



Meeting of the Finance Committee

Wednesday, September 1, 2021, 9:00 – 10:30 AM

Meeting: <https://zoom.us> | Meeting ID: 890 8504 0603
<https://us02web.zoom.us/j/89085040603?pwd=eFMvcnVuV3A4TWM3OWQ2MTZkNkNqQT09>
Phone Option: +1 253 215 8782
Password: MEDICAL (Numeric Password for Phone: 4373335)

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Doris Koo	Sue Taoka	Paul Feldman	John Kim	Mallory Fitzgerald
AyeNay Abye	Bob Cook		Michael Finch	Denise Stiffarm
Gloria Burton (arrived 9:10 AM)			Gene Yoon	

Doris Koo called the meeting to order at 9:02 a.m. A quorum was present. There was no public comment.

Consent Calendar Minutes

The Finance Committee voted to approve the Finance minutes from August 4, 2021 (Moved/2nd Sue Taoka/Bob Cook, 4 of 4 in favor)

Update on Program Committee and Grantmaking

The Executive Director updated the Finance Committee on Program Committee and grant activities.

- The 2022 Nimble Grant Guidance was accepted by the Program Committee and will be forwarded to the Governing Council for approval.
- Program discussed Final Report summaries from the 2020 New and Renewal Major Grants.
- He spoke with Afghan Health Initiative preparing for Immigrants/Refugees from Afghanistan. The Afghan community requires mental health services with language and cultural competency.
 - The PDA cannot grant unrestricted funds and will explore other potential funding avenues.

Financial Stewardship

July 2021 Financial Statements

The Executive Director reported on the July 2021 Financial Statements.

The Finance Committee voted to accept the July 2021 Financial Statements (Moved/2nd by Bob Cook/Sue Taoka, 5 of 5 in favor)

Resolution 07-2021 CD Investments

The Executive Director reviewed Resolution 07-2021 on CD Investments.

The Finance Committee voted to accept and forward Resolution 07-2021 CD Investments to the Governing Council (Moved/2nd by AyeNay Abe/Sue Taoka, 5 of 5 in favor)

Grant Management

Grant Financial Report Summaries

The Grants Manager reviewed the Grant Financial Report Summaries. She led the Committee through Grant Staff's preliminary review of grantees reports and provided programmatic context.

- The Committee discussed grantee budget revisions. Grantees are required to return any unexpended funds to the PHPDA.
- The Committee agreed to review the Final Report evaluations once they are complete.



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- The Finance Committee requested capturing and summarizing metrics, outputs, and outcomes to the full Governing Council. Providing programmatic accomplishments through narratives could help the Governing Council better understand PDA grant work.
- For the seven First Year Major Grantees, Grant Staff will conduct Site Visits to provide feedback.

Real Estate

Master Plan Update

The Executive Director provided Master Plan Updates. The Governing Council will receive two deliverables from Makers: (1) an evaluation tool and a guide on how to use it and (2) summarize input from campus stakeholders.

- The Finance Committee suggested bringing Makers into a Governing Council meeting to present, perhaps in November.
- Makers is continuing to work on surveys and translations, additional interviews with neighborhood organizations, and scheduling Advisory Group meetings.

North Lot Project Update

The Executive Director discussed SCIDpda and the North Lot Project. He anticipates closing at the end of Q1 of 2022. SCIDpda is working on their permits and preliminary work prior to groundbreaking.

Update on Quarters leasing

The Real Estate Consultant Michael Finch updated the Committee on potential Quarters leasing

- PacMed asked for a 6-month extension on Quarters 3 through 9. The PHPDA will be reserving the ability to continue feasibility studies with DOC. Quarters 10 will be up for lease.
- He and PHPDA Executive Director continued to provide tours on Quarters spaces.

PacMed Lease Renewal

Michael Finch reported on PacMed Lease Renewal activities and currently negotiating on existing obligations including deferred maintenance and additional language for insurance.

Strategic Plan

Mission, Vision & Values

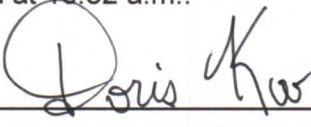
The Executive facilitated discussions on Mission, Vision, and Values statements.

- The Finance Committee provided comments and suggested checking in with Pyramid.

Adjournment

The meeting adjourned at 10:32 a.m..

Minutes approved:


by John Kim 10/08/2021
(Date)

Whitney Gerlach

From: Doris Koo <doris.w.koo@gmail.com>
Sent: Wednesday, October 6, 2021 1:26 PM
To: Whitney Gerlach
Cc: John Kim
Subject: RE: PHPDA FC Chair Signature Requested

CAUTION: This email originated outside the organization. Please don't click links, open attachments, or reply with confidential details unless you are certain you know the sender and are expecting the content. NEVER PROVIDE CREDENTIALS via email!

I authorize John to sign the minutes on my behalf. Thanks Whitney.

From: Whitney Gerlach [mailto:w.gerlach@phpda.org]
Sent: Wednesday, October 06, 2021 12:56 PM
To: Doris Koo <doris.w.koo@gmail.com>
Cc: John Kim <j.kim@phpda.org>
Subject: PHPDA FC Chair Signature Requested

Good afternoon Doris,

Please see attached for the Finance Committee's 9/1 minutes which were approved at our 10/6 meeting last week.

John is cc'ed to this email. Let us know if you would like him to sign the minutes on your behalf.

Thank you!



www.phpda.org

Whitney Gerlach (she/her) | Office Coordinator

206.432.3027 | w.gerlach@phpda.org | [2020 Annual Report](#)

Pacific Hospital Preservation & Development Authority
1200 12th Ave S Quarters 2 Seattle, WA 98144



For all grant related matters, please email grants@phpda.org.