



Meeting of the PHPDA Governing Council

Tuesday, October 12, 2021 5:30 - 7:00 PM

Meeting: <https://zoom.us> Meeting ID 827 5721 5188

<https://us02web.zoom.us/j/82757215188?pwd=NVJPOW41d1IKUXIxZVIOWi9tVHIVdz09>

Phone Option: 1-253-215-8782

Password: 246014

| MEMBERS PRESENT | | NOT PRESENT | ALSO PRESENT | |
|--------------------------------|-----------------------------------|---------------|--------------------|-----------------------------------|
| Sue Taoka | Bob Cook | Virgil Wade | John Kim | Denise Stiffarm |
| AyeNay Abye | Doris Koo | Ellie Menzies | Christina Bernard | Marc Provence (Arrived 6:15pm) |
| Nancy Sugg (Arrived 5:37pm) | Gloria Burton (Arrived 5:33pm) | Susan Crane | Mallory Fitzgerald | Paul Feldman (Arrived 6:07pm) |
| | | | Whitney Gerlach | Michael Finch (Left 6:30pm) |

Sue Taoka called the meeting to order at 5:33 PM. A quorum was present. There was no public comment.

Consent Calendar Minutes

The Governing Council approved the minutes for the September 14, 2021 Governing Council meeting (Moved/2nded by Bob Cook/Doris Koo, 6 of 6 in favor)

The Governing Council accepted as information:

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

Staff Report

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

- PHPDA staff reviewed learnings from the Philanthropy Northwest Annual Conference.
 - Associate Director discussed Strategic Planning as a “guiding light” rather than “a roadmap.”
 - Grants Manager learned there are plenty of resources to go around and we live in a society of abundance and stressed the importance of making grantmaking processes easy and transparent for applicants.

Financial Stewardship

Updated to Employee Handbook (Donation of PTO between Employees)

The Associate Director provided updates on the Employee Handbook.

- Per State Auditor instructions, PHPDA removed the negative PTO balance policy.
- This update adds a process allowing employees to donate PTO hours between employees if an employee lacks PTO balance, or does not fall under another policy such as Paid Family Leave, Short-Term or Long-Term Disability
- The employee receiving donated PTO hours is allowed to give back the PTO they were gifted after they have sufficient accrual.

The Governing Council voted to approve Update to Employee Handbook (Moved/2nded by Doris Koo/Nancy Sugg, 6 of 6 in favor)



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Grantmaking

Nimble Grant 2022 Cycle 1 Review Panel

The Grants Manager reviewed the Nimble Grant 2022 Cycle 1 Review Panel

- The panel includes two PHPDA staff members, Mallory Fitzgerald and Christina Bernard and two Governing Council members, Ellie Menzies and Nancy Sugg.
- The Grants Manager requested additional volunteers for Renewal Grants and New Major Grants panel.

The Governing Council voted to approve the Nimble Grant 2022 Cycle 1 Review Panel (Moved/2nded by Doris Koo/AyeNay Abye, 6 of 6 in favor).

Property and Real Estate

North Lot Project Updates

The Executive Director updated the Governing Council on North Lot Project updates.

- SCIDpda is requesting PHPDA approval for the following, including permitting needs:
 - A No Build Covenant covering an open space between Building A and B. Due to timing of permitting, PHPDA is responsible for the covenant, but in the event it does not close the covenant would be lifted.
 - A No Condominium Covenant and SCIDpda financing: Statutory provision that protects future property owners against defects in construction.
 - License agreement that allows SCIDpda the opportunity to work with Seattle City Lights six months prior to needing power to the site. Finance Committee and Governing Council will review the agreement in November.
- Action on these items will take place at a future meeting.

Update on Master Plan

The Executive Director reported on Master Plan activities and continued work with Makers.

- Makers presented their preliminary draft and tool to the Finance Committee to get feedback prior to finalizing and Governing Council acceptance in November.
- Goal is an evaluation tool that will help us sort out the priorities and futures uses of the Campus.
- The Executive Director requested Governing Council members submit their Master Plan comments by the last week of October.

Update on Quarters Leasing (Res 10-2021)

The Real Estate Consultant Michael Finch and the Executive Director provided updates on Quarters Leasing.

- Legal Counsel Denise Stiffarm led with updates. No Resolution actions today.



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- Governing Council will receive a copy of the Resolution and a summary of the expected short-term Quarters Lease extension either at an ad-hoc Executive Session or at the next Governing Council meeting.
- Real Estate Consultant Michael Finch provided information on PacMed lease renewal.
- He is working with several potential future Quarters tenants on plans for use of the buildings.
- The Executive Director and Real Estate Consultant Michael Finch met with Department of Commerce to assist with drafting of an RFQ for a consultant to run the feasibility studies on the uses of the Quarters Buildings included in the State budget:
 - Illustrates the various levels of usage for possible tenants.
 - Base level improvements to buildings, such as ADA Accessibility Compliance, Hazardous Material Abatement, and updates to infrastructure.
- The Executive Director shared on other potential uses for the Quarters building.
- Reached out to individuals at Commerce regarding all the different economic development funds that are starting to become available from the state and federal sources.

The Governing Council took no action.

PacMed Clinic Lease Renewal (Res 08-2021)

The Real Estate Consultant Michael Finch and the Executive Director reported on PacMed Clinic Lease Renewal activities:

- They discussed Deferred Maintenance and PacMed's lease extension.
- Real Estate Consultant Michael Finch anticipates PHPDA will have a Deferred Maintenance settlement and final document by next Governing Council meeting. The Governing Council may meet in Executive Session to review final documents.

The Governing Council took no action.

The Governing Council Chair reminded the Board on needing new Board Members and new Officers for 2022.

Strategic Planning

Strategic Plan Gap Tool

The Executive Director and Governing Council member Bob Cook led a discussion on the Strategic Plan Gap Tool.

- Systems Change:
 - Being at decision-making tables is important for PHPDA; elevating community voices and sharing learned experience as convener and facilitator
 - Balancing immediate disparities and direct services with big picture systems change.
 - Provide training and skill-building to help grantees be a more effective partner in system change.
 - Systems Change Feedback and ideas:



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- Create one voice rather than voicing separate individuals to create change.
- PHPDA uses platforms to help convey messages from community members, support and center community voices, and convene and facilitate meetings for grantees.
- Create fellowship opportunities that would build partnerships in the community. We do not want the PHPDA to speak on behalf of the community, but want to lend our name that gives creditability to the folks that are doing the work. How can we uplift members of the community?
- PHPDA as stewards of public asset. How can PHPDA use our institutional power moving forward?
- Can PHPDA get to a point where we have the capacity to support a cohort of community leaders?
- Emphasize what we learned from our grantees and partners, and use information to address root causes and advocate for the community.
- Consider different opportunities outside of grantmaking and stewardship to express our mission.
- We primarily focus on closing the gap, but as we see more and more about the disparity and its cause we cannot lose sight of the root cause.
- Grantmaking Feedback:
 - The Governing Council discussed Collaborative Grantmaking/Participatory Grantmaking and other Power Sharing models- grantees/potential grantees are involved in a conversation together around funding and removes elements of competition.
- Stewardship Feedback:
 - Ensuring balance of income and compatibility of property uses to values.
 - Funding stream and what that does in support of the rest of our values.
 - Tenants are currently compatible and align with PHPDA mission.
- The three boxes are interconnected and how does one serve the other.

Adjournment

The meeting was adjourned at 7:03 PM.

Minutes approved _

11/10/21

(Date)