



Special Meeting of the PHPDA Governing Council

Tuesday, February 8, 2022 8:00 AM- 4:00 PM

Meeting: <https://zoom.us> Meeting ID 860 7433 4869

<https://us02web.zoom.us/j/86074334869?pwd=akJpcUxPenVTaGswZjBGNHQzMjBGNHdDdz09>

Phone Option: 1-253-215-8782

Password: RETREAT (Numeric Password for Phone: 8225313)

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Sue Taoka	AyeNay Abye (Until 9:48am Re-joined 10:19am)	Susan Crane	John Kim	Christina Bernard
Doris Koo	Ellie Menzies		Mallory Fitzgerald	Gene Yoon
Bob Cook	Virgil Wade (Until 3:12pm)		Michael Finch (Arrived 1:00pm)	Whitney Gerlach
Gloria Burton (Arrived 8:13am Until 10:00am Re-joined 10:49am)	Nancy Sugg (Until 2:26pm)		Marc Provence (Arrived 8:27am)	Paul Feldman
			Denise Rhiner (Arrived 1:02pm)	Michael Leong (Arrived 12:56pm)
			Doug Jackson	Denise Stiffarm (Until 8:30am Re-joined 1:03pm)

Doris Koo called the meeting to order at 8:03 AM. A quorum was present. There was no public comment.

Consent Calendar Minutes

The Governing Council approved the minutes for the January 11, 2022 Governing Council meeting (Moved/2nded by Sue Taoka/Nancy Sugg, 7 of 7 in favor)

The Governing Council accepted as information

- The Finance & Audit Committee minutes from January 5, 2022
- The Program Committee minutes from January 5, 2022

Staff Report

The Executive Director updated the Governing Council on the Staff Report.

Grantmaking

Afghan Health Initiative Grant (Res. 01-2022)

The Executive Director and Associate Director discussed a grant with Afghan Health Initiative.

- The Afghan Health Initiative (AHI) grant will assist Afghan refugees and evacuees arriving in King County. Some Afghans are leaving U.S. military bases early because of the extensive



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enrollment process for assistance and those leaving before going through enrollment do not receive assistance from a resettlement agency.

- The one year, \$50,000 grant is an additional expense not included in the 2022 budget.
- PHPDA will prepare a standard grant contract with reporting requirements in between our Nimble and Major Grant reporting.
- AHI is partnering with HealthPoint and SeaMar for medical referrals. AHI will host workshops, informational sessions, dental clinics, and wellness checks with a strong focus on mental health.
- We continue to talk to other funders, including Sheng Yen Lu Foundation, about longer term funding for AHI.
- The Committees will continue to discuss future emergency grant funding and whether or not we need a new policy.
 - PHPDA could create a discretionary policy for one off grants and each would require separate Council action.

The Governing Council voted to accept Resolution 01-2022 authorizing the Executive Director to negotiate and execute a grant contract with the Afghan Health Initiative for \$50,000 for one year. (Moved/2nded by Ellie Menzies/Nancy Sugg, 7 of 7 in favor)

2022 Nimble Cycle 2 Grant Panel

The Grants Manager reviewed 2022 Nimble Cycle 2 Grant Panel and requested one more evaluator. Ellie Menzies volunteered to join the panel.

- She can be an evaluator even though she is leaving the Governing Council this year.

The Governing Council voted to approve and appoint Ellie Menzies to the 2022 Nimble Cycle 2 Grant Panel. (Moved/2nded by Doris Koo/Virgil Wade, 8 of 8 in favor)

Report on LOI Reviews and Major Grant Proposal Invitations

Our Legal Counsel discussed the review of the Governing Council's ability to consider the Tubman Center for Freedom and Health's LOI proposal because the CEO, AyeNay Abye, is on PHPDA's Governing Council (and AyeNay's partner is the Tubman Center COO). Municipal Officers are subject to ethical rules that generally prohibit personal interest in a contract of the agency. There are exceptions for "remote interests" as defined in applicable law. If a remote interest is absent, the contract may not be considered by the agency as long as the affected municipal officer is a member of the governing board. After conversations with AyeNay and consideration of the specific circumstances in this matter, PHPDA administration and our Legal Counsel determined AyeNay has only a remote interest in the potentially funded project. Both AyeNay and their partner have fixed salaries, are not eligible for performance bonuses, would not be compensated with PHPDA funds, and would not be directly involved in the potentially funded project. Tubman Center's Program Director is managing the program and none of the funds will go towards overhead costs. AyeNay disclosed their connection to the grant proposal on the record during the reporting of the LOI review and, if Tubman Center is selected as a finalist, AyeNay will again make appropriate disclosures and recusal related to



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consideration of the final awards, and will refrain from any input and discussion related to the grant review process.

