



**Meeting of the Planning Committee**  
 Wednesday February 1, 2012  
 7:30-9:00 a.m.  
 Quarters 2 Building, Beacon Hill Campus  
 1200 12<sup>th</sup> Ave South, Seattle, WA

MEMBERS PRESENT		ALSO PRESENT	
Mike Heinisch	Marc Provence	Judy Tobin	Rosemary Aragon, ED
Dan Lessler (from 7:34)	Linda Ruiz	Christina Bernard, PA	

Chair Marc Provence called the meeting to order at 7:32 a.m. A quorum was present. There was no public comment.

**Minutes**

The Committee voted to approve the January 4, 2012, meeting minutes (Moved/2<sup>nd</sup>, Ruiz/Heinisch, 3 of 3 in favor).

**Strategic Planning: scenarios, focus and consultant RFI**

The Executive Director and Planning Committee Chair led discussion on the next steps in preparing for strategic planning. They discussed the proposed RFI for a strategic planning consultant and the steps that will follow the RFI to select a consultant. They also outlined the questions and issues that will likely be addressed in strategic planning, including the PHPDA’s approach to partnerships and to future grantmaking.

The Finance & Program Analyst discussed preliminary financial scenarios that could be used in the strategic planning process. The Committee discussed the information and determined that it would likely be more useful to frame the scenarios more generally, and then discuss the mix of activities PHPDA could focus on with different broad levels of funding available. .

The Committee then addressed relevant qualifications for a strategic planning consultant, as well as the list of proposed firms to receive the RFI. In order to avoid the appearance of a conflict of interest, one of the proposed firms, the Alford Group, will not receive the RFI because the consultant is related to a Governing Council member, which was not known by staff at the time the list was compiled.

The Committee voted to authorize Committee Chair Marc Provence and Executive Director Rosemary Aragon to complete the RFI, incorporating input from this discussion, and send it to the consultancy firms on the list, with the exception of The Alford Group (Moved/2<sup>nd</sup>, Lessler/Heinisch, 4 of 4 in favor).

**2012 Planning Committee goals and topics to address**

The Executive Director discussed the 2012 Planning Committee goals and topics, which the Committee previously reviewed in January. She discussed certain actions that will be taken after strategic planning is complete, as well as reporting and management of current grants. The committee asked that the workplan be reorganized so that activities related to strategic planning were grouped together.



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**Project Access Northwest 2012 Grant Request**

Committee member Linda Ruiz discussed Project Access Northwest's 2012 grant request. She noted that the approved 2012 PHPDA budget included \$150,000 for Project Access. She discussed the grant budget, the deliverables, and additional information that Project Access will report to PHPDA.

The Committee voted to forward the Project Access Northwest 2012 grant request to the Governing Council for approval (Moved/2<sup>nd</sup>, Heinisch/ Lessler, 4 of 4 in favor).

**Adjournment**

The meeting adjourned at 8:50 a.m.

Minutes approved: \_\_\_\_\_  
(date)