



PHPDA Program Committee Meeting Minutes

Wednesday, November 5, 2025

7:30 AM – 9:00 AM

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

Virtual Location: Meeting ID: 878 4201 1777

<https://us02web.zoom.us/j/87842011777?pwd=V9DUYMDqMaZbevamLuM2pXXZH8qGrq.1>

Phone Option: +1 253 215 8782

Password: 918007

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Nancy Sugg	Douglass Jackson		Christina Bernard	Nicole Porcello
Doris Koo	Martine Pierre-Louis (arrived 8:10am)		Whitney Regan	
Blishda Lacet				

Call to Order

- Nancy Sugg called the meeting to order at 7:32am. A quorum was present. There were no public comments.
- Nancy welcomed new Strategic Advisor Blishda Lacet to the Program Committee.

Consent Calendar Minutes

- A Committee member, the Finance Committee Chair, highlighted the October 1st meeting minutes, notably the bullet point at the end which said: “The Program Committee Chair noted the meeting would end soon and said we are going to need more conversation about this.” She stated that she was surprised that after the last meeting ended with the idea that more conversation would be had, it turned into an action item with a vote on two proposals presented at the last GC meeting and she believed that there was not a full consensus in moving forward with a vote or on the proposals presented.
- She said she was happy to make a motion to approve the minutes from the meeting, as they were representative of the discussion, but wanted to highlight this first.

Nancy Sugg asked for a motion to approve the following minutes:

- Program Committee Meeting Minutes – August 6, 2025
- Program Committee Meeting Minutes – October 1, 2025

Doris Koo moved. Douglass Jackson seconded. 3 of 4 were in favor. 1 member abstained.

Program & Grantmaking

Draft 2026 Program Budget

- The Acting Executive Director presented the draft of the 2026 Program Budget for the Committee. She highlighted the Program-related pieces of the budget, including the second half of current grants and the first half of grants to be awarded that will begin July 1, 2026. She also noted the



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extra money for the transformation work and other program/grantmaking work. She reminded the Committee that the purpose and process for this does not need to be decided on now—they can determine it later in the year.

- She also spoke about the operating budget for 2026, noting that there are highlighted portions that are not finalized or need to be discussed in either Finance Committee or the next GC meeting.
- The Program Committee did not have any suggested changes or questions to the overall non-program budget as presented.
- The Committee discussed the program budget, with one member noting that it looked very similar to the 2025 budget, with limited risks taken. Others noted that there is opportunity to do more during the year with money set aside for transformation work, and with the newly hired consultant. They are moving toward getting that extra money added to the community. It will be a million dollars more and is the first step towards what it will look like in future years. There is willingness to use reserve funds more in the future, but desire to make sure the money is used in the best possible way.

Nancy Sugg asked for a motion to recommend the 2026 Program Budget as it is currently laid out to the Finance Committee and Governing Council. Douglass Jackson moved. Blishda Lacet seconded. 3 of 4 were in favor. 1 voted no.

2026 Major Grants Focus Areas, Guidance, and Application Questions

The Program Committee Chair started the conversation about the 2026 Major Grants focus areas, the guidance, and the application questions. There was some discussion about what was discussed and decided at the last GC meeting about the 2026 grantmaking process and the intent to change that process in the future with transformation work.

- Several Committee members noted the importance of continuing the Major Grant cycle and not making major changes at the last minute, as this is a schedule the community is familiar with and relies on.
- The Program Committee discussed whether the community had been sufficiently brought into this conversation before the decision was made regarding grantmaking for 2026, and how the community will be brought in during the upcoming transformation work. There have been suggestions to convene community members to share their thoughts with the GC, but those conversations were delayed due to the process of hiring a transformation consultant. Now that they have hired a consultant, the consultant will help them get the community involved in the process. They have invited people to GC meetings with data and demographics information, which members of the GC wanted to hear to help make decisions about the focus for grantmaking.



