to schedule the Health Equity Scholar presentations during a Program Committee meeting. The Committee discussed possibly scheduling a separate meeting or a couple of separate meetings specifically for the presentations.

TA Session

- PHPDA is conducting a TA session on September 24th focused on evaluation data. A former Health Equity Scholar will present the workshop and it will address questions such as how to find data that is useful, how to set up data systems, and what different types of data can be used for evaluation. It is a continuation of the Evaluation TA session PHPDA hosted last year.
- Due to limited Staff capacity, PHPDA will likely not host a third TA session this year

Committee Governance

Program Committee 2024 Workplan

- A Committee member brought attention to the DEI items of the work plan. The Finance and Program Director noted that DEI has been sporadically included in previous years. The Committee member suggested PHPDA staff gather learnings and experiences and share them with new Council members and staff. Also, the Committee discussed Staff possibly sharing learnings at a Committee and/or Council meeting once a year as way to review all DEI efforts.
- In the past, PHPDA has had visitors present on specific DEI topics.

Seattle University School of Law Health Policy Clinic

Victor Colman from Seattle University School of Law Health Policy Clinic presented on the PHPDA partnership and the health policy clinic. He discussed lessons learned and how they envision the future of the program.

- Victor reported that SU started offering the class approximately two years ago. The clinic collaborates with health advocacy groups and organizations to prioritize policy initiatives. Students work directly with individuals and communities on-site, encountering obstacles related to policy and systems change. The goal is for the law school to have a service-learning approach, with experiential learning being a mandatory part of the curriculum. SU places a strong emphasis on this type of learning. Students also learn to collaborate in student groups and work with institutional clients. They are educated on policy, advocacy, and systems change. The new bar exam greatly emphasizes experiential learning, which aligns with the activities of this clinic.
- The Committee discussed interprofessional education, which involves learning alongside students from other programs, such as graduate students in the Public Health or Public Administration programs. They



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also talked about clinic design and outcomes, with Victor stating that the design works well. They have received project submissions from past and current PHPDA grantees.

- In the program, students are considered "Junior Associates" while Victor serves as the "Managing Partner." They are looking into finding a way for students to see the work all the way through, not just the initial research and policy development. The plan is that the class will shift to the winter/spring semester if continued in the upcoming year, so that the program overlaps with the Washington State legislative session.

Adjournment

The meeting adjourned at 9:01 a.m.

Minutes Approved:
Signed by:
Douglas Jackson
2/19/2025

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