



Meeting of the Program Committee
 Wednesday November 4, 2015
 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	Michael Leong	Sharyne Shiu Thornton	Jeff Natter
Doug Jackson (from 7:56)	Judy Tobin	Rich Nafziger	Christina Bernard
Ellie Menzies (from 7:39)			Rikka Dayao

Nancy Sugg called the meeting to order at 7:35 a.m. A quorum was not present. There was no public comment.

Grantmaking

Update on COO funding and Living Cities

The Executive Director updated the Committee on the COO and Living Cities projects. He provided summaries of each COO site’s program and advised how the PHPDA funds will be used. SeaTac/Tukwila will have a food innovation system, White Center will focus on healthy activity, and Rainier Valley will work towards youth development and gun violence. He reported that the Living Cities convening in Dallas was very useful in discussing means of gathering and reporting on community-based data.

Minutes

With quorum the Committee voted to approve the October 7, 2015, meeting minutes (Moved/2nded, Tobin/Menzies, 5 of 5 in favor).

Strategic Plan

Discussion of Grantmaking, Program-related funding, Advocacy and policymaking, and Systems evaluation sections of strategic plan

The Finance & Grants Manager advised the Committee that staff have incorporated some of the feedback and wording updates into the Strategic Plan while saving several other comments for annual committee workplans. The Executive Director is waiting for feedback from external parties and plans to have a final draft of the Strategic Plan for January.

Grant Management

Nimble, Major, and Renewal grant Quarterly report summaries

The Finance & Grants Manager updated the Committee on the Nimble, Major, and Renewal grant quarterly report summaries with most programs being on track and others with a few concerns. Overall, the Committee was pleased with the report summaries provided by the grantees.

Grantmaking

Grant funding for 2016 and Five-year projections

The Finance & Grants Manager advised that the Finance Committee reviewed the draft 2016 budget and an estimated five-year financial projection at their October meeting. There was a discussion regarding the granting expense and property reserve fund. After discussion, they asked that the Program Committee review the projections and grant funding options for 2016. The Program Committee discussed the grant funding options and the property reserve fund and made the following recommendations for reserve funding in 2016:



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- All returned unexpended funds from 2015-2016 grants be placed in the reserve fund.
- Any funds not awarded from the renewal pool (current grants that are not renewed or are renewed at lower levels for the 2016-2017 grant period) be placed in the reserve fund.

(Moved/2nded, Tobin/Leong, 5 of 5 in favor)

Presentation of Community Health Work research project final report

The Executive Director noted that the PHPDA's summer intern, Joy Lee, has completed her final report on CHWs and will present at next month's meeting on her findings. Committee members who had read the report offered positive feedback.

Adjournment

The meeting adjourned at 9:02 a.m.

Minutes approved: _____

(Date)