



Meeting of the Planning Committee
 Wednesday February 4, 2014
 7:30-9:00 a.m.
 Quarters 2 Building, Beacon Hill Campus
 1200 12th Ave South, Seattle, WA

MEMBERS PRESENT				ALSO PRESENT
Judy Tobin	Marc Provence	Sharyne Shiu Thornton, Strategic Advisor	Acasia Olson, Strategic Advisor	Jeff Natter
Diane Narasaki (until 8:45)	Mike Heinisch	Michael Leong, Strategic Advisor		Christina Bernard
				Ellie Chopp

Chair Marc Provence called the meeting to order at 7:33 a.m. A quorum was present. There was no public comment.

Minutes

The Committee voted to approve the January 8, 2013, meeting minutes (Moved/2nd, Narasaki/Heinisch, 4 of 4 in favor).

Grantmaking

Conflict of Interest disclosure

Each Committee member, advisor, and staff person that reviewed Letters of Intent (LOIs) stated which LOIs they did not review and would not discuss because of the potential for appearance of a conflict of interest.

Name	LOI(s) recused from	Reason
Jeff Natter	REACH	Husband works at Plymouth Housing, a partner in the project
Christina Bernard	Project Access NW Medical and Dental	Served on Project Access NW Finance Committee in past 12 months
Diane Narasaki	ICHS	Agency partners with her organization
Acasia Olson	Project Access NW Dental, Seattle-King County Dental Society, UW School of Dentistry	Involved in project partnerships with each of these agencies in her work
Mike Heinisch	NAVOS	Agency contracts with his organization
Sharyne Shiu Thornton	SIHB, Mercy Housing	Serves on SIHB Board of Directors; Was employed by InterIm, a partner in the Mercy Housing project, in past 12 months
Michael Leong	SeaMar	Employee (Mr. Leong noted that he did not recuse himself from LOIs by SeaMar's agency partners, as he has no involvement in the operations and relationships with these agencies)
Marc Provence	All LOIs from UW, Harborview, and Fred Hutchinson Cancer Research Center	Employee



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Review Letters of Intent (LOI)

The Committee and staff that reviewed LOIs discussed them for the remaining time, narrowing the 73 LOIs received to 22 for which full proposals would be invited. Decisions were based on the “Yes-Maybe-No” scores and rankings completed by each reviewer, as well as discussion during this meeting.

In the course of the discussion, several reviewers spoke in favor or against certain proposals, focused primarily on the following areas:

- Target population and health disparities addressed
- Services provided and project plans
- Feasibility of the project, both generally and for the amount of funding requested

Through the discussion, the following steps were taken to narrow the list from 73 to 22:

- All LOIs that received zero “yes” votes were dropped from consideration.
- All LOIs that received only one “yes” vote were moved to a “possible” list.
- All LOIs with five or more “yes” and several with four “yes” votes were moved through to the “invite to apply” list.
- The remaining LOIs with four “yes” votes and all LOIs with two or three “yes” votes were moved to the “possible” list.
- *At this point, there were 14 LOIs on the “invite to apply” list, 40 on the “possible” list, and 19 that had been dropped from consideration.*
- The Committee focused all remaining discussion the LOIs on the “possible” list and narrowed them down from 40 to eight.
- The eight remaining on the “possible” list were moved to the “invite to apply” list.

The 22 LOIs on the “invited to apply” list after discussion were:

Chinese Information & Service Center	Planned Parenthood of the Great NW
Country Doctor	Project Access NW - Dental
El Centro De La Raza	Sea Mar
Harborview - Diabetes	Seattle Indian Health Board
Kin On Community Health Care	Seattle King County Dental Society
LIHI - Nursing for the Homeless	Seattle University College of Nursing
Lutheran Community Services NW	Somali Health Board
Mercy Housing NW	Teen Feed - Youth Health Coordination
Neighborcare	YMCA
Neighborhood House	YWCA - Healthy Birth Outcomes
Open Arms	YWCA - Wisdom Circle

The Committee voted to invite the agencies that submitted these 22 LOIs to submit full proposals for the projects and to notify the agencies that submitted the remaining 51 LOIs that their projects would not be considered in this round of funding (Moved/2nd, Tobin/Heinisch, 3 of 3 in favor).



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Staff will prepare a list of the 22 invited proposals that summarizes each project's proposed services, geographic region, target population, type of organization and proposed funding request.

Review Panel Membership and Process

This topic will be discussed by the Governing Council at their February 11 meeting.

Adjournment

The meeting adjourned at 9:00 a.m.

Minutes approved: _____
(date)