



Meeting of the Planning Committee
 Wednesday June 3, 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	Judy Tobin	Rich Nafziger	Jeff Natter
Doug Jackson	Sharyne Shiu Thornton		Christina Bernard
Mike Heinisch	Ellie Menzies		Rikka Dayao
Michael Leong			Ellie Chopp

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 May 6, 2015, meeting minutes (Moved/2nd, Tobin/Jackson, 7 of 7 in favor).

Grantmaking

Renewal and New Major Grant Update

The Finance & Grants Manager updated the Committee on the progress of the grantmaking process. The Governing Council approved the New Major Grant panel’s recommendation at their May meeting and the staff is working with the agencies on their 2015-2016 contracts. Staff hopes to finalize the Renewal and New Major Grants contracts by the end of June.

Nimble Fund Quarter 3 Funding Recommendation

The Committee members reviewed the recommendations of the Nimble Fund Quarter 3 Committee, which was comprised of Christina Bernard, Ellie Chopp, Judy Tobin, Bob Cook, and Doug Jackson with Rikka Dayao taking notes. The Finance & Grants Manager reported that the PHPDA had received 15 applications and that the review committee recommend funding the following six:

Organization Name	July 1, 2015 – June 30, 2016 Funding
National Alliance on Mental Illness	\$10,000.00
Seattle Center Foundation	\$10,000.00
Consejo	\$50,000.00
Children's Alliance	\$50,000.00
YMCA of Greater Seattle	\$15,000.00
Hope Heart Institute	\$3,000.00
Total	\$138,000.00

The Finance & Grants Manager advised that the total funded for 2015 Nimble Fund will likely be over budget; however, the grantmaking budget will be under in other areas for the year. There was a discussion regarding some of the applications that were not recommended for funding. All Committee members present agreed that the Nimble Fund Review Committee’s recommendations should be brought to the Governing Council for final action. (Moved/2nd, Tobin/Menzies, 7 of 7 in favor).



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Pooled Funding – Communities of Opportunity

The Executive Director updated the Committee on the work of Communities of Opportunity (CoO) and discussed the proposal for deeper PHPDA involvement. His recommendation includes:

- The PHPDA will commit \$150,000 in PHPDA funds to community-based CoO planning and programs for the remainder of 2015. Funding may increase or decrease in upcoming years, depending on the nature of the community projects proposed.
- The funds must be used for purposes consistent with PHPDA's mission to provide services to programs that address healthcare access and outcome disparities among underserved populations in King County.
- The funds shall be considered "aligned funding," in that the PHPDA will retain control over the distribution of the funds with input from the CoO Governance Group.
- Each of the three sites that seek PHPDA funding must submit a brief proposal to the PHPDA detailing the proposed use of the funds, a brief outcome statement and a budget. PHPDA staff will meet directly with site representatives to discuss their proposed projects and offer technical assistance and referral resources, as necessary.
- Decisions about funding awards will be made by PHPDA staff with possible input from representatives from the Planning Committee and/or Governing Council.
- Sites receiving aligned funds will submit a brief, simple biannual progress and expenditure report to the PHPDA.
- PHPDA will work in collaboration with King County and the Seattle Foundation to ensure that funding is truly aligned with, but not duplicative, of other funds available to the projects.

There was some discussion about the form the contract between the PHPDA and other CoO funders might take, as well as the form of the individual contracts with the communities for specific projects. Several members of the Committee expressed interest in being involved with review of projects and reports.

PHPDA staff will be working on a contract and resolution for action at the July Governing Council meeting. The Planning Committee forwarded the Executive Director's recommendations to the Governing Council for action after the contract is developed (Moved/2nd, Tobin/Leong, 7 of 7 favor).

Grant Management

Update on Evaluation Plans

The Executive Director updated the Committee on the PHPDA's search for evaluation services and partnerships. He and the Finance & Grants Manager have drafted a proposed scope of work for a Summer Intern at the PHPDA office, who would conduct a literature review analyzing current Community Health Worker models across the nation, highlighting successful examples by state, including recommendations for evaluating CHW programs. This work could then be used by several PHPDA grantees in their individual evaluation efforts. The Finance & Grants Manager will need to research further the hiring and benefit details in regards to a short-term intern and the PHPDA Employee Handbook.



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Lead roles

With the new year of Renewal and New Major Grants, the PHPDA staff advised the Committee that it is time to assign Lead Roles for each funded project. There was a brief description of what being a Project Lead entails. The Grants Coordinator shared that with the number of grants and number of board members and advisors, some agencies will have two Leads and/or a Lead will have two projects. The following agencies were assigned with the remaining to be discussed by the Finance Committee:

AGENCY for Renewal Grants	2014 LEAD	2015 LEAD
Chinese Information & Service Center	Sharyne	Sharyne
Country Doctor CHC	Nancy	Nancy
El Centro de la Raza	Judy	
Harborview Medical Center	Rhonda	
Mercy Housing NW	Michael L.	Judy, Ellie M.
Neighborcare Health	Mike H.	
Project Access NW Dental	Bob	Doug
Seattle Indian Health Board	Marc	Judy
Seattle-King County Dental Society	Tony	
Teen Feed	Nate	

AGENCY for Major Grants	2014 LEAD	2015 LEAD
YWCA		Ellie M.
International Community Health Svcs.		Mike L.
Navos		Mike H.
Project Access NW Medical	Judy	Nancy
Asian Counseling & Referral Service		Sharyne
HealthPoint		Doug
Planned Parenthood		



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Committee Governance

Renaming Committee

Renaming the Planning Committee to Program Committee was discussed at last month's meeting where all present members had positive feedback. The Finance & Grants Manager presented the draft updated committee charter reflecting the proposed change. Review and final action will be taken by the Governing Council in order to make any charter changes (Moved/2nd, Tobin/Leong, 7 or 7 favor).

Adjournment

The meeting adjourned at 8:49 a.m.

Minutes approved: _____
(date)