



PHPDA Program Committee Meeting Minutes

Wednesday, March 4, 2026

7:30 AM – 9:00 AM

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

Virtual Location:

<https://us02web.zoom.us/j/81292287508?pwd=o80eYLDO5wxn3OOYkopKgKxg78AWBC.1>

Phone Option: +1 253-205-0468

Password: 984971

Meeting ID: 812 9228 7508

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Nancy Sugg	Martine Pierre-Louis	Douglass Jackson	Nicole Porcello	Christina Bernard
		Blishda Lacet	Mallory Fitzgerald	

Call to Order

Nancy Sugg called the meeting to order at 7:40am. A quorum was not present. There were no public comments.

Consent Calendar Minutes

Nancy Sugg introduced the December 3, 2026 Program Committee Meeting Minutes. Members present had no comments or edits. They will vote on them at the next meeting where there is a quorum.

Program & Grantmaking

2025 New and Renewal Major Grant Mid-Year Program Reports

The PHPDA Grants & Program Specialist presented the 2025 New and Renewal Major Grant Mid-Year Program Reports. Instead of quarterly reports that were done in the past, the PHPDA is now requiring bi-annual program reports from grantees. She noted that due to this change, when grantees submit this first report of the year, they have more to report on, especially first year grants who spend more time ramping up, hiring, and preparing for the launch of their program.

- The Grants & Program Specialist explained the overall themes throughout the reports:
 - Strong demand across all programs
 - Staffing instability among a lot of grantees
 - Grantees adapting to funding changes and uncertainty
- She went through summaries of reports from each grantee organization and program, first noting a couple of organizations whose programs changed slightly. She summarized the main points about each grantee, starting with the first-year grantees. She explained the work they have accomplished so far and answered clarifying questions from the Committee.
- There were a couple of organizations the Committee wanted to hear more details about. The Grants & Program Specialist explained that the organizations will include more detail in their final reports at the end of their first-year grant.
- She then went through the Renewal grantees' reports, those in their second year first, and what they have been working on. The overwhelming theme from these reports was staffing transitions and hiring challenges among all programs and organizations.



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- Lastly, she went through the third-year grantees' reports. There were a lot of notes about anxiety and fear among those served. Several organizations have had staffing issues, disruptions, and restructuring. She noted that many of the programs have a higher demand than they have capacity.
- The Committee members thanked the Grants & Program Specialist for going through all of the reports in detail and shared their insights.
 - They noted that reading through these reports feels like going through the results of the loss of funding they knew so many organizations have faced—with all the staffing issues, restructuring, etc.
 - They noted a few other themes, such as the overwhelming lack of resources for services among so many organizations, the political impacts, and the staffing issues. They wondered if they have ever seen this much staffing instability in these reports.
 - The Grants & Program Specialist noted that this is unfortunately a typical issue among organizations like this. There are likely staffing issues that come from lack of funding for higher wages. However, what she's noticed in this round is that organizations have had to restructure staffing themselves more often, rather than just facing turnover. While it always comes up in grantees, it is more prevalent now.

2025 New and Renewal Major Grant Mid-Year Financial Reports

The Grants & Program Specialist presented the 2025 New and Renewal Major Grant Mid-Year Financial Reports. She noted that this year we will only require a revision to the budget if something new is added, with budget variations within the existing line items just requiring a clear explanation.

Staff are less concerned this year about grantees being at less than 50% of their money spent so far due to the changes in reporting and some of the plans regarding other funding sources for some grantees. When grantees submit their final year report, they will give a full explanation of the spending. She noted that based on the reports, most of the under-spending we see is due to staffing issues. She believes most grantees are on track to fully expend their grants. There were no clarifying questions from the Committee about the reports.

Summary of Grantee Audits

Lastly, the Grants & Program Specialist presented a summary of the 2024 grantee audits, covering the July 2024 – June 2025 grant year.

- She briefly explained that every year we choose three organizations to audit.
- The PHPDA grants staff select who they will audit based on a few factors. They try to spread out the audits to various organizations. They look at the financial reports and think about which organizations they have not audited before.



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- PHPDA staff offered remote follow-up meetings or in-person meetings, and all organizations chose remote. From their financial reports from 2024, they chose a couple of line items and asked organizations to provide backup documentation for those line items, and to produce a general ledger that matches the report they submitted.
- PHPDA staff talked through their tracking processes and asked them how expenses are reported, how they document things, to show their report from their own accounting system, etc. After the document review, they had follow up meetings with each to clarify grantee response and questions.

In the end, the result was that all three grantees audited were found to be in compliance with their grant agreements. They were all appropriately documenting expenses and are aligned with the budgets and scope of work.

Committee Governance

Draft PHPDA Program Committee 2026 Workplan

The Program Committee Chair presented the draft of the Program Committee Workplan for 2026. The Committee members went through the draft together and discussed possible changes that might arise, noting that a lot of it may change due to the ongoing Transformation work. They plan to bring the draft to the Committee again when they have a quorum.

- The Program Committee Chair believes they should move some of the duties in the Major Grants section of the workplan to be sooner in the year—possibly July instead of September. She noted that if PHPDA is going to make notable changes to the grant processes, we want to make sure the community hears sooner rather than later.
- They discussed how review of the grantee reports and what those organizations are working on can help inform our transformation work. They discussed the uncertainty of the timeline for transformation work, wondering where it is going to be in July and whether they will be at a decision point yet at that time.
 - The Acting Executive Director said that while details of changes can be discussed in the fall, by July or August, the GC will need to know if they are ready to make a major change for 2027 grantmaking.
 - She noted that there has been some discussion with the Transformation consultant about holding extra meetings, hosting a GC retreat soon, etc., to keep the momentum going on the transformation work.
- The Committee discussed other changes they may want to implement, noting that adding more advocacy work might be beneficial. They also discussed current roles that need to be filled, including the current lack of strategic advisors to the Committees. There is also a vacancy on GC that needs to be filled.



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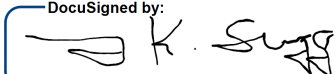
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- They discussed having the two newest GC members fill out their GC member attributes-skills-experience matrix chart. Once this is complete, they can get a better look at the GC's gaps in knowledge base that they might want to fill, particularly in terms of appointing strategic advisors. One member suggested they look at past grantees for possible strategic advisors. They planned to discuss that at a meeting where all the Program Committee members are in attendance.

Adjournment

The meeting adjourned at 8:52am.

Minutes Approved:  9/9/2026
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