



Meeting of the Program Committee
 Wednesday August 5, 2015
 7:30-9:00 a.m.
 Quarters 2 Building, Beacon Hill Campus
 1200 12th Ave South, Seattle, WA

MEMBERS PRESENT			ALSO PRESENT	
Nancy Sugg	Sharyne Shiu Thornton	Michael Leong (by phone until 8:30am)	Jeff Natter	Ellie Chopp
Doug Jackson	Ellie Menzies	Rich Nafziger (by phone until 8:45am)	Christina Bernard	Joy Lee
Mike Heinisch	Judy Tobin		Rikka Dayao	

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 June 3, 2015 and July 1, 2015, meeting minutes (Moved/2nd, Tobin/Heinisch, 7 of 8 in favor with Sharyne Shiu Thornton abstaining due to being absent from the July 1 meeting).

Update on Communities of Opportunity and Living Cities work

The Executive Director shared with the Committee that Communities of Opportunity is pleased that the PHPDA is joining the effort as an aligned funder. The PHPDA sent the signed Memorandum of Understanding to The Seattle Foundation and King County for their signatures. Once the MOU has been fully executed, contracts will be drafted after the proposals from the three sites: Rainier Valley, SeaTac/Tukwila, and White Center. The Executive Director will be visiting the three sites and hopes to participate in the Living Cities convening in Dallas in October.

Grant Management

Update on Cycle 1 and 2 Nimble Fund grants

The Finance & Grants Manager and Grants Coordinator updated the Committee on the Cycle 1 and 2 Nimble Fund grants. PHPDA staff received reports from the eight Nimble Fund grantees and is satisfied with their progress so far.

Update on Community Health Worker evaluation work by PHPDA summer intern

The Executive Director introduced the PHPDA’s intern, Joy Lee, who presented on the development of her Community Health Worker evaluation:

- Goals
 - Explore Community Health Worker (CHW) models via five grantees
 - Explore literature on CHWs
 - Create final report
- Objectives
 - Interview program managers and CHW staff from the five grantees in their first year that are using a CHW model
 - CHW literature by state and specific themes
- Current findings
 - Successes: Trust building, external partnerships, internal strength
 - Challenges: Not all In-person Assisters are certified, many clients are dealing with unstable housing, difficulty in obtaining low price healthy foods



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- Joy will continue with the literature review, draft a report, then have the final report in September

Potential Project for Evans School Graduate Intern team in 2016

The Executive Director informed the Committee that the PHPDA is planning to apply to the UW Evans School Public Service Clinic program for evaluation assistance of the effectiveness of our grantmaking program. The domains which this plan would address will include:

- Community effectiveness: how can we determine if our funds are reaching appropriate populations/communities affected by health access and outcome disparities? This could include improved means for collecting demographic data, ways of comparing clients served with PDA funds against epidemiologic information, etc.
- Program effectiveness: how can we determine if our funds are successful in addressing these health access and outcomes disparities? This could include meta-analyses of individual program performance as well as identifying other benchmarks against which to measure performance.
- Financial effectiveness: how can we determine if our funds are cost effective? This could include exploration of ways to determine if the programs we fund are more cost effective than alternatives (such as emergency room visits or more expensive specialty care required for more advanced disease, etc.)
- Process effectiveness: how can we determine if our grantmaking process and requirements are efficient, effective, and reasonable, based on the parameters in which we must work, as well as best practices for philanthropy and responsiveness to the needs of agencies.

The goal of this process would be the development of a focused, reasonable plan that the PHPDA could use in our ongoing efforts to evaluate our effectiveness. If selected, the evaluation would be conducted January-June of next year and cost less than what the PHPDA previously budgeted for evaluation. The Committee had positive comments regarding the potential project and its intended outcomes. The application is due at the beginning of September.

Grantmaking

Preliminary 2016 grantmaking plans

The Finance & Grants Manager informed the Committee that the PHPDA staff recently had an all-day retreat to work on the 2016 grantmaking plans. The Committee reviewed a preliminary rough draft grantmaking budget for 2016. While this could change due to adjustments to other income, expenses, and reserve fund allocations by the Finance Committee and Governing Council, it allows a basis for preliminary planning. A table of dates and review panels of the six review phases of Major, Renewal and three Nimble cycles was presented and also the new application questions for Major, Renewal and Nimble funds. The Executive Director encouraged the Committee to provide any feedback regarding the new grant application questions in order to finalize them by the next round of Nimble Fund proposals.



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Adjournment

The meeting adjourned at 9:03 a.m.

Minutes approved: _____
(Date)