



Meeting of the PHPDA Governing Council

Tuesday, February 9, 2021 5:30 - 7:00 PM

Meeting: <https://zoom.us> Meeting ID 858 1948 1938

<https://us02web.zoom.us/j/85819481938?pwd=cElua1pNVkVRVDBkdVNhbVYvcFAxZz09>

Phone Option: 1-253-215-8782

Password: FAMILY (Numeric Password for Phone: 048011)

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Sue Taoka	Nancy Sugg	[GC Vacancy]	John Kim	Christina Bernard
Doris Koo	Ellie Menzies	Susan Crane	Denise Stiffarm	Mallory Fitzgerald
Bob Cook	Virgil Wade		Michael Finch	Cheryl Mauer
Gloria Burton (arrived 6:07 PM)			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 January 12, 2021 Governing Council meeting (Moved/2nded by Nancy Sugg/Doris Koo, 6 of 6 in favor)

The Governing Council accepted as information:

- The Finance & Audit Committee minutes from January 6, 2021
- The Program Committee minutes from January 6, 2021

Staff Report

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

- 2021 LOI Review Panel met to evaluate 52 applications.
- Focusing efforts on vaccination prioritization. PHPDA is endorsing the letters to King County and Governor Inslee. The Governing Council will ratify the endorsement of the letters at their next meeting.
- PHPDA Staff are meeting with grantees for Site Visits virtually.

Financial Stewardship

PHPDA Employee Handbook

The Associate Director discussed the updates made to the PHPDA Employee Handbook to remove the ability to accrue a negative leave balance.

The Governing Council voted to approve the amended PHPDA Employee Handbook (Moved/2nded by Doris Koo/Bob Cook, 6 of 6 in favor)

Grantmaking

2021 Grant Panels

The Grants Manager reviewed the 2021 Grant Panels.

- Each panel includes PHPDA Staff, some Governing Council members and Strategic Advisors.



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- All members of the Governing Council are required to participate in at least one Grant Review Panel.

The Governing Council voted to approve and appoint members to the remaining 2021 Grant Panels (Renewal Panel: Bob Cook, Gloria Burton, Nancy Sugg, Mike Leong, John Kim, Mallory Fitzgerald; New Major Panel: Doug Jackson, Ellie Menzies, Paul Feldman, Virgil Wade, John Kim, Christina Bernard, Gene Yoon; and Nimble Cycle 3 Panel: Bob Cook, Nancy Sugg, Virgil Wade, John Kim, Mallory Fitzgerald) (Moved/2nded by Bob Cook/Ellie Menzies, 6 of 6 in favor).

Report on LOI Reviews and Major Grant Proposal Invitations

The Associate Director discussed the Program Committee reviewing the 52 Major Grant Letters of Intent.

- 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 2021 LOI Review Panel. Eight out of ten reviewers completed reviews.
- 14 organizations were invited to submit full Major Grant proposals. Notifications have already been sent to all applicants.

Property and Real Estate

Presentation and Discussion with PHPDA Property Manager

PHPDA Property Manager Cheryl Mauer from JLL provided a presentation to the Council on Tower Campus property activities.

- She provided a summary on capital projects including external work such as windows, paint, and roof, elevators, tenant activities, forecasting expenses, and planning strategies.

Update on North Lot Project

Executive Director discussed SCIDpda communications and general North Lot development activities.

Update on Master Plan

The Executive Director updated the Council on Master Plan activities with Makers.

- Makers are on a monthly recurring schedule to check-in with PHPDA.

Update on PacMed Lease

Michael Finch discussed updates on PacMed recent lease renewal activities, on Quarters deferred maintenance, and plans for future lease negotiations.

- He discussed the lease rate and ongoing discussions of parking matters.
- He explored planning and strategizing on marketing for potentially vacant spaces.



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

The Governing Council entered into Executive Session from for 30 minutes at 6:30 PM.
The Governing Council exited Executive Session at 7:00 PM.

Adjournment

The meeting was adjourned at 7:00 PM.

Minutes approved _____

3/16/21 _____

(Date)