The Associate Director discussed the Program Committee reviewing the 55 Major Grant Letters of Intent for 2022.

- The Program Committee (Nancy Sugg, Ellie Menzies, Virgil Wade, Susan Crane, Doug Jackson, Michael Leong, Paul Feldman) and PHPDA Staff (Christina Bernard, Mallory Fitzgerald, and Gene Yoon) were assigned to the 2022 LOI Review Panel. Eight out of ten reviewers completed reviews.
- 12 organizations were invited to submit full 2022 Major Grant proposals. Notifications have already been sent to all applicants.
 - This year the PHPDA grants staff is meeting with all invited organizations before they submit their final proposals.
 - The Council discussed amending the current grant policy to include guidelines for meeting with organizations before they submit full Major Grant applications.

Strategic Plan Session

Instructions for Morning Sessions

Marc Provence provided instructions and guidance for the Strategic Planning morning sessions.

Morning Sessions 1-4 with Short Breaks

The Council went into breakout groups to discuss PHPDA's roles as Convenor, Ally, Change Agent and Resource and how they align with PHPDA's System Change, Grantmaking, and Stewardship mission.

Plenary Session

Marc Provence, the Governing Council, and PHPDA staff reviewed the morning discussions.

- Throughout the morning discussions, Council members and staff discovered PHPDA's roles intersect. The Council and staff analyzed the roles to see how they could lead into one singular mission/goal.
- They reflected on the breakout group process and talked about ideas that came up in the discussions, such as power sharing and building partnerships.

Lunch Break

During the lunch break, Staff, Consultants, and Strategic Advisors met to review notes from the morning breakout sessions and prepared for the expert panel with Q&A.

Strategic Plan Session

Welcome Back



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Marc Provence welcomed back attendees from lunch break and provided instructions for the next portion of the Strategic Plan retreat.

Expert Panel and Q&A

Marc Provence facilitated an expert panel of PHPDA Strategic Advisors and Consultants, where the Council was able to ask questions about the Strategic Plan.

- Legal Counsel, Real Estate Consultant, Communications Consultant, and two Strategic Advisors answered questions regarding PHPDA's current and future strategies.
- All activities discussed were built around trust building, showing vulnerability, and a wiliness to learn. Main topics of discussions were:
 - Resources on the Pacific Tower Campus are becoming increasingly important, especially free or public meeting spaces,
 - Stronger focus on capacity building and empowering communities we work with,
 - Power sharing models and participatory grantmaking,
 - Culture competency and improving our equity lens,
 - New sources of revenue.

Closing Plenary Session

Marc Provence led a review of the day's discussions and went over PHPDA's next steps.

Adjournment

The meeting was adjourned at 3:58 PM.

Minutes approved: _____

Jonis Kuo
by JOHN Kuo

3/15/22
(Date)

Whitney Regan

From: Doris Koo <doris.w.koo@gmail.com>
Sent: Wednesday, March 9, 2022 10:47 AM
To: Whitney Regan
Cc: John Kim
Subject: RE: PHPDA GC 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 and resolution on my behalf. Thank you Whitney.

From: Whitney Regan [mailto:w.regan@phpda.org]
Sent: Wednesday, March 09, 2022 9:47 AM
To: Doris Koo <doris.w.koo@gmail.com>
Cc: John Kim <j.kim@phpda.org>
Subject: PHPDA GC Chair Signature Requested

Hi Doris,

Please see attached for the Governing Council's 2/8 special meeting minutes and Resolution 02-2022 which were approved at the 3/8 meeting.

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

Thank you!



Whitney Regan (she/her) | Office Coordinator
206.432.3027 | w.regan@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.