



PHPDA Program Committee Meeting Minutes

Wednesday, December 4, 2024

7:30 AM – 9:00 AM

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

Virtual Location: Meeting ID: 826 4157 2544 |

<https://us02web.zoom.us/j/82641572544?pwd=ctaErAawQfdPoLYgVE2oMkOX59ayop.1>

Phone Option: +1 253 215 8782

Password: 029221

| MEMBERS PRESENT | | NOT PRESENT | ALSO PRESENT | |
|------------------|--------------|----------------------|--------------------|-------------------|
| Douglass Jackson | Paul Feldman | Doris Koo | Virgil Wade | Christina Bernard |
| Nancy Sugg | | Martine Pierre-Louis | Mallory Fitzgerald | Brenda Hernandez |
| | | | | |

Douglass Jackson called the meeting to order at 7:32 a.m. A quorum was present. There were no public comments. There were no members of the public present.

Consent Calendar Minutes

Douglass Jackson introduced the August 7, 2024 Program Committee Meeting Minutes and November 6, 2024 Program Committee Meeting Minutes. A Governing Council member requested edits to the November 6, 2024 minutes. With those corrections, Douglass Jackson asked for a motion to approve. Paul Feldman moved. Nancy Sugg seconded. All were in favor.

Program & Grantmaking

Grantee Audits

The Finance and Program Director shared an update on grantee audits. Each year, PHPDA audits several grantees. Staff chose three organizations to audit. Staff requested additional information on tracking finances and other background information. Staff will continue to complete these. Typically, first- or second-year grants are chosen for audits. The Committee had a discussion on how grantees are chosen and the process. In the future, the Governing Council would like to possibly assign audit information to one committee for review.

Nimble Grant Final Reports

The Grants & Program Specialist shared the Nimble Grant final report summaries and provided an overview. Nimble 2023 Cycle 3 was from October 1, 2023 through September 30, 2024. It was the biggest cohort of grantees for 2023. Several organizations were successful in their programs and plan to continue their programs post-PHPDA funding. Only one organization reported unspent funds. Full details are in the final reports. Nimble report summaries were provided to the council. The Governing Council held a discussion on the report summaries.



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Major/Renewal Grant Q1 reports

The Grants and Program Specialist shared the Major and Renewal Grant Q1 reports. Reports covered July through September. There were 24 organization reports total. The Grants and Program Specialist shared that typically within the first year, organizations focus on ramping up staffing early in the grant. A majority of organizations met their staffing needs, while successfully meeting many of their delivery services goals.

The Program Committee discussed the summaries and how feedback is shared. The committee expressed interest in learning how first-year challenges are addressed in the second and third grants. The committee also recommended inviting long-term grantees to present the history of their programs and how programs evolved after funding ended.

2025 Grant Calendar and Guidance Documents

Douglass Jackson introduced the Grant Calendar and Guidance Documents. Questions were raised by committee members regarding the timeline and possible changes to dates. The LOI date was adjusted for 2025. The calendar is slightly more condensed.

The Program Committee then held a discussion on how to approach LOI FAQs equitably. FAQ lists will be prepared by the grants team, and it will be updated appropriately.

Douglass Jackson asked for a motion to forward the 2025 Grant Guidance to the Governing Council for final approval. Paul Feldman moved. Nancy Sugg seconded. All were in favor.

Committee Governance

Draft 2025 Program Committee Workplan

Douglass Jackson shared the Committee Workplan that was presented to the committee the previous month. Douglass Jackson asked for a motion to approve the workplan as presented. Nancy Sugg moved. Paul Feldman seconded. All were in favor.

Program Committee Strategic Advisors

Douglass Jackson led the discussion on the need to recruit additional strategic advisors in 2025. There are vacancies that need to be filled. He reported there is one individual who is currently being considered.

