



Meeting of the Program Committee
 Wednesday May 4, 2016
 7:30-9:00 a.m.
 Quarters 2 Building, Pacific Tower Campus
 1200 12th Ave South, Seattle, WA

| MEMBERS PRESENT | | NOT PRESENT | ALSO PRESENT | |
|------------------------------|---|--------------------------|-----------------------------------|-----------------------------|
| Nancy Sugg | Judy Tobin | Mike Heinisch | Jeff Natter | Rikka Dayao |
| Doug Jackson | Ellie Menzies (calling in from 7:36 until 8:15) | Sharyne Shiu Thornton | Christina Bernard (calling in) | Ellie Chopp |
| Michael Leong (from 7:38) | Teresa Mosqueda (calling in) | | | Paul Feldman (from 8:53) |

Nancy Sugg called the meeting to order at 7:34 a.m. A quorum was not present. There was no public comment.

Minutes

With quorum, the Committee voted to approve the April 6, 2016 meeting minutes (Moved/2nd, Tobin/Leong, 7 of 7 in favor).

Update on Finance Committee

The Executive Director updated the Committee on the Finance Committee’s decision to postpone the development of a PHPDA Program-related Loan program. Interviews with the executive directors and chief financial officers of the local Federally Qualified Health Centers provided little interest in a program-related loan program from the PHPDA. With the ongoing ad hoc Reserve Fund Committee meetings, the Finance Committee found it best to table the program-related loan program discussions until the Reserve Fund Committee has concluded.

Grant Management

Nimble Fund Quarterly Updates

The Grants Coordinator updated the Committee on the Nimble Fund quarterly reports. No program closed out their grants this grant period. The Executive Director noted that staff can inquire with grantees to close out their contracting period early if the organizations have used the funds and completed the program. This would result in less grantee reporting.

Grantmaking

Geographic Client Eligibility

The Executive Director introduced the topic of geographic client eligibility for the purpose of adopting a more uniform standard for determining client eligibility for services funded by PHPDA grants. The Executive Director presented language from the PHPDA Charter, Grant Application Guidance, and the City of Seattle’s definition of “the greater Puget Sound area”. After discussion, the Committee recommended to forward the geographic client eligibility topic to the Governing Council’s next meeting and further discuss standardizing the language in all future grant application guidance and contracts.

Process for Potential Exceptional Fourth Year Grants

The Executive Director advised the Committee that PHPDA currently does not have a formal process regarding potential exceptional fourth year grants. The grant application guidance currently states that major grants are able to renew for two years (three years total) with a possible fourth year invitation. There was discussion on what criteria would be considered for inviting a program for a fourth year and what grant funding pool it would need to be a part of. After discussion, it was recommended to discuss



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the process for potential exceptional fourth year grants at the PHPDA Governance Retreat agenda in September.

Adjournment

The meeting adjourned at 9:00 a.m.

Minutes approved: _____ (Date)