



Meeting of the PHPDA Governing Council
 Tuesday, December 14, 2021 5:30 - 7:00 PM

Meeting: <https://zoom.us> **Meeting ID** 863 8798 7477
<https://us02web.zoom.us/j/86387987477?pwd=UmNWbHRnY2k5c3FYT1k1MlpGbjJsZz09>
Phone Option: 1-253-215-8782
Password: 353455

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Sue Taoka	Bob Cook	Susan Crane	John Kim	Denise Stiffarm
AyeNay Abye	Ellie Menzies (Arrived 5:58pm)	Virgil Wade	Christina Bernard	Michael Finch
Nancy Sugg (Until 6:31pm)	Doris Koo		Mallory Fitzgerald	Marc Provence (Arrived 6:21pm)
Gloria Burton			Whitney Gerlach	Paul Feldman
			Gene Yoon	

Sue Taoka called the meeting to order at 5:32 PM. A quorum was present. There was no public comment.

Consent Calendar Minutes

The Governing Council approved the minutes for the November 9, 2021 Governing Council meeting (Moved/2nded by Doris Koo/Gloria Burton, 6 of 6 in favor)

The Governing Council accepted as information:

- The Finance & Audit Committee minutes from November 3, 2021
- The Program Committee minutes from November 3, 2021

Staff Report

The Executive Director and Communications Manager updated the Council on the Staff Report.

- The Executive Director and AyeNay Abye attended the City Council confirmation hearing confirming appointment of new Council members Virgil Wade and AyeNay Abye and reappointment of Nancy Sugg.
- Doug Jackson has agreed to have his name submitted and recommended for Mayoral appointment to the Governing Council. The Council expressed their support. No motion or action was taken.
- PHPDA asked Ellie Menzies to stay on the Council until the Mayor selects her replacement and she has expressed her willingness to do so. Legal Counsel confirmed candidate’s eligibility to remain on the Council while her seat is being filled, with efforts underway to have the Mayor appoint a new member. Even though Ellie has reached her term limit, there is an allowance when a new appointment has not been made.
- The Communications Manager reported on the conclusion of the 2021 All Grantees Meeting.
 - Grantees were engaging organically and “cheerleading” for each other with the underlying theme of authentic sharing, collaboration, and creating a community.
 - PHPDA Staff, AyeNay Abye, Paul Feldman, and Mike Heinisch were facilitators in Breakout Sessions and Sue Taoka attended. They each commented on their positive experiences at the Grantees Meeting.
 - Twenty grantees provided constructive feedback through the survey, to facilitators, on Jam Boards and at their Scenario Breakout Sessions. Feedback will be used for future cohort plans and help strengthen grantee and community relations.



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Financial Stewardship

2022 Pacific Tower Operating Budget

The Associate Director reviewed the 2022 Pacific Tower Operating Budget created by JLL.

- The total billed monthly line for Commerce and PacMed will be reconciled after the end of the year.
- The 2022 capital budget is all directly billed to Commerce outside of their monthly costs. There are no expected capital costs for the PacMed space in 2022.

The Governing Council voted to adopt the 2022 Pacific Tower Operating Budget (Moved/2nd by Doris Koo/Bob Cook, 6 of 7 in favor) (Nancy Sugg Abstained)

2022 PHPDA Operating Budget (Res. 12-2021)

The Associate Director discussed Resolution 12-2021 on the 2022 PHPDA Operating Budget. The Finance Committee and Program Committee have previously reviewed the 2022 Operating Budget and forwarded it to the Governing Council for approval. She noted a few items as reminders, as well as a few that have changed since the previous Finance Committee review.

- The Quarters lease income is for three months, but could be up to six months.
- Seattle Counseling Service (SCS) discontinued their program, reducing expected Major Grant expenses.
- There is still an expected operating deficit, slightly reduced after the removal of the second half payment to SCS, but several items, including expected closing of the North Lot sale, will offset this amount.
- Health insurance was renewed with final 2022 premiums.
- Based on an expected positive performance review in January 2022, the Executive Director will receive a 3% salary increase. As noted for 2021, while this salary amount is above the range set in the past, it is consistent with organizational practice and expected annual increase in comparable salaries used to set the range. The range will next be reviewed in 2022.

