



Notes from Planning Committee Telephone Discussion

August 4, 2010
8:00-8:45 a.m.

Quarters 2 Building, Beacon Hill Campus
1200 12th Ave South Seattle, WA

MEMBERS ON PHONE		ABSENT	ALSO PRESENT
Wendy Watanabe	Marc Provence	Tom Wood	Rosemary Aragon, ED
Linda Ruiz	Gary Zimmerman		Christina Bernard, Program Analyst
			Ellie Chopp, Communications Intern

The Planning Committee reviewed the 2010 grant application for the Navigator program at Seattle Children’s Hospital in the amount of \$124,696.51, as well as a summary of the Year 1 reports and results.

Marc Provence led the discussion.

Planning Committee members raised a few topics for future discussions between PHPDA and Children’s regarding their program and results, as well as the lessons they have learned that could be shared.

- Why has the number of services per family decreased over the last year?
- What are the tools, actions and processes used to graduate families from the program?
- Can graduation numbers be reported as rates?
- What training is necessary for navigators? What is the minimum level and the ideal level?

The Committee requested inviting Sarah Rafton from Children’s along with staff from Clegg & Associates to present the Children’s Annual Report and Clegg Report, respectively. The purpose is to ask Sarah to frame what they have learned from this pilot and would recommend regarding replication. This is tentatively scheduled for the November Planning Committee meeting.

A few topics were raised for future Planning Committee discussion regarding our grant making policies and plans.

- Should we have a policy relating to level of/funding of overhead costs for grantee organizations?
- In the case of Children’s, we have not yet seen the first Annual Report prior to the request for the 2nd year of funding. Should we ask for a preliminary summary report prior to the grant’s year end in the future if a grantee is submitting a renewal application?

Per Resolution 05-2010, the Executive Director will proceed to enter into a contract for Year 2 of the Navigator Program.