Meeting of the Program Committee  
Wednesday, October 2, 2019, 7:30-9:00 AM  
Quarters 2, Beacon Hill Campus  
1200 12th Ave South, Seattle, WA

<table>
<thead>
<tr>
<th>MEMBERS PRESENT</th>
<th>NOT PRESENT</th>
<th>ALSO PRESENT</th>
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<tbody>
<tr>
<td>Nancy Sugg</td>
<td>Mike Heinisch</td>
<td>Ellie Menzies</td>
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<tr>
<td>Michael Leong</td>
<td>Susan Crane</td>
<td>Gene Yoon</td>
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<tr>
<td>Doug Jackson</td>
<td>(phone, left 8:19 AM)</td>
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Nancy Sugg called the meeting to order at 7:32 a.m. A quorum was present. There was no public comment.

Consent Calendar Minutes

The Program Committee voted to approve the Program Committee minutes from August 7, 2019 and September 4, 2019 (Moved/2nd by Mike Leong/Mike Heinisch, 5 of 5 in favor)

Update on North Lot and Finance Committee

The Associate Director discussed the North Lot and Finance Committee activities.

North Lot:
- Seattle Chinatown International District Preservation & Development Authority (SCIDpda) requested some changes to the purchase and sale agreement.
- The resolution to approve the purchase and sale agreement will be available at the next Governing Council meeting in October.

Finance Committee:
- The Finance Committee reviewed financial reports from last year's major grants. As is the case every year, some grantees have unexpended funds that will be returned to the PHPDA.
- The PHPDA will discontinue the ad-hoc Real Estate Committee and re-incorporate Real Estate matters back into the Finance & Audit Committee.
  - The Finance & Audit Committee will begin meeting on the first Wednesday of the month right after the Program Committee meeting.
  - The PHPDA is potentially renaming the Finance & Audit Committee to the Finance, Audit, and Real Estate Committee (FARE). There will be more discussions on renaming the committee during their next Finance Committee meeting.
- The Associate Director expects completing the first draft of PHPDA Operating Budget and plans to discuss this at the next Finance Committee meeting.

Grant Management

2018-2019 Major (New and Renewal) Demographics Summary

The Associate Director updated the Committee on the 2018-2019 New and Renewal Major Grant demographics summary.
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- The Grants Manager projected a spreadsheet with the demographics currently received from New and Renewal Major Grantees.  
- The PHPDA Grant Staff has not received all final reports from grantees.  
- The Program Committee discussed the demographics categories in detail and how this influences planning for future grantmaking.

Grantmaking

Continued Discussion of 2020 New Major Grant Focus

The Associate Director continued discussions on 2020 New Major Grant focus areas.  
- The 2019 focus areas were Immigrants & Refugees, South & Rural King County, Homelessness & Housing Instability, African-Americans, and Advocacy.  
- The Program Committee considered:
  - Removing Advocacy as a focus area because all the other focus areas are population disparity based. The Health Equity Fund plans to continue accepting advocacy-based applications even when not a focus area.  
  - Adding Women’s & Reproductive Health as a focus area.  
  - Removing Homeless & Housing Instability as a focus area. Grants Staff expects to receive many applications serving this population regardless of being a focus area.  
  - Adding American Indian / Alaska Native population, likely as a combined focus area on Communities of Color, in particular African American and American Indian and Alaska Native populations.
- The Program Committee will continue deliberations on these focus areas and forward their recommendations to the Governing Council. The Council will then vote to approve the final focus areas for 2020 as part of the Major Grant Guidance by the end of this year.  
- The Grants Manager reviewed the current sign-up sheet for upcoming Review Panels. The New Major Grant Review Panel will need more members to sign up.  
  - The Nimble Grant Cycle 1 Review is scheduled for December 4th at 10:30 AM.

Renewal of South King County Health Coalition

The Associate Director discussed renewal of funding for the South King County Health Coalition.  
- The South King County Health Coalition is a collaboration of organizations focused on outreach.  
- They send the PHPDA monthly meeting minutes and are currently working on a strategic plan.  
- The Program Committee will consider funding them another $15,000 for a third year depending on the reports from this current year.

2020 Budget

Potential increases or changes for future grant budget

The Associate Director discussed potential increases or changes for future grant budgets (after 2020):
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- The Committee considered potentially setting aside some funds to award a specifically targeted grant using the Committee’s programmatic direction. This selection process will be further discussed.
- The Committee briefly discussed potentially restoring the Aligned Funding grants program.
- The Associate Director plans to keep the grants budget approximately the same for next year.

2020 Health Equity Scholars

The Associate Director discussed potentially renewing the Health Equity Scholars program in 2020
- The final two 2019 PHPDA Health Equity Scholars will be providing a presentation at the next Program Committee meeting in November.
  - Matthew Dekker is working on health impacts from gentrification and out migration from Seattle’s central district.
  - Hitomi Kariya is working on cervical cancer screening in Asian populations.
- 2019 was the first year the PHPDA awarded funds through the Health Equity Scholars program.
- There were three selected interns in 2019 and the Committee agreed to continue this scholarship by collaborating with the UW School of Health for three more interns in 2020. The Program Committee considered:
  - Directing one of the programs as the PHPDA has done with Gracious Gamiao’s evaluation project on PHPDA hidden biases rather than keeping all three of the intern programs with open, flexible focuses.
  - Opening up the Health Equity Scholars program to other public health schools, or other UW departments such as the School of Social Work, the School of Nursing, the School of Public Administration, etc.
  - Potentially funding a high school level public health bridge program,
- Program Committee members will bring ideas for potential topics to pick as targeted internship programs. The Grant Staff hopes to finalize discussions around 2020 Health Equity Scholars’ direction no later than January 2020.

Adjournment

The meeting adjourned at 8:44 a.m.

Minutes approved: 11/6/2019

(Date)