



Meeting of the Program Committee
 Wednesday August 3, 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 (until 8:18)	Judy Tobin (until 8:49)	Ellie Menzies	Jeff Natter
Doug Jackson	Teresa Mosqueda (calling in)		Christina Bernard
Michael Leong	Sharyne Shiu Thornton		Rikka Dayao
Mike Heinisch			

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

Minutes

The Committee voted to approve the July 6, 2016 meeting minutes (Moved/2nded, Tobin/Heinisch, 6 of 7 in favor). Sharyne Shiu Thornton abstained due to being absent from the July Program meeting.

Update on Finance Committee and ROFO

The Executive Director updated the Committee that the main focus of the Finance Committee’s July meeting was the PHPDA’s due diligence for the Right of First Offer (ROFO) from WRC.com Development LLC. The Committee discussed potential finances to possibly purchase the lease of the North Lot and the authority of the PHPDA pertaining to the property. At the July Special Meeting of the Governing Council, legal counsel Denise Stiffarm informed the Council that the PHPDA charter does not provide the PHPDA authority to develop or require a third party to develop PHPDA property for non-health specific housing. Board Member Doris Koo expressed support for a proposed PHPDA charter amendment that would allow the PHPDA to develop and/or direct that property on the Pacific Tower Campus be developed for non-health related housing purposes. The Executive Director advised that the purchased extension of the ROFO is until August 15 with Real Estate Consultant Michael Finch in contact with WRC.com Development LLC on behalf of the PHPDA. Discussions for future activities performed by a third party regarding the North Lot property have included: an appraisal, a physical survey of the land, and a Phase 1 assessment.

Update on Governance Retreat

The Executive Director advised that Governance Retreat Facilitator Alice Shobe suggests the September 13 retreat be attended by Governing Council and the Executive Director only in order to focus on the Council processes and interactions as a whole and its vision for the future for the PHPDA. Staff will attend the business specific portion in order to address monthly agenda actions. It was suggested after the Governance Retreat all Board, staff, and Strategic Advisors convene to brief on the retreat and discuss further plans and action as a whole organization.

Grantmaking

Update on 2015 and 2016 Major Grants

The Finance & Grants Manager advised the 2015 Major grant year has ended and almost all reports (4th Quarter, Final Evaluation, Final Financial, and Client Demographics) have been submitted. Staff have drafted a cover sheet summarizing data from all four reports, including comments and feedback for grant leads. These summaries will be shared with the Program Committee and Governing Council when they are completed. 2016 Major Grant contracts have been signed with the first installment



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checks mailed out. The Executive Director commented on the great work performed by the new Grants Coordinator.

Nimble Fund and Aligned Fund Report Summaries

The Finance & Grants Manager updated the Committee on the progress of 2016 Nimble Fund Cycle 1 and Cycle 2 grantees. Two programs, Downtown Emergency Service Center and IAF Northwest, will be closing out their grants early with the completion of their contracted work. Overall, staff is happy with the report updates from the 2016 Nimble Fund grantees. The Executive Director updated the Committee on the progress of the three Communities of Opportunity (COO) sites which have an ending contract date of November 30, 2016.

Discussion of 2017 Aligned Funding

The Executive Director began the discussion of 2017 Aligned Funding for the PHPDA. He recommended the PHPDA not contribute to COO in the upcoming year due to the high total amount of funding the COO organizations will receive from the Best Starts for Kids levy. The three COO sites would be eligible to apply for 2016-2017 PHPDA Major Grant and Nimble Fund Grants. The Executive Director recommended contributing the \$150,000 from aligned funding back to the major grant budget. It was suggested the PHPDA research other potential opportunities for aligned funding in the future.

2017 Nimble Fund Guidance

The Finance & Grants Manager advised the 2017 Nimble Fund Grant application will be open to interested applicants after the close of 2016 Nimble Fund Cycle 3 applications on August 19. For the 2017 Nimble Fund Guidance, staff added scoring to the application questions which is similar to 2016's Nimble Fund Guidance. With the 2017 Final Budget not yet drafted, the Finance & Grants Manager recommended the same \$225,000 amount for the upcoming Nimble Fund year with the Program Committee in agreeance.

The Program Committee reviewed and forwarded the 2017 Nimble Fund Guidance to the Governing Council to vote (Moved/2nded, Tobin/Leong, 7 of 7 in favor).

2017 Grant Application Questions

The Finance & Grants Manager advised that staff have added questions specific to advocacy programs to both 2017 Major and Renewal Applications. The Committee commented that the differentiation in questions for service delivery and advocacy programs will be helpful to potential PHPDA applicants. The guidance for 2017 Major and Renewal will be updated and approved within the next several months.

Adjournment

Mike Heinisch adjourned the meeting at 8:51 a.m.

Minutes approved: _____ (Date)