MEMBERS PRESENT | NOT PRESENT | ALSO PRESENT
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Marc Provence | Michael Leong | Nancy Sugg | Diane Narasaki | Jeff Natter
Mike Heinisch | Judy Tobin | Sharyne Shiu Thornton | Acasia Olson | Christina Bernard | Doug Jackson

Chair Marc Provence called the meeting to order at 7:37 a.m. There was not a quorum present. There was no public comment.

**Minutes**

As there was no quorum, consideration of the minutes was deferred to the next meeting.

**Grantmaking**

*Nimble Fund Update*

Executive Director Jeff Natter reported that no Nimble Fund applications had yet been received, but that several organizations had expressed interest. He expects that most submissions will be made just before the deadline for consideration in this round (November 20).

**2015 grant process: Renewals**

- Process (timeline and reviewers)
- RFP and application
- Criteria
- Amount

The Committee discussed the process for renewal applications for major grants awarded in 2014. They Committee members present had no changes to the timeline presented by staff for each of the grant programs. They also had no significant changes to the application guidance or questions.

They discussed the criteria that would be used in evaluating the applications, as well as who would conduct reviews. All members present recommended that a mix of Governing Council and strategic advisors conduct the reviews for both renewal and new major grants (with most reviewers serving on only one of the two panels), and that the Governing Council member or advisor serving a lead role on the grant would likely play a role in considering each renewal application. Reviewers will be appointed for each process in January or February 2015. The Planning Committee will remain reviewers for all LOIs for new major grants.

The Committee then discussed how to determine total funding available for renewals and limits on individual grant awards. Total funding available for renewals will not be set in stone. The review panel will be guided by the 2015 PHPDA Budget (expected to be adopted in December), as well as the amount expected to be awarded to new grants and the quality of the renewal applications. Grantees will be allowed to ask for funding above the level received in 2014 (with a maximum of $250,000), but must show strong performance through the first two quarters of the grant and evidence of increased need to be addressed by the additional funds. As with all programs, the PHPDA may award less than the amount requested.
The Committee went on to discuss whether to put a limit on the number of consecutive years the PHPDA will award funding to a program. They asked staff to add language to both the new and renewal grant guidance saying that the PHPDA will only award a grant to fund the same program through the major grant program for three consecutive years, but that we reserve the right to waive that limit.

**2015 grant process: New grants**
- Process (timeline and reviewers)
- RFP and application
- Amount available

In addition to several items above that applied to both renewal and new grants (timeline, reviewers, limit on number of years of funding), the Committee discussed several items specific to the new major grant process.

In discussing total amount available, the Committee suggested announcing that $1.1 million will be available through this process, but that the PHPDA reserves the right to award more or less than that. The actual amount awarded would be determined by several factors, including amount awarded for renewals and quality of applications received. Individual grants will still range from $50,000 to $250,000.

The Committee had no changes to the application questions, but discussed the funding priorities in the guidance. They asked staff to incorporate advocacy and efforts to implement institutional change into allowable activities. They suggested that advocacy and the focus on integration of behavioral health should not be bullet points under priorities, but rather that projects incorporating these activities would be given favorable consideration.

They also briefly reviewed the scoring for each question and agreed with staff’s suggestions for the amount each question would be worth.

For both the new and renewal grant processes, staff will incorporate the suggestions from this meeting and present final versions to the Governing Council for approval on November 11.

**Renewal of Project Access NW Medical Case Management grant**
Chair Marc Provence led discussion of the renewal application from Project Access NW for their Medical Case Management program. The application is for $75,000 and covers six months from January through June 2015. As they have not received an award for this program from the major grants process in the past, any future funding would be through that process.

The Committee discussed the challenges Project Access is facing with changes stemming from the Affordable Care Act. While they are struggling to reach their grant goals, they are working to adapt the program to changes in the healthcare system. The Committee asked that, if this grant is awarded, staff discuss these challenges and plans with Project Access Executive Director Sallie Neillie either during a site visit or during a PHPDA Planning Committee meeting. The Committee members present recommended that the Governing Council approve the grant application at their November meeting.
Grant Management

2014 Major Grant Quarterly reports
Executive Director Jeff Natter and Finance & Grants Manager Christina Bernard discussed the quarterly reports from each of the 2014 Major Grants. While some grantees are facing challenges, overall they have been successful in implementing their programs and beginning to provide services. Staff will send feedback to grantees over the next several days.

Proposed Demographic Form
The Committee discussed a proposed demographic form. Staff would request that current grantees submit it at the end of their grants. For future grants, it will be a requirement. The Committee suggested a few changes to the categories and asked that staff bring it back for further review in December.

Update on November 19 Grantee Meeting
The Executive Director updated the Committee on planning for the November 19 grantee meeting.

Committee Governance

Doug Jackson, Candidate as Strategic Advisor to Planning Committee
The Committee discussed Doug Jackson’s candidacy as strategic advisor, as recommended by the Nominating Committee. All members present recommended that the Governing Council appoint him as strategic advisor to the Planning Committee as of January 1, 2015.

Adjournment
The meeting adjourned at 9:29 a.m.

Minutes approved: __________________________     _________

(date)