



**Meeting of the Program Committee**  
 Wednesday February 3, 2016  
 7:30-9:00 a.m.  
 Quarters 2 Building, Beacon Hill Campus  
 1200 12<sup>th</sup> Ave South, Seattle, WA

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Nancy Sugg	Sharyne Shiu Thornton	Teresa Mosqueda	Jeff Natter	Ellie Chopp
Doug Jackson	Judy Tobin	Ellie Menzies	Christina Bernard	
Mike Heinisch	Michael Leong (from 7:45)		Rikka Dayao	

Nancy Sugg called the meeting to order at 7:31 a.m. A quorum was present. There was no public comment.

**Minutes**

The Committee voted to approve the January 6, 2016 meeting minutes (Moved/2<sup>nd</sup>, Tobin/Heinisch, 5 of 5 in favor).

**Update on Finance Committee**

The Executive Director, Finance & Grants Manager, and Finance Committee member, Bob Cook, had a meeting with Denise Stiffarm and Jay Reich from Pacifica Law Group regarding the legality of developing a potential program-related loan program at PHPDA. Based on this meeting, the Executive Director advised the Committee that the PHPDA will continue moving forward with exploring the interest in program-related loans in the community. The Finance & Grants Manager advised that future discussions and decisions will be brought to the Program Committee and Governing Council.

**Committee Governance**

*2016 Program Committee Workplan*

The Executive Director advised that the suggestions and edits from January’s Program meeting regarding the 2016 Program Committee Workplan have been incorporated. The Program Committee adopted the updated 2016 Program Committee Workplan (Moved/2<sup>nd</sup>, Tobin/Jackson, 5 of 5 in favor)

**Grantmaking**

*Review Letters of Intent (LOI)*

The Committee and staff that reviewed LOIs discussed them for the remaining time, narrowing the 36 LOIs received to 10 for which full proposals would be invited. Decisions were based on the “Yes-Maybe-No” scores and rankings completed by each reviewer, as well as discussion during this meeting.

Those who participated in the LOI review were: Mike Heinisch, Judy Tobin, Sharyne Shiu Thornton, Michael Leong, Jeff Natter, Christina Bernard, and Ellie Chopp. The Executive Director reminded Committee members present at the meeting who did not review LOIs that they could ask questions about the proposals, but could not provide opinions on the organizations or their plans.

A few Committee members noted that they would recuse themselves from review and discussion of specific LOIs, because of the potential for appearance of a conflict of interest. Nancy Sugg recused herself from the DESC and Harborview Pioneer Square Clinic LOIs, Michael Leong recused himself from the Sea Mar and Sound Generations LOIs, and Ellie Chopp recused herself from the Solid Ground LOI.



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The narrowing of the LOIs involved focusing on the following aspects of the top and middle scored:

- Services provided.
- Target population and disparities addressed.
- Appropriateness to the PHPDA’s funding goals.
- Appropriateness to the Major Grant program (as opposed to Nimble Grant program).

Through this process, the 10 LOIs on the “invited to apply” list after discussion were:

Chief Seattle Club	Open Arms Perinatal Services
Consejo Counseling & Referral Service	Sea Mar Community Health Centers
Downtown Emergency Service Center	Seattle Children's Hospital Foundation
International Community Health Services - MODE	Therapeutic Health Services
Northwest Health Law Advocates	YWCA Seattle   King   Snohomish

The Committee voted to invite the agencies that submitted these 10 LOIs to submit full proposals for the projects and to notify the agencies that submitted the remaining LOIs that their projects would not be considered in this round of funding (Moved/2<sup>nd</sup>, Tobin/Heinisch, 6 of 6 in favor)

The Committee also recommended that staff reach out to several of the agencies whose LOIs were not moved forward to discuss the potential for Nimble Fund applications related to these programs.

**Adjournment**

The meeting adjourned at 9:08 a.m.

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