



**Meeting of the Planning Committee**  
 Wednesday September 5, 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
Marc Provence	Linda Ruiz	Judy Tobin	Rosemary Aragon
Mike Heinisch	Dan Lessler		Christina Bernard
			Elise Chayet, Strategic Advisor

Chair Marc Provence called the meeting to order at 7:31 a.m. A quorum was present. There was no public comment.

Marc Provence informed the Committee that Pam MacEwan had accepted a job outside Seattle, and could no longer serve as a strategic advisor to the Committee. She did offer to continue providing advice to the PHPDA on an as-needed basis.

**Minutes**

The Committee voted to approve the August 1, 2012, meeting minutes (Moved/2<sup>nd</sup>, Ruiz/Heinisch, 5 of 5 in favor).

**Strategic Planning Implementation**

*GC Educationals-a possible approach, and Relationship with the UW School of Public Health*

Marc Provence and Dan Lessler discussed a meeting they had with Larry Kessler of the UW School of Public Health Department of Health Services. They discussed with him the possibility of having UW faculty come to Planning Committee or Governing Council meetings to present on and discuss various topics with the Governing Council members. Linda Ruiz also noted that she had heard a very good presentation on the Affordable Care Act, and would recommend bringing that person in for a Governing Council education session.

Marc and Dan went on to discuss other topics they covered with Larry Kessler, including potential partnerships between groups at the UW and PHPDA. These included working with the Community Oriented Public Health Practice program or the Institute for Health Metrics and Evaluation.

Marc and Dan, along with other Planning Committee members and the Executive Director will have follow-up meetings with Larry Kessler, and potentially others at the School of Public Health, to further explore the idea of having faculty present at meetings, as well as partnership opportunities.

**Grant Stewardship**

*Programmatic funding assumptions in 2012-2014 Revenue/Expenditure projections*

Finance and Program Analyst Christina Bernard reviewed the program finding assumptions in the most recent revenue/expenditure projections. She discussed the level of program funding that would likely be available over the next several years, as well as the current spending level for 2012.



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*Decisions to be made in designing the new grant making process and New grant application & LOI format*

Christina Bernard then went on to discuss work to be done on setting up the future grantmaking process. She reviewed a list of decisions to be made, as well as documents to be created. She also shared the first drafts of LOI and application forms.

Committee members discussed the scope of work to be done, as well as the infrastructure that could be required in the future, depending on the model set up for larger-scale grantmaking. Several Committee members suggested that it could be beneficial to hire a consultant to consult with the Finance & Program Analyst on the continuing work to design the grantmaking model, process, and forms. The Committee asked the Executive Director to have some initial conversations with consultants, such as The Giving Practice at Philanthropy Northwest, to determine what kinds of consultative services they could provide, as well as the costs for the services. She will report back on her findings at the next Planning Committee meeting.

In the meantime, the Finance & Program Analyst asked Planning Committee members to send her any additional questions or ideas they have on the process.

*Likely PANW project requests in next 6 months*

Executive Director Rosemary Aragon and Committee member Linda Ruiz discussed several project funding requests that Project Access Northwest (PANW) will likely submit to the PHPDA in the coming months. One request has already been received. The Executive Director noted that no immediate decision is required on any of them.

*Qtr 2 PANW report*

Linda Ruiz presented the PANW Quarter 2 medical report. The trend from Quarter 1 has continued, with PANW falling just short of meeting their goals. The Executive Director and Linda Ruiz will meet with PANW Executive Director Sallie Neillie to discuss the results. The Committee voted to accept the Quarter 2 report (Moved/2<sup>nd</sup>, Heinisch/Lessler, 5 of 5 in favor).

*April-June 2012 PANW Dental report*

Linda Ruiz then went on to discuss the most recent quarterly report on the PANW dental program. After a slow start in the first year, the dental program is on track to meet or exceed their goals in year 2. The Committee voted to accept the April-June 2012 dental report (Moved/2<sup>nd</sup>, Tobin/Lessler, 5 of 5 in favor).

**Adjournment**

The meeting adjourned at 8:47 a.m.

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