



Meeting of the Program Committee
 Wednesday March 2, 2016
 7:30-9:00 a.m.
 Quarters 2 Building, Beacon Hill Campus
 1200 12th Ave South, Seattle, WA

MEMBERS PRESENT			NOT PRESENT	ALSO PRESENT	
Nancy Sugg	Sharyne Shiu Thornton	Judy Tobin	Michael Leong	Jeff Natter	Ellie Chopp
Doug Jackson	Ellie Menzies	Teresa Mosqueda (from 7:34)	Mike Heinisch	Christina Bernard	Rikka Dayao

Nancy Sugg called the meeting to order at 7:33 a.m. A quorum was present. There was no public comment.

Minutes

The Committee voted to approve the February 3, 2016 meeting minutes (Moved/2nd, Tobin/Jackson, 5 of 5 in favor).

Update on Finance Committee

The Executive Director advised that the ad hoc Reserve Fund Committee’s first meeting took place in February. The Committee discussed preparing a Statement of Purpose, compiling documents, scheduling presentations, and other tasks. The Reserve Fund Committee plans to have all discussions and preliminary work completed by the fall.

The Chair welcomed new Program Committee member, Teresa Mosqueda, to her first Committee meeting and the rest of the members introduced themselves.

Grant Management

Update on Site Visits

The Finance & Grants Manager advised that all 17 of the Major and Renewal Grant site visits have been completed. The Grants Coordinator added that next year there will be a modification to the site visits where only new major grantees will be scheduled since the renewal grantees have already been seen. Overall, the Finance & Grants Manager reported that there were not a lot of issues from the grantees on the technical side.

Major & Renewal Grant Quarterly reports

The Finance & Grants Manager reviewed the Major and Renewal Grant quarterly report summaries with the Committee. It was noted that some grantees were behind on their goals so far, but by a smaller amount when compared to last year.

Nimble Fund Grant reports

The Grants Coordinator advised that some of the first round of Nimble Fund Grants have closed out their projects. The Finance & Grants Manager added that PHPDA will be expecting unexpended funds from some of the projects. Overall, the Committee was happy about the progress and outcomes noted in the Nimble Fund grant reports.

Update on evaluation processes (Marcie Rubardt, UW Evans School)

The Executive Director advised the Committee that Marcie Rubardt, who attended a previous Program Committee meeting, will be volunteering her evaluation assistance to three of the PHPDA grantees: ICHS, Project Access Northwest, and Navos. The Executive Director and Finance & Grants Manager have met with the UW Evans School public service clinic team and assisted with creating a



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list of questions to ask Governing Council, Strategic Advisors, and some grantees regarding PHPDA's grantmaking process. A Committee member suggested that in the future Ms. Rubardt and the Evans School team should meet to compare their findings.

Grantmaking

Beginning the Conversation: Culture, Racial Equity and Grantmaking

The Executive Director asked Program Strategic Advisor, Sharyne Shiu Thornton, to facilitate a preliminary discussion regarding cultural competency, racial equity, and grantmaking. She provided the format, lens, process, topics, and roles of the conversation and issues and questions for the Committee to keep in mind. The Committee discussed many points on how to improve as individuals and as an organization to better the community and the grant process as a whole. The Executive Director advised that the morning's conversation is only the beginning and the Committee is looking forward to continuing it in the future. All members and staff thanked Ms. Thornton for her time and knowledge.

Adjournment

The meeting adjourned at 9:00 a.m.

Minutes approved: _____ (Date)