Meeting of the Program Committee  
Wednesday, August 5, 2020, 7:30 - 9:00 AM

Meeting: https://zoom.us | Meeting ID: 817 3229 8694  
https://us02web.zoom.us/j/81732298694?pwd=djFJaUzh2c3ERTN6TUNe1lWYjNiUT09  
Phone Option: +1 253 215 8782  
Password: BRICKS (Numeric Password for Phone: 536014)

<table>
<thead>
<tr>
<th>MEMBERS PRESENT</th>
<th>NOT PRESENT</th>
<th>ALSO PRESENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mike Heinisch</td>
<td>Nancy Sugg</td>
<td>John Kim</td>
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<tr>
<td>Doug Jackson</td>
<td>Paul Feldman</td>
<td>Mallory Fitzgerald</td>
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<td>(until 8:59 AM)</td>
<td></td>
<td>Denise Stiffarm</td>
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<tr>
<td>Michael Leong</td>
<td>Ellie Menzies</td>
<td>Gene Yoon</td>
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<td>Susan Crane</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 July 1, 2020  
(Moved/2nded by Mike Heinisch/Susan Crane, 7 of 7 in favor)

Update on Finance Committee and Property

The Executive Director updated the Program Committee on Finance Committee and property activities:  
- Five (5) proposals were submitted for the Master Plan RFQ. The RFQ Subcommittee is meeting to discuss the evaluation process and will forward their recommendations to the Governing Council to consider.  
- The Department of Commerce sent a memorandum to the PHPDA Executive Director regarding the automatic rent escalator for 2021 and 2022 and budget challenges due to the pandemic. The Executive Director has had discussions with Commerce to review options that will be fair, reasonable, and legal for both sides with regard to the lease.

Operating Policies

Continued discussion of PHPDA Advocacy Policy

The Executive Director continued discussions on PHPDA Advocacy Policy.  
- Paul Feldman took a look at the draft and provided some edits.  
- The Program Committee recommended some edits and asked about Staff capacity.  
- Legal Counsel Denise Stiffarm was available for questions and provided clarity on drafting a PHPDA advocacy policy and the PDA’s 501c3 status limitations.  
  - There are also additional administrative functions needed to be considered related to the Public Disclosure Commission and filing monthly reports if there are lobbying activities.  
- The Committee also discussed political guardrails. Legal counsel advised being proactively transparent about PDA advocacy intentions with city and county representatives.
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Strategic Planning and Grants

Discussion of 2021 Grantmaking

The Associate Director facilitated Committee discussions on 2021 Grantmaking. PHPDA Staff has been conducting extensive planning meetings through July in place of their annual Staff Retreat. Staff conversations yielded ideas on PHPDA's expansions beyond current grantmaking programs and requested feedback from the Program Committee:

- Staff generated ideas on advocacy, convening grantees more frequently, more technical assistance, and high level evaluations of all grants and evaluating the Health Equity Fund's impact as a whole.
- The Committee discussed removing advocacy from Major Grant eligibility and reallocating advocacy grant focus to Nimble funding.
  - Major Grants are renewable up to three years whereas Nimble Grants are awarded once.
    - Perhaps Advocacy proposals can be eligible as a Major Grant but 1-year, non-renewable.
  - Major Grants require more time for both applicants and PDA Grant Staff compared to the Nimble Grant process.
- The Committee considered asking different questions on applications and reports for bigger picture root-cause analysis and impact. Grantees often identify the disparity but why the disparity exists could be addressed more explicitly.
  - Perhaps applicants can be provided a "good" example of an application and a summary/guidance of what the PHPDA is looking for.
  - Data and numbers cannot be compared between grantees. They are all dealing with different disparities and different communities with different metrics, but they share common overlapping themes and causes.
- With the information gained from using the ideas above, the Committee agrees that the PDA should ultimately advocate for change at a system level in the long run.
- The Committee also discussed the urgency of planning around Covid related funding for local program's overhead costs and funding gaps in the next year.
- Staff will continue planning and will continue discussions with the Committee next month.

Adjournment

The meeting adjourned at 9:02 a.m.

Minutes approved:  Nancy Emmy  10/14/2020
by  John Kim
I approve the minutes if John could please sign for me.
Thanks - Nancy

Hi Nancy,

Forwarding this email below that was originally sent to your @gmail account to this @uw one. I think I was accidentally sending these over to your gmail account. Sorry and thank you!

Thanks,

Gene Yoon | Office Coordinator
206.432.3027 | g.yoon@phpda.org | www.phpda.org
Pacific Hospital Preservation & Development Authority
1200 12th Ave S Quarters 2 Seattle, WA 98144
Please take a look at our 2019 Annual Report

Hi Nancy,

Just a reminder to approve/sign the PC minutes from August and September which were voted on at the October Program meeting last week.

John is cc'ed to this email. You may instead request for him to sign it on your behalf by replying to this email.

Thanks!

Gene Yoon | Office Coordinator
From: Gene Yoon  
Sent: Thursday, October 8, 2020 8:36 AM  
To: Nancy Sugg <suggphpda@gmail.com>  
Cc: John Kim <j.kim@phpda.org>  
Subject: PHPDA PC Chair Signatures  

Good Morning Nancy,

It was great to see you in the morning yesterday. Please see attached and sign for the two Program Committee minutes from August & September, which were voted to be approved yesterday.

John is cc'ed to this email. We have the option to ask him to sign the minutes on your behalf.

Thanks!

Gene Yoon | Office Coordinator  
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