The Governing Council voted to accept Resolution 12-2021 adopting the 2022 PHPDA Operating Budget (Moved/2nd by Bob Cook/Nancy Sugg, 7 of 7 in favor)

2022 Reserve Fund and Savings Goal

The Associate Director discussed the 2022 Reserve Fund and Savings Goal.

- Leasing and brokerage changed from the previous year since we paid the brokerage fees for the PacMed Clinic lease. There is a brokerage estimate for a potential long-term Quarters Lease.
- The Campus Capital Expenses are related to potential future capital expenses and improvements.
- The SCIDpda deposit is not part of the total because it's already tracked as a liability.



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- PHPDA reviews the Reserve Fund and Savings Goal for the total designated board reserves and undesignated net assets. The Associate Director compares the reserve fund and savings goal to the monthly financial reports and any shortfalls are noted in monthly reports, with estimated time of replenishment of funds.
- We may revisit the Reserve Fund and Savings Goal in mid-2022 based on the North Lot closure and/or a new Quarters Lease.

The Governing Council voted to approve the 2022 Reserve Fund and Savings Goal (Moved/2nded by Doris Koo/Gloria Burton, 7 of 7 in favor)

Renewal of Professional Services Relationship with Greenwood Ohlund (Res. 13-2021)

The Associate Director discussed Resolution 13-2021 on the Renewal of Professional Services Relationship with Greenwood Ohlund.

- PHPDA has worked with Greenwood Ohlund for over ten years. We are happy with our partnership and they help us prepare for audits.
- The Executive Director and Greenwood Ohlund will sign an annual Agreement Letter.

The Governing Council voted to accept Resolution 13-2021 on the Renewal of Professional Services Relationship with Greenwood Ohlund authorizing the Executive Director to enter into annual contracts with Greenwood, Ohlund & Co., LLP (Moved/2nded by Nancy Sugg/Ellie Menzies, 7 of 7 in favor)

Grantmaking

2022 Grant Panels

The Grants Manager reviewed the 2022 Grant Panels. She emailed the Council to sign up for 2022 Review Panels and requested more volunteers.

- Each panel consists of 2-3 PHPDA Staff members and 2-4 Governing Council members and Strategic Advisors. All members of the Governing Council are required to participate in at least one Grant Review Panel.
- 2022 Letters of Intent will be reviewed by the full Program Committee during their regularly scheduled February meeting.
- The Grants Manager presented a document with panels for the remainder of the grant cycles. There is one vacant spot to be filled for Nimble Cycle 2 and for New Major Grants.
- The Council will vote or note an additional evaluator for Nimble Cycle 2 and New Major Grants at a later meeting.

The Governing Council voted to approve and appoint the noted evaluators to the 2022 Grant Review Panels (Moved/2nded by Ellie Menzies/AyeNay Abye, 7 of 7 in favor).

2022 Major and Renewal Grant Guidance

The Associate Director updated the Council on the 2022 Major and Renewal Grant Guidance.



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- The Program Committee reviewed the final New Major and Renewal Grant Guidance drafts.
- We shifted the focus on communities of color and underserved geographic areas out of the annual focus areas into priorities, as these are not annual population focus areas, but rather part of the PHPDA’s ongoing overall focus.
- New Focus Areas: Police Alternatives to Emergency Response and Technology Related Health Services.
- The Renewal Grant Guidance and Application is emailed to all eligible grantees.
- The Major Grant Application for LOIs will open on December 15, 2021.

The Governing Council voted to approve 2022 Major and Renewal Grant Guidance (Moved/2nded by Nancy Sugg/Gloria Burton, 7 of 7 in favor)

2022 Nimble Grant Cycle 1 Awards (Res. 14-2021)

The Grants Manager reviewed Resolution 14-2021 on the 2022 Nimble Grant Cycle 1 Awards. Evaluators were PDA Staff (Christina Bernard and Mallory Fitzgerald) and Governing Council members (Nancy Sugg and Ellie Menzies).

