Chair Marc Provence called the meeting to order at 7:42 a.m. There was not a quorum present at the beginning of the meeting. There was no public comment.

**Grantmaking**

*Discussion of PHPDA Nimble Fund*

The Committee discussed several aspects of the planned nimble fund, including the total funding available, the maximum amount for each grant, how often decisions would be made, and the process (applications, decision-making, and reporting). The Committee provided some guidance on each of these issues. Staff will prepare the first draft of the nimble funding plan and guidelines for review at the next Planning Committee meeting.

**Minutes**

A quorum was present after Michael Leong arrived. The Committee voted to approve the April 2, 2013, meeting minutes (Moved/2nd, Heinisch/Sugg, 5 of 5 in favor).

**Grantmaking**

*Review/forward funding recommendations of the Proposal Review Panel*

The Committee reviewed the slate of recommended awards from the Proposal Review Panel, which met on May 2. They discussed the Panel's reasons for making several of the recommendations. The Committee voted to forward the recommendations of the Funding Review Panel to the Governing Council and recommend approval (Moved/2nd, Leong/Sugg, 4 of 4 in favor. Acasia Olson recused herself since she had not reviewed any of the proposals).

**Grant Management**

*Evaluation options for PHPDA funded programs*

Executive Director Jeff Natter discussed the fact that some agencies receiving grants may need assistance from the PHPDA in determining how to structure their program evaluations, as well as how to collect and analyze data. The Committee discussed options for providing this type of assistance, focused primarily on the idea of Lead roles. Each grant would have one Planning Committee member who would serve as the lead for that project. That Committee member would work with PHPDA staff on reviewing reports and would, as much as possible, participate in meetings and site visits with the grantee. The agencies requiring the most evaluation assistance could be paired with Committee members who have the time and expertise to work with staff to provide assistance. Lead roles for each grant will be discussed in June. The Committee also discussed the idea of encouraging grantees to share information and tools with each other, perhaps through a PHPDA-organized meeting.
Meeting of the Planning Committee
Wednesday May 7, 2014
7:30-9:00 a.m.
Quarters 2 Building, Beacon Hill Campus
1200 12th Ave South, Seattle, WA

Grant reporting forms
The Committee reviewed the grant reporting forms. They liked the questions being asked of grantees and suggested asking grantees to include a story or vignette highlighting how they served a client or clients either quarterly or bi-annually. The Committee also discussed how reports will be reviewed in the future, likely as a single document with a cover sheet highlighting which grantees are meeting goals and which programs are raising concerns. The full reports will be attached to this cover sheet and will be reviewed by staff and the lead Committee member for each grant. They can be discussed in detail if requested by members of the Committee. The final evaluation report will be in a different format and will include analysis of outcomes and future plans for the program.

Preliminary debrief of grantmaking process
Committee members discussed the proposal review process. They felt that overall it went very well and was well-organized. They felt somewhat constrained by the scoring system at times and would like to re-visit it for next year. A full survey about the process was sent to all Funding Panel members. Results will be available at the Governing Council meeting next week.

Adjournment
The meeting adjourned at 8:58 a.m.

Minutes approved: ____________________________  ________

(date)