



Meeting of the Program Committee
 Wednesday December 2, 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	Doug Jackson	Jeff Natter
Sharyne Shiu Thornton (from 7:42)	Judy Tobin	Rich Nafziger	Christina Bernard
Ellie Menzies	Mike Heinisch		Ellie Chopp

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 November 4, 2015, meeting minutes (Moved/2nded, Tobin/Heinisch, 5 of 5 in favor).

Update on Finance Committee

The Executive Director reported that going forward, each Committee would hear an update about the work of the other Committee at the beginning of their monthly meetings. He reported that the bulk of the Finance Committee’s work in the last few months has been related to: the 2016 budget, particularly the grantmaking portion and the planned transfer to reserve funds; research into the PDA’s ability to make program-related loans; and the finance-related sections of the strategic plan.

Grantmaking

Grant funding for 2016 and Five-year projections

The Executive Director reported that the Executive Committee (minus Secretary Judy Tobin, who was out of town) met to discuss the 2016 budget and the planned reserve transfer for the year. They recommended allocating a minimum of \$225,000 in fiscal year 2016 to the Pacific Tower and Property Reserve Fund via a reduction in the previously-planned grantmaking budget for the year (elimination of aligned funding for one year and reduction in major grant renewal funding for the 2016-2017 cycle). Additionally, they recommended that all unexpended or unawarded grant funds be transferred to reserve. Finally, additional work will be done in 2016, with assistance from PHPDA’s property management and real estate advisors, to determine an appropriate goal for total reserve funds.

The Committee discussed this recommendation, with some members disagreeing with the reduction in grant funding. They discussed the need to clarify the purpose of the reserve fund and concerns with allowing it to grow too large at the expense of grantmaking. They noted that it is important to balance fiscal responsibility with the PHPDA’s responsibility to the community. The Committee took no action regarding the recommendation, which will be brought to the Finance Committee and Governing Council.

2016 Grant Guidance/RFPs for New and Renewal Major Grants

The Finance & Grants Manager introduced the guidance documents for 2016 New and Renewal Major Grants. The total funding availability reflects the proposed 2016 budget. Recommendations to give strong consideration for projects focused on African Americans and homeless populations, from the Program and Finance Committees respectively, have been added to the funding focus. The Grants Coordinator noted a few other changes from previous years, including new use of a grants@phpda email address to allow grantees to contact the staff as a whole. The Committee discussed the documents and recommended a few changes: (1) lowering the upper limit for New



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Major grants to \$200,000; (2) making sure to change Planning Committee to Program Committee throughout; (3) clarifying that the deadline time for all submissions is 12:00pm noon throughout. The Committee recommended that the Governing Council approve both documents as amended (Moved/2nded, Tobin/Menzies, 6 of 6 in favor).

Grant Management

Grantee meeting summary

The Grants Coordinator provided an overview of the Grantee meeting held on November 13, including some of the discussion topics from the roundtable discussions and a survey of attendees. Overall, the feedback was very positive and attendees found it valuable. She noted that next year, likely with additional grantees, the PHPDA will consider having a full day meeting and handing out project summaries ahead of time so that less presentation time is devoted to outlining each agency's work.

Committee Governance

Summary of 2015 Committee Workplan and Accomplishments

The Executive Director provided an overview of the accomplishments of the Committee in 2016, as compared to the workplan adopted early in the year. The Committee successfully completed most of the planned work. However, he noted that there was not as much time as hoped for deeper work on PHPDA's advocacy or for educational sessions at committee meetings.

Presentation of Community Health Work research project final report

The Executive Director introduced Joy Lee, PHPDA's 2016 summer intern. She provided an overview of her report on Community Health Workers (CHWs), focusing on a literature review and concentrated work with five of PHPDA's 2014 grantees. She found four themes among the grantees: the hiring process, unique CHW tasks, program challenges and successes, and costs savings and sustainability. The final recommendations from Ms. Lee's report include the need to capture service populations and needs, as well as the need for more discussion among organizations and disciplines using the CHW model. The Committee asked several questions and discussed the issues surrounding certification, particularly the danger of standardizing work that by its nature requires differences and flexibility.

Adjournment

The meeting adjourned at 9:03 a.m.

Minutes approved: _____

(Date)