



Meeting of the Planning Committee
 Wednesday February 4, 2015
 7:30-9:00 a.m.
 Quarters 2 Building, Beacon Hill Campus
 1200 12th Ave South, Seattle, WA

MEMBERS PRESENT			ALSO PRESENT
Nancy Sugg	Michael Leong	Doug Jackson (phone)	Jeff Natter
Mike Heinisch	Judy Tobin	Ellie Menzies	Christina Bernard
Sharyne Shiu Thornton	Rich Nafziger		Ellie Chopp

Chair Nancy Sugg called the meeting to order at 7:32 a.m. A quorum was present. There was no public comment.

Welcome new Committee members

Chair Nancy Sugg welcomed Ellie Menzies and Rich Nafziger, new appointees to the Governing Council and Planning Committee.

Minutes

The Committee voted to approve the January 7, 2015, meeting minutes (Moved/2nd, Tobin/Heinisch, 7 of 7 in favor).

Interpreter Services

Cancelation of Medicaid Administrative Match Contract

The Finance & Grants Manager reported that she would be canceling the PHPDA's Medicaid Administrative Match (MAM) Interpreter Services contract with the HCA. PHPDA's previous subcontractor is not interested in continuing the work and, based upon PHPDA conversations with HCA, it is extremely unlikely a new subcontractor would be approved. Even with the modest administrative expense, it makes sense to cancel since it will be almost impossible to make use of the contract in the future. The Finance & Grants Manager reported that she had discussed this with long-term Governing Council members and PHPDA's legal counsel and both agreed with the action.

Grant Management

Update on Site Visits

The Executive Director reported that all 10 site visits for current Major Grant grantees had been completed. Overall, the visits and process had received positive reviews from the PHPDA board and advisors, as well as grantees. No significant problems or areas of concern were found during the visits. While some of the grantees are behind on some metrics due to the programs' start-up times, staff and board were pleased at the progress the programs were making, as well as grantees' ability to track and report on their work.

Major Grant Quarterly reports

Executive Director Jeff Natter and Finance & Grants Manager Christina Bernard discussed the second quarterly reports from each of the 2014 Major Grants. While some grantees are still facing challenges and are behind on their work, overall they are successfully implementing the important work being funded by their PHPDA grants. Staff has sent feedback to grantees.



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Grantmaking

Review Letters of Intent (LOI)

The Executive Director thanked those that reviewed LOIs prior to the meeting and discussed the importance of conflict of interest and confidentiality to the integrity of the grantmaking process.

Those who participated in the LOI review were: Mike Heinisch, Judy Tobin, Ellie Menzies, Sharyne Shiu Thornton, Michael Leong, Doug Jackson, Jeff Natter, and Christina Bernard. The Executive Director reminded Committee members present at the meeting who did not review LOIs that they could ask questions about the proposals, but could not provide opinions on the organizations or their plans.

Two reviewers noted that they would recuse themselves from review and discussion of specific LOIs, because of the potential for appearance of a conflict of interest:

- Mike Heinisch did not review the Navos LOI, because of the strong relationship between Navos and Kent Youth and Family Services, of which Mr. Heinisch is the Executive Director.
- Michael Leong did not review the SeaMar LOI, because is an employee of the organization.

All of those who reviewed LOIs scored them “yes,” “maybe” or “no.” Staff compiled overall scores based on this review. The Committee briefly discussed the overall top five LOIs and bottom five LOIs and decided to move the top five to the “invite” list and remove the bottom five from consideration.

The remaining nine LOIs were discussed further, with discussion focused on:

- Services provided.
- Target population and disparities addressed.
- Appropriateness to the PHPDA’s funding goals.
- Appropriateness to the Major Grant program (as opposed to Nimble Grant program).

Through this process, the reviewers moved six additional LOIs to the “invite” list and three to the “do not invite” list. The 11 LOIs on the “invited to apply” list after discussion were:

Asian Counseling and Referral Service	Open Doors for Multicultural Families
Consejo Counseling and Referral Service	Planned Parenthood of the Great NW
HealthPoint	Project Access NW
International Community Health Services - BCAPE	YMCA
International Community Health Services - MODE	YWCA
Navos	

The Committee voted to invite the agencies that submitted these 11 LOIs to submit full proposals for the projects and to notify the agencies that submitted the remaining LOIs that their projects would not be considered in this round of funding (Moved/2nd, Tobin/Thornton, 8 of 8 in favor).

Adjournment

The meeting adjourned at 9:04 a.m.



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Minutes approved: _____
(date)