



Meeting of the Planning Committee
 Wednesday March 6, 2013
 7:40-9:00 a.m.
 Quarters 2 Building, Beacon Hill Campus
 1200 12th Ave South, Seattle, WA

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT
Marc Provence	Dan Lessler	Judy Tobin	Rosemary Aragon
Diane Narasaki	Mike Heinisch	Michael Leong, Strategic Advisor	Emily Williams, UW Dept. of Health Services (until 8:40)
Sharyne Shiu Thornton, Strategic Advisor			Barbara Dingfield, The Giving Practice, (from 8:30-9:10)

Chair Marc Provence called the meeting to order at 7:42 a.m. A quorum was present. There was no public comment. Introductions were made.

Minutes

The Committee voted to approve the February 6, 2013 meeting minutes (Moved/2nd M. Heinisch and Dan Lessler, 5 of 5 in favor).

Educational: Overview of health disparities

The purpose of these educationals is to help the Planning Committee determine where to focus its grant making.

Emily Williams, Assistant Professor, UW Department of Health Services, gave a high level presentation about health disparities and social determinants of health. She presented data about poverty, smoking, life expectancy and chronic conditions. The Committee discussed the presentation. Sharyne Shiu Thornton noted the absence of data about Native Americans. She mentioned the Urban Indian Health Institute as an organization that gathered information regarding Native Americans and she referred committee members to the website. Diane Narasaki noted that the term Asian needs to be disaggregated to have meaning. She also pointed out that geography is not always a good indicator of the populations experiencing health disparities. The Executive Director will put together thoughts about how to complete the educationals on health disparities. Sharyne Shiu Thornton proposed two people who could deepen the exploration. The Executive Director, Ms. Thornton, Marc Provence and Dan Lessler will follow up to plan upcoming educational sessions in such a manner that the committee can make take action with the information.

Chair, Marc Provence thanked Ms. Williams for her presentation

Grant making

Initial discussion of how the PHPDA might perform grant reviews (the role of staff, GC members, and content-expert volunteers).

Barbara Dingfield, the Giving Practice, joined the Planning Committee for this discussion.

PHPDA staff recommended creation of a grant making committee made up of 2-3 GC members (perhaps from both Planning and Finance), 2 staff, and 1-2 outside content-expert reviewers. The Committee would meet 1-2 times per grant cycle to discuss proposals.

They further recommended that the Planning Committee should continue to address the strategic direction of the organization and to inform the directional focus of grants (based on community



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needs). Priorities for grants such as target populations, geographic target areas, types of grants (e.g. capital, program, general operating, capacity building, etc.) and desired outcomes are strategic decisions that the board and Planning Committee should grapple with and review periodically. The grant process depends on those strategic decisions. The Planning Committee would provide the grant review committee with very clear guidelines and goals for their review. The Planning Committee will also work with the Executive Director on Foundation partnerships and developing the approach to evaluations. Significant evaluations will also come to Planning – to inform the future.

Planning Committee generally agreed with the staff recommendations, noting that close integration with the Planning Committee is desirable.

The Committee identified the following topics to address in the future:

The grant focus areas and criteria. How cultural competency might be integrated within a grant making focus.

Identification of conflict of interest for grant making committee members, the Planning Committee and Governing Council.

The process for decision making on grant awards.

Whether technical assistance to applicants should be considered between the LOI and formal grant application process and, if so, how the PHPDA could/would arrange for that.

Adjournment

The meeting adjourned at 9:15 a.m.

Minutes approved: _____
(date)