



**Meeting of the Program Committee**  
 Wednesday June 1, 2016  
 7:30-9:00 a.m.  
 Quarters 2 Building, Beacon Hill Campus  
 1200 12<sup>th</sup> Ave South, Seattle, WA

MEMBERS PRESENT		ALSO PRESENT	
Nancy Sugg	Judy Tobin	Jeff Natter	Alice Ito (from 8:26)
Doug Jackson	Ellie Menzies	Christina Bernard	Ellie Chopp
Michael Leong	Teresa Mosqueda (calling in from 7:54)	Rikka Dayao	Paul Feldman (from 8:52)
Mike Heinisch	Sharyne Shiu Thornton		

Nancy Sugg called the meeting to order at 7:30 a.m. A quorum was present. There was no public comment.

**Minutes**

The Committee voted to approve the May 4, 2016 meeting minutes (Moved/2<sup>nd</sup>ed, Tobin/Jackson, 5 of 7 in favor). Sharyne Shiu Thornton and Mike Heinisch abstained due to being absent for the May Program Committee meeting.

**Update on Finance Committee**

The Executive Director announced that this will be Grants Coordinator Ellie Chopp’s last Program Committee meeting due to accepting a new position at the Satterberg Foundation at the end of June. The Executive Director advised that the PHPDA Grants Coordinator position listing has been posted on various sites with the due date closing on June 9. The Committee and staff thanked Ms. Chopp for all of her hard work over the years.

The Executive Director advised that the Finance Committee reviewed numerous financials regarding the Pacific Tower and also the work of the ad hoc Reserve Fund Committee. The Reserve Fund Committee will be working with PHPDA’s legal and real estate consultants, along with PacMed and the Department of Commerce in order to estimate the amount of reserve funds necessary on an annual basis and in 30 years’ time. The Executive Director updated that the preliminary feedback received from Clark Nuber’s independent audit was positive and Andrew Prather from the accounting firm will present the final audit report at the Finance Committee’s June meeting.

**Grant Management**

*Major and Renewal Grant Quarter 3 Updates*

The Grants Coordinator updated the Committee on the Quarter 3 reports of the Major and Renewal Grants. She noted that a few grantees were behind on their metrics, but the Finance & Grants Manager advised that that is common from first year grantees. Overall, staff is satisfied with grantee performance. The Executive Director drafted a handout for the grantees regarding how to calculate unduplicated clients by quarter and total year-to-date.

*Nimble Fund Final Report Updates*

The Grants Coordinator updated the Committee on the Nimble Fund Cycle 2 Final Reports. Staff is waiting for Economic Opportunity Institute’s summarized report focusing on ACA enrollment in King County as opposed to the comprehensive statewide information. In response to Committee inquiry,



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the Executive Director reported that Lutheran Community Services has provided mental health support to the communities that they serve as contracted.

*Update on Evans School Evaluation Report*

UW Evans School students, Yana Li and Kristin Villas, have completed their capstone evaluation report on the PHPDA grantmaking system. Overall, their report found that the PHPDA is doing well and also provided recommendations and several cost-benefit analyses related to specific grant-funded programs. Ms. Li and Ms. Villas will present their report to the Committee in July and their findings will also be shared to the grantees at this year's All Grantees Meeting.

**Grantmaking**

*Geographic Client Eligibility*

The Executive Director condensed the feedback from the May 4 Program Committee meeting and May 10 Governing Council meeting regarding the geographic client eligibility into new language consistent with the PHPDA Charter, application guidance, and contracts. He suggested the following language: "Funding under this application is reserved for services located in King County. There is no geographic restriction on the residence of clients served or advocacy efforts provided under these funds, as long as the program can demonstrate that the use of the funds will address disparities in health care access and outcomes among residents of the Puget Sound region (King, Snohomish, Pierce and Kitsap counties)."

The Program Committee accepted and forwarded the proposed updated geographic client eligibility language to the Governing Council to vote (Moved/2<sup>nd</sup>ed, Tobin/Leong, 8 of 8 in favor).

**Communities of Opportunity Update**

The Executive Director introduced Alice Ito, Director of Community Programs for the Seattle Foundation, to update the Committee on Communities of Opportunity (COO). Ms. Ito advised that the COO is currently working on restructuring their Governing Council to include King County government-appointed members after the Best Starts for Kids levy passed. She emphasized the importance of the community involvement from all three sites (Sea Tac/Tukwilla, White Center, and Rainier Valley). Ms. Ito provided handouts of the participating COO grants and their programs. A major factor for the future of COO will be how the Best Starts for Kids funds will affect the three sites and future ones as well. The Committee thanked Ms. Ito for her time and the update on the progress of the COO sites.

**Adjournment**

The meeting adjourned at 9:02 a.m.

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