



**Meeting of the Planning Committee**  
 Wednesday October 3, 2012  
 7:30-9:00 a.m.  
 Quarters 2 Building, Beacon Hill Campus  
 1200 12<sup>th</sup> Ave South, Seattle, WA

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT
Marc Provence	Linda Ruiz	Mike Heinisch	Rosemary Aragon
Judy Tobin	Dan Lessler	Elise Chayet, Strategic Advisor	Christina Bernard

Chair Marc Provence called the meeting to order at 7:38 a.m. A quorum was present. There was no public comment.

**Minutes**

The Committee voted to approve the September 5, 2012, meeting minutes (Moved/2<sup>nd</sup>, Tobin/Ruiz, 4 of 4 in favor).

Chair Marc Provence reported that he had spoken again with Larry Kessler of the UW School of Public Health. They plan to meet again to work on developing a relationship between the school and the PHPDA, likely beginning with having faculty give educational presentations to the Governing Council or Planning Committee. The Committee also discussed other speakers for upcoming Governing Council meetings: Patrick Carroll with the USPHS to give an overview of the Affordable Care Act, Jim Krieger (SCKPH) re Care Management options, and Sallie Neillie with PANW.

**2013 Budget**

*Planning Committee recommendations for 2013 likely funding*

The Executive Director briefly reviewed the process for the 2013 budget. The Planning Committee will make recommendations regarding the program budget and the Finance Committee will review the overall budget before the Governing Council votes on adoption late in the year. The Committee reviewed the proposed 2013 program budget, which includes continuation of current programs (interpreter services, PANW, Dental, and Health Funders' Collaborative). There is also an "other" category to allow for additional funding opportunities that could arise, for a total of \$350,000 for 2013 program spending. The Committee briefly discussed the programs, and staff confirmed that each individual program would need to be approved by separate action (resolutions for each contract or grant).

The Committee voted to recommend these categories and amounts for the 2013 budget (Moved/2<sup>nd</sup>, Ruiz/Lessler, 4 of 4 in favor).

**Grant Stewardship**

*Project Access Northwest Grant Request-Client Management Database*

Committee member Linda Ruiz presented a \$10,000 grant request from Project Access Northwest for a new client management database system. The total cost of the system is \$20,000 (plus an ongoing monthly fee). PANW has approached other funders for the remaining \$10,000 and will pay the fee from their operating funds if no other funding is provided.

Currently, PANW uses several systems to enter their information, which makes it difficult to track potentially useful data, and also requires significant staff time. The new system would allow for all data to be tracked in one place and would cut back on the staff time needed to generate reports, freeing staff time for work with clients. This system would also allow funders, including the PHPDA, to receive more useful data.



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The Committee discussed the fact that, while the new grantmaking principles state that PHPDA would usually not fund capital projects, this would have the significant programmatic impact of providing better data and allowing staff to potentially increase their caseload since they will spend less time per patient on data entry. It was also pointed out that the PDA had previously made a Capacity Building grant to PANW, and that this investment could be viewed in the same light. The Committee suggested that we ask for a final report from PANW on how well the system works.

The Committee voted to move the PANW Client Management Database Grant Request to the Governing Council for approval (Moved/2<sup>nd</sup>, Ruiz/Tobin, 4 of 4 in favor).

*Recommendation about Consultation from The Giving Practice*

The Executive Director discussed the suggestion that came from the previous Planning Committee meeting to find a consultant to work with the Finance & Program Analyst as she designs grantmaking processes and forms. The consultant would act as a sounding board for particular questions, but will not design the process itself. The Executive Director recommends working with Barbara Dingfield at the Giving Practice, the consulting arm of Philanthropy Northwest. She chose Ms. Dingfield because she is very experienced and highly respected in the philanthropy world, and has experience working directly with many foundations and philanthropic organizations in the area. Committee member Judy Tobin also noted that there are several qualified people at the Giving Practice who could back her up if necessary.

The Committee voted to approve a \$5,000 consultation contract with the Giving Practice/Barbara Dingfield for consultative advice in designing the grantmaking process (Moved/2<sup>nd</sup>, Tobin/Lessler, 4 of 4 in favor).

*Discussion of initial thinking regarding selected aspects of the new grant making process*

The Finance & Program Analyst discussed some preliminary work and thinking on several of the questions to be addressed in designing the grantmaking process. She presented her initial thoughts on the size and length of grants, as well as the timing of grant cycles. Committee members provided feedback on several aspects of the process. They then discussed the draft proposal review worksheet and noted a few things that would possibly need to be adjusted depending on the particular application. The Finance & Program Analyst will continue working on these and other aspects of the grantmaking planning, and will seek feedback from the new consultant on certain questions.

**Tower**

*Update and communications*

The Executive Director updated the Committee on the latest events and discussions regarding the Tower. The Finance & Program Analyst also discussed updated revenue and spending projections covering 2012-2017.

**Environmental Scan**

*Hospital & health care partnerships, acquisitions and other new relationships*

The Committee did not discuss the environmental scan at the meeting but received it as information.

**Adjournment**



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The meeting adjourned at 9:04 a.m.

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