



## Meeting of the PHPDA Governing Council

Tuesday, January 11, 2022 5:30 - 7:00 PM

**Meeting:** <https://zoom.us> **Meeting ID** 841 4628 5888

<https://us02web.zoom.us/j/84146285888?pwd=TU96T2prMENUVkU4ZTlvc0dLb205QT09>

**Phone Option:** 1-253-215-8782

**Password:** CELEBRATE (Numeric Password for Phone: 381702597)

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Sue Taoka	AyeNay Abye	Susan Crane	John Kim	Christina Bernard
Doris Koo	Ellie Menzies	Nancy Sugg	Denise Stiffarm	Gene Yoon
Bob Cook	Virgil Wade		Michael Finch (Until 6:18pm)	Whitney Gerlach
Gloria Burton			Marc Provence (Arrived 6:12pm Until 6:50pm)	Paul Feldman

Doris Koo called the meeting to order at 5:42 PM. A quorum was present. There was no public comment.

The Governing Council voted to amend the agenda to add an action item after Executive Session regarding the Executive Director's 2022 salary (Moved/2<sup>nd</sup>ed by Doris Koo/Bob Cook, 7 of 7 in favor)

### Consent Calendar Minutes

The Governing Council approved the minutes for the December 14, 2021 Governing Council meeting (Moved/2<sup>nd</sup>ed by Bob Cook/Sue Taoka, 6 of 7 in favor) (Virgil Wade Abstained because he was not present at the meeting)

The Governing Council accepted as information:

- The Finance & Audit Committee minutes from December 1, 2021
- The Program Committee minutes from December 1, 2021

### Staff Report

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

- He discussed a meeting with Recovery Café's Executive Director. They met on site at Recovery Café and he had a very positive experience.

### Financial Stewardship

#### *State Auditor's Office Discussion*

The Executive Director and Associate Director reported on their discussion with the State Auditor's Office.

- In the fall of 2021, an employee received an email from someone stating they were the Executive Director and asked the employee to purchase gift cards with their personal credit card. The employee was under the impression they would be reimbursed right away. They followed the instructions until they realized it was a scam.
- The employee explored every avenue to get reimbursed outside of the PHPDA, but was unsuccessful.



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- PHPDA informed the State Auditor they plan to reimburse the employee, as they were acting in good faith as part of their job, and the State Auditor advised against it. The auditor considers this a fraud case.
  - The employee was reimbursed in December 2021.
- PHPDA will review their reimbursement policy and provide updates to the Council and State Auditor.
- Our IT Consultant assured us security measures are in place to avoid future email scams.
- We may conduct periodic trainings on phishing emails and new scams.
- PHPDA has taken the necessary steps for future audits.

### Grantmaking

#### *Potential Grant with Afghan Health Initiative*

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

- A large number of Afghan evacuees are arriving in Washington from bases around the U.S. Kent has a well-established Afghan population.
- PHPDA was asked to contribute to general emergency operating costs, but declined due to limitations regarding general operating funds.
- The Executive Director began conversations with Afghan Health Initiative (AHI) and HealthPoint. They discussed ways for us to fund their collaboration. AHI presented a proposal to put HealthPoint providers in AHI health spaces, especially to help Afghan women.
  - PHPDA proposed a \$50,000 grant towards the HealthPoint/AHI collaboration and the Executive Director is reaching out to other funders for potential additional money.
  - AHI wants to move quickly and requested the \$50,000 grant now, but PHPDA will continue conversations with other funders.
- The Governing Council plans to vote on the grant at the February meeting.
- They discussed creating a policy to address future emergency grant funding.

### Property and Real Estate

#### *Updated on Quarters Buildings*

The Executive Director and our Real Estate Consultant updated the Council on the Quarters Buildings.

- Commerce and SHKS Architects are continuing the Quarters feasibility study.

### 40<sup>th</sup> Anniversary

The Communications Manager and Office Coordinator updated the Council on 40<sup>th</sup> Anniversary plans.

- PHPDA will be celebrating our 40<sup>th</sup> Anniversary throughout 2022. We plan to invite local groups to the celebratory events, including SCIDpda, Beacon Hill schools, grantees, Tower tenants, and City of Seattle and King County representatives.





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- The Office Coordinator gave an update on the commissioned mosaic at the entrance of the 8<sup>th</sup> floor panoramic room. Seven local artist's submitted proposals for the mosaic image and we are reviewing proposals this week.
  - PHPDA looked for local artists from the community who can potentially incorporate Duwamish imagery. We plan to reach out to the Duwamish tribe for feedback on the selected imagery.
  - We will provide an update on the mosaic at the February Governing Council meeting.

### Strategic Planning

#### *Strategic Plan*

Marc Provence led a discussion on the Strategic Plan.

- The Executive Director continued drafting the Strategic Plan with PHPDA's roles and the tools needed to be successful in those roles. The Council confirmed the new Strategic Plan document stating our goals for the next five years.
  - Roles: Resource, Ally, Convenor, and Change Agent
  - Each role overlaps with the theme of equity through Stewardship, Grantmaking, and Systems Change
  - Do not remove the words in parentheses because those show our responsibilities
  - Discussed the ability to access space as a resource, not just the revenue from the space. Making the space a physical demonstration of our values
- Several members commented on the lack of visuals and colors compared to the Strategic Plan Gap Tool. The boxes helped them see how roles and tools interconnect.
  - The final planning document could be a combination of the current language and something that graphically depicts our progress.
  - We can present the plan in more than one way.
- The Council requested revisiting and defining "equity" and "diversity" to provide a clearer definition and framework for what the PDA means by "health equity". We will set the context and include a problem statement with the vision and value statements.
  - Make the mission feel personal for the Council and PHPDA staff
  - At the beginning of the February planning meeting, start by clearly defining specific terms, such as equity and diversity.
- The PHPDA staff discussed the February Strategic Plan retreat and decided on a virtual format. The Governing Council agreed with staff's decision.

### Executive Session: Personnel Matters (RCW 42.30.110(g))

The Governing Council entered into Executive Session for 20 minutes at 6:52 PM.

The Governing Council exited Executive Session at 7:12 PM.

The Governing Council voted to reaffirm the Executive Director's 2022 salary as included in the 2022 Operating Budget approved in December (Moved/2<sup>nd</sup>ed by Sue Taoka/Ellie Menzies, 7 of 7 in favor)



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**Adjournment**

The meeting was adjourned at 7:15 PM.

Minutes approved

A handwritten signature, appearing to be "Phil", is written over a horizontal line.

2/16/2022  
(Date)