



Meeting of the Planning Committee
 Wednesday January 2, 2013
 7:30-9:00 a.m.
 Quarters 2 Building, Beacon Hill Campus
 1200 12th Ave South, Seattle, WA

| MEMBERS PRESENT | | NOT PRESENT | ALSO PRESENT |
|----------------------------------|--|----------------|-------------------|
| Marc Provence | Dan Lessler | Diane Narasaki | Rosemary Aragon |
| Judy Tobin | Mike Heinisch | | Christina Bernard |
| Michael Leong, Strategic Advisor | Sharyne Shiu Thornton, Strategic Advisor | | |

Chair Marc Provence called the meeting to order at 7:34 a.m. A quorum was present. There was no public comment.

Minutes

The Committee voted to approve the December 5, 2012, meeting minutes (Moved/2nd, Tobin/Heinisch, 4 of 4 in favor).

Welcome and introduction of Planning Strategic Advisors Michael Leong and Sharyne Shiu Thornton

Michael Leong and Sharyne Shiu Thornton, both of whom were appointed Strategic Advisors to the Planning Committee in December, introduced themselves and briefly discussed their backgrounds and interest in PHPDA's work. Committee members and staff also introduced themselves and welcomed the new advisors.

Planning Committee goals and work

2012 Planning Committee Accomplishments

Committee Chair Marc Provence led discussion on the 2012 Planning Committee Accomplishments. The Committee reviewed the work that was completed in the strategic planning process, including the goals and strategies, as well as the grantmaking principles. Study sessions and further grantmaking preparation work are ongoing in 2013. The Committee also briefly discussed the work that had been completed in managing grant renewals and reporting, as well as the assignment of lead responsibilities.

The Committee approved the 2012 Planning Committee Accomplishments and forwarded them to the Governing Council (Moved/2nd, Tobin/Lessler, 4 of 4 in favor).

High level review of 2012-15 Strategic Plan goals, priorities and grant making principles

The Committee reviewed the goals, strategies, funding priorities, and grantmaking principles developed in the strategic planning process.

Review of 2013 Budget assumptions for grant making and program funding

The Executive Director discussed the portion of the 2013 PHPDA Operating Budget that relates to program funding and its implications for Planning Committee grantmaking work in the coming year.



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2013 Planning Committee work plan

The Committee began discussions on the 2013 draft work plan, which focuses on grantmaking, strategic communications, and committee governance. Within the grantmaking work, the Committee will: discuss funding priorities and plans; complete the design for future grantmaking; determine roles (of staff, Governing Council members, and volunteers) in grantmaking; manage existing grants and renewals; and act on new funding requests.

The Committee then had a larger discussion focused on the work related to future funding priorities. This largely involves ongoing education and discussion on particular topic areas that PHPDA may fund in the future. For the immediate future, committee members asked to identify a wider range of organizations and activities with which the PHPDA could discuss its priorities. It was noted and discussed that definitions will play a crucial role in this work - both how to define certain terms (e.g. vulnerable population, community health worker, access vs. utilization) and who provides the definitions (those in the focus communities or those outside the community, such as the State).

For the February meeting, Committee Chair Marc Provence, Committee member Dan Lessler, and Executive Director Rosemary Aragon will work to prepare a roadmap of how to approach future discussions, with suggestions on how to structure a series of conversations, as well as related goals and timelines. The 2013 work plan will also be finalized at the February Planning meeting.

Governance

Continued discussion of concept of "Subject Matter experts" to advise the Planning Committee

The Committee did not discuss this topic. It will be discussed at a later meeting.

Adjournment

The meeting adjourned at 9:05 a.m.

Minutes approved: _____

(date)