



PHPDA Program Committee Meeting Minutes

Wednesday, March 5, 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	Doris Koo		Mallory Fitzgerald	Christina Bernard
Nancy Sugg	Martine Pierre-Louis (left at 8:53am)			Brenda Hernandez

Nancy Sugg called the meeting to order at 7:30 a.m. A quorum was present. There were no public comments. There were no members of the public present.

Consent Calendar Minutes

Nancy Sugg introduced the December 4, 2024, Program Committee Meeting Minutes. Douglass Jackson moved to approve the December 4, 2024, Program Committee Meeting Minutes. Doris Koo seconded. All were in favor.

Program & Grantmaking

Update on New and Renewal Major Grant Processes

The Finance and Program Director provided the committee with an update on grant processes. The organization received all 18 renewal applications. Grants staff have begun the new review process this year. Grant staff will conduct a more in-depth review and summary of past reports, as well as applications. Staff will make a recommendation for each application. Then, a smaller panel will review applications and staff write-up. Staff and the small panel will meet to make final recommendations to the Governing Council.

The Finance and Program Director then provided an update on the major grant process. Organizations that were moved forward in the application process were invited to submit their full applications. Several have draft applications prepared. Full applications are due in three weeks. The process will remain similar to previous years: There will be a staff tech review first and then the grants panel will review, score, and meet to discuss applications. All reviewers will review all applications. Grants staff have received many requests for feedback for those organizations that were not invited to submit full applications. Staff are considering providing written feedback. The Committee discussed the pros and cons of written feedback versus meetings. They recommended holding meetings, if possible. Staff will discuss internally and make decisions on the process. Feedback will likely be provided in April.



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Nimble Grant Quarterly and Final Reports

The Grants & Program Specialist provided a summary of the Nimble Grant Quarterly and Final Reports. She highlighted the challenges and successes of organizations. The program committee discussed the details of the final reports, concerns, and successes. They discussed one organization's challenge of obtaining the planned equipment and their request to shift funding.

2024 New and Renewal Major Grant Quarterly Reports

The Program and Grants Specialist provided an overview on the new and renewal Major Grant quarterly reports. Organizations identified staffing challenges, such as staff turnover and delayed hiring. The committee discussed the program details of several organizations. The Program and Grants Specialist highlighted several organizations for their progress in their first year. The Program Committee discussed the challenges of sensitive populations and reporting. A governing council member suggested addressing our contract requirements in this current political climate. The council would like to hold a discussion on this issue. Douglass Jackson suggested that in effort to understand the challenging impacts on organizations, we could invite a community member. He shared that while we gather information in reports, it would be insightful to hold these discussions in-person or virtually.

2024 New and Renewal Major Grant Mid-Year Financial Reports

The Finance and Program Director reported to the committee that most organizations are on track to spend their funds on time, though a few are behind schedule. Another organization reported ahead of schedule, but that is how they typically prepare their reporting. If necessary, grants staff have discussions with organizations for additional information and organization can submit budget revisions. She provided an overview on the spending tracking of organizations.

Committee members expressed their appreciation for the financial report attachment. Alongside the summary reports, it provided more information for a full picture.

Committee Governance



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Committee Membership

Nancy Sugg led the discussion on council recruitment. There is one vacancy in the governing council. She asked the committee to think about who they would like to invite. It is a mayoral seat. The governing council may submit recommendations to the mayor's office. She also asked the committee to begin considering how we could build a list of strategic advisors. Nancy Sugg raised the question of where the expertise gaps lie within the council. New members and strategic advisors should fill those gaps. A council member suggested we create a visual of current expertise among the governing council. Staff also may have a suggestion for new members, if needed. Nancy Sugg suggested the addition of GC member discussion to the agenda of the next Governing Council meeting. A council member suggested we focus on the current program committee need.

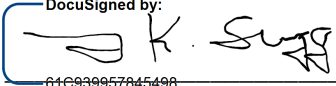
2025 Meeting Schedule

The Committee discussed the meeting schedule for the year. To the extent possible, Committees will likely meet every other month. However, there may be a meeting in April, in conjunction with the Finance Committee, to address the questions raised about grant reports before new 2025 contract are finalized.

Douglass Jackson asked that we add the expertise grid in the packet for the next governing council and program committee meeting for discussion. Douglass Jackson shared that the individuals who declined the interim role are interested in participating in the transformation process.

Adjournment

The meeting adjourned at 9:00 a.m.

Minutes Approved:  61C939957845498... 6/11/2025
(Date)