



Meeting of the Planning Committee
 Wednesday October 9, 2013
 7:30-9:00 a.m.
 Quarters 2 Building, Beacon Hill Campus
 1200 12th Ave South, Seattle, WA

| MEMBERS PRESENT | | NOT PRESENT | ALSO PRESENT |
|-----------------|---|-------------------------------------|-------------------|
| Judy Tobin | Marc Provence | Dan Lessler | Jeff Natter |
| Mike Heinisch | Sharyne Shiu Thornton, Strategic Advisor | Diane Narasaki | Christina Bernard |
| | | Michael Leong, Strategic Advisor | |

Chair Marc Provence called the meeting to order at 7:34 a.m. A quorum was present. There was no public comment.

Minutes

The Committee voted to approve the September 4, 2013, meeting minutes (Moved/2nd, Tobin/Heinisch, 3 of 3 in favor).

Grantmaking

2014 grantmaking timeline

Executive Director Jeff Natter led discussion on the timeline for PHPDA’s 2014 competitive grantmaking. The Committee discussed several issues related to the timing and the process:

- Whether and how to use outside reviewers, as well as the level of commitment that would be required from them.
- Whether the Letter of Intent would be binding and whether it would be used to invite full proposals.
- Providing technical assistance to organizations that submit proposals of interest to the PHPDA but may not demonstrate the capacity to execute their plans.
- Whether a July 1 start date is too ambitious.
- When and how the PHPDA may solicit and/or respond to other applications outside the normal process.

The Committee asked staff to prepare an updated timeline, with the process starting earlier, and grants to begin in July as planned.

2014 draft Request-for-Proposal (RFP) guidance and discussion of grantmaking focus areas and proposal review process for 2014

The Executive Director briefly discussed the draft RFP guidance. He asked Committee members to review the document. Staff will also create a first draft of the language to be added regarding grantmaking focus. Committee members noted that their likely areas of focus will be related to access to coverage and access to care for those who have coverage.

Adjournment

The meeting adjourned at 9:01 a.m.

Minutes approved: _____

(date)