- In prior years, the PDA usually awarded approximately \$75,000 per cycle.
- Received twenty (20) applications and reviewed them on December 10, 2021.
- The 2022 Nimble Grant Cycle 1 Review Panel recommended three proposals for full funding, totaling \$78,818.28, funding from January 1, 2022 to December 31, 2022:

Rainier Valley Midwives \$30,000	Sound \$18,850.28
Washington Recovery Alliance \$29,958	

- Several applicants are better suited for Major Grants and we will provide that feedback when we inform them of our decision. All applicants have the option to contact Grant Staff for feedback.

The Governing Council voted to accept Resolution 14-2021 on 2022 Nimble Grant Cycle 1 Awards, authorizing the Executive Director to negotiate and execute 2022 Nimble Grant Cycle 1 contracts (Moved/2nded by Doris Koo/AyeNay Abye, 7 of 7 in favor)

Property and Real Estate

Update on North Lot Project and PacMed

The Executive Director updated the Council on the North Lot Project and PacMed.

- PHPDA continues meetings with SCIDpda on boundary adjustments and plans to break ground.
- We continue to provide tours of the Quarters Buildings searching for a long-term lessee.
- PacMed is officially out of Quarters 10.
- SHKS Architects will be conducting the Quarters 3-10 feasible study.



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Governance

Sue Taoka thanked Nancy Sugg, Ellie Menzies and Doris Koo for being a part of the Executive Committee for the last two years and for all the hard work they have done supporting PHPDA.

Governing Council Officers (Res. 15-2021)

The Governing Council voted to adopt Resolution 15-2021 appointing Doris Koo as Chair, Virgil Wade as Vice Chair, Gloria Burton as Secretary, and Bob Cook as Treasurer as Governing Council Officers for 2022 (Moved/2nded by Sue Taoka/Nancy Sugg, 7 of 7 in favor)

Governing Council Reappointments (Res. 16-2021)

The Governing Council Chair opened up discussion on Resolution 16-2021 on reappointing Bob Cook.

- The Office Coordinator will work with the City Clerk and City PDA Liaison on completing all necessary paperwork.

The Governing Council voted to adopt Resolution 16-2021, reappointing Bob Cook as a member of the Governing Council to serve a three-year term beginning in January 2022 (Moved/2nded by Sue Taoka/Doris Koo, 6 of 7 in favor) (Bob Cook Abstained)

Strategic Planning

Strategic Plan Gap Tool

Bob Cook and Marc Provence led a discussion on the Strategic Plan Gap Tool.

- Marc Provence and the Council reviewed System Change, Grantmaking, and Stewardship in Future Desired State:
 - The Council provided positive feedback on the Tool and our future plans.
 - Suggestion to move the last bullet in System Change to Grantmaking.
 - The Tower lease ends December 31, 2043.
 - The Tool recognizes the strength of a Strategic Plan document both as a strategy and means of communication to the community.
 - They discussed the challenge to see power sharing opportunities in all our work. We recognize the “power” is not particularly segued to the PHPDA and our partners, but a double headed arrow between PHPDA and the community.
 - The word “desired” can be misleading and needs to be better defined. Perhaps change Future Desired State to Five Year Goals.
- They considered whether the Strategic Plan Gap Tool aligns with our Vision, Mission and Values Statements:
 - The Council examined the alignment of the Statements with the Tool.
 - A vision statement is aspirational and an ideal view that is not necessarily achievable.
 - Allows the PHPDA to pause and ask whether this thing we are doing right now helps generate a world with health and equity for all.



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- Marc Provence and the Executive Director asked the Council to review FareStart's Strategic Plan.
- Next Steps: operationalize the outline and add details around how we will accomplish our goals.

Doris Koo shared appreciation for Sue Taoka's leadership as Chair and Ellie Menzies role as Secretary on the Council.

Adjournment

The meeting was adjourned at 7:06 PM.

Minutes approved:  (Date) 2/1/2022