



**Meeting of the Program Committee**  
 Wednesday April 6, 2016  
 7:30-9:00 a.m.  
 Quarters 2 Building, Beacon Hill Campus  
 1200 12<sup>th</sup> Ave South, Seattle, WA

MEMBERS PRESENT			NOT PRESENT	ALSO PRESENT	
Nancy Sugg	Sharyne Shiu Thornton	Judy Tobin	Doug Jackson	Jeff Natter	Rikka Dayao
Mike Heinisch	Ellie Menzies	Teresa Mosqueda (calling in)		Christina Bernard	Lincoln Ferris (from 7:59 until 8:25)
Michael Leong					

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 March 2, 2016 meeting minutes (Moved/2<sup>nd</sup>, Tobin/Menzies, 6 of 7 in favor). Mike Heinisch abstained due to being absent from the March Program meeting.

**Update on Finance Committee**

The Executive Director advised the Committee that Office Coordinator, Rikka Dayao, had her first annual performance review. In regards to the ad hoc Reserve Fund Committee, members will be discussing various factors based on Real Estate Consultant Michael Finch’s compiled Reserve Fund considerations. The Reserve Fund Committee will schedule discussions with PHPDA’s Property Manager, Cheryl Mauer, and Building Engineer, Kasey Krohn, for future meetings. The Finance Committee reviewed the Risk Management Plan and was pleased with the low risks identified and the mitigation strategies in place.

**Grant Management**

*COO Update*

The Executive Director advised that Communities of Opportunity are reworking the interim governing structure to include appointed City of Seattle and County Council members. The three site-based programs are moving forward rapidly with the project still being community driven from the bottom up. PHPDA contributed funds at the end of 2015 to be used for 2016 to all three sites: Rainier Valley, White Center, and SeaTac-Tukwila.

*Renewal and New Major Grant Update*

The Finance & Grants Manager advised that the Renewal Grant reviewer’s scores have been submitted and the panel will meet Thursday April 7 to discuss the 17 applications. The review panel’s recommendations will be presented to the Governing Council at the April 12 meeting with applicants being informed the following day. The Finance & Grants Manager noted that the 10 New Major Grant applications have also submitted with the review panel meeting scheduled for the first week of May.

*Update on Seattle College programs in the Pacific Tower*

The Executive Director introduced Lincoln Ferris, Seattle Central College Pacific Tower Project Manager, to update the Committee on the College’s programs. Mr. Ferris presented the current challenges the College is facing in regards to recruiting and enrolling students and what curriculum is being implemented to help students to obtain skills and build towards future programs. The Committee thanked Mr. Ferris for his time and information on the College’s programs.



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**Grantmaking**

*Continuing the Conversation: Culture, Racial Equity and Grantmaking*

Program Committee Strategic Advisor, Sharyne Shiu Thornton, continued the Conversation: Culture, Racial Equity, and Grantmaking topic from last month's meeting. Ms. Thornton appreciated the time and leadership from the Executive Director to make the time during the Committee meetings for these conversations. Ms. Thornton divided the present members into smaller groups to brainstorm the following: A key characteristic/component of cultural competency important to grantmaking, how to apply/implement cultural competency into grantmaking, and where the Committee would like to take the cultural conversation and what topics to discuss. The Committee thanked Ms. Thornton for her time and efforts towards facilitating such an important conversation.

**Adjournment**

The meeting adjourned at 9:05 a.m.

Minutes approved: \_\_\_\_\_ (Date)