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- The Program Committee Chair reminded the Committee that the GC voted at the last meeting that we are going to continue Major Grants in 2026, with the Program Committee directed to narrow the focus area and other guidelines.
- The Program Committee Chair said that the Committee needs to talk about the major focus areas for grants. She reminded them of some limitations that were mentioned as possibilities at the GC meeting.
- Currently “continuation” is an option on the application. The Committee discussed the differences between “continuation” and “gap funding,” and whether they should include either on the application.
 - Committee members noted that the difference between the two might be confusing for applicants. They decided it is important to have definitions of terms included for applicants.
- The Committee discussed the idea of limiting applications to only new programs.
 - The Acting Executive Director noted that if continuation is not an option, it might be a burden on the community in the current climate when many have programs that work that they are losing funding for now.
 - They discussed how it might be beneficial to have a proof-of-concept category, to be able to show that current programs are successful.
- The Finance Committee Chair agreed with the assessment about new programs being difficult in the community right now, and that folks are looking mostly to weather the storm and hunker down right now. She suggested that they add a category under “general operating support,” to the extent that this can be done within our limitations as a public entity. The Acting Executive Director said there are ways to do that type of funding—paying for specific line items, etc., but they have to be clear how to approach it.
 - The purpose of this is to acknowledge that a grantee that is doing great work, but you understand why at these times they cannot distract themselves by starting a new program, they are not at the point of forming or scaling up their promising program, and they just need some infrastructure support to allow the organization to weather the very challenging funding climate right now until we can see what the funding would look like after the midterm.
- The Committee discussed whether they could or should try to limit some of these funding options to potentially only smaller, community-based and community-led organizations that will be impacted the most by lack of funding. There was discussion on how to clearly define these terms and figure out who is eligible.
- They discussed the current list of types of applicants, and brainstormed the following possible options:
 - Proof of concept/new
 - Expansion of projects
 - Gap/bridge funding



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- General operating support
 - Advocacy
- The Program Committee Chair and the Acting Executive Director plan to work together on some of the wording for the guidelines and the application and bring it back to the Program Committee in December, for final action by the Governing Council to follow. After everything is approved, PHPDA staff will update the webinar, the website, and other communications to be consistent with any changes. Communications will need to be ready to go in December to announce the grant process.
- The Committee also discussed other factors they had considered for limiting applicants—whether they should allow organizations to have more than one grant active at a time and if they should limit only one grant application per organization per cycle. They felt comfortable limiting grants to only one application per organization but might come back to the former decision later. The PHPDA Grants Coordinator brought up the issue with this in terms of sub-contracts- if someone has a sub-contract with another organization, can they also apply? Often, this will mean multiple organizations will work together on a project. The Program Committee Chair noted that with the GC’s conversations surrounding the importance of partnerships, they do not want to discourage that.
- The Committee moved to discuss another section of the application, the Funding Priorities portion. The Finance Committee Chair suggested a change of wording there.
 - She recommended the first priority to be: “Improving health outcomes for communities and populations experiencing the deepest and most persistent health and economic disparities in King County,” with the second priority removed.
 - Then she believes it should include links to data and charts highlighting life health expectancy, infant mortality rates, COVID deaths, and income. She said that she wants to focus on population health for those populations facing the greatest disparities.
 - The Committee discussed some of the challenges for organizations with regard to this data, since many groups are not captured or are aggregated in most data sources, making it difficult to parse out the disparities for those groups
 - The Program Committee Chair said that she liked the idea as a guideline, while realizing that some groups will not hit all four bullet points because of who they are serving. She suggested that in addition to linked data, applicants have the option to write narrative data—they might not have the numbers to show that they fit the guidelines. In this way, smaller community organizations can make their case that their groups are impacted.
- There was some discussion about limiting focus areas. The Program Committee Chair presented a list that came from discussions with the GC.
- They began discussion on whether they want to focus on specific groups, and if so, would it be these groups or others?



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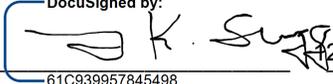
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- One Committee member said that perhaps there should not be defined focus areas, but that the community can tell us what they need. However, there is concern from others that if they leave the focus areas too broad, there will be many applicants.
- The Program Committee Chair said she likes the idea of linking to data but is concerned with providing data and community members not feeling like it reflects their truth. She suggested that they think about how to help with that—much of the dashboards are government data and might not be exactly reflective of a community.
 - However, she thinks this is not going to limit the number of applicants and could make it unmanageable to get through all the LOIs that try to fit in the categories, as well as using a large amount of community time for such a limited amount of funding. She said that we know the big topic areas that are not going to have funding going forward. She asked: do we want to focus our energy on those in this historic time?

Adjournment

The Program Committee Chair said that at the next meeting, they will need to go through this in more detail and decide. She asked the Committee to think about what we have been discussing, what the community needs, and to bring it back next time.

The meeting adjourned at 9:00am.

Minutes Approved:  12/15/2025
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