



Meeting of the PHPDA Governing Council

Tuesday, March 8, 2022 5:30 - 7:00 PM

Meeting: <https://zoom.us> Meeting ID 885 4679 6368

<https://us02web.zoom.us/j/88546796368?pwd=OXJ2NGpQTFZyQkNnWTJWZW9jb0ZUdz09>

Phone Option: 1-253-215-8782

Password: UNITY (Numeric Password for Phone: 612169)

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Doris Koo	Nancy Sugg	Susan Crane	John Kim	Christina Bernard
Bob Cook	Ellie Menzies (arrived 5:46pm)	Sue Taoka	Denise Stiffarm	Mallory Fitzgerald
	Virgil Wade	AyeNay Abye	Michael Finch	Gene Yoon
		Gloria Burton	Whitney Regan	

Doris Koo called the meeting to order at 5:33 PM. A quorum was not present at the start of the meeting. There was no public comment.

Staff Report

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

- PHPDA has made good progress with the Seattle University Health Law Clinic. They found a professor that currently teaches Legislation 101 at Seattle U. The Director of the Seattle U Law Clinic offered to co-teach as a way to increase class size. Next step is building the course curriculum.
 - Seattle U is considering externships for additional credit. There are externship sites in Olympia that could begin in the fall and follow through the beginning of the year when legislation is in session. Also, PHPDA could offer an externship to help us develop learned experiences from our grantee data.

Consent Calendar Minutes

A quorum was established with the arrival of an additional Council member. The Governing Council approved the minutes for the February 8, 2022 Special Governing Council meeting. (Moved/2nded by Nancy Sugg/Virgil Wade, 5 of 5 in favor)

The Governing Council accepted as information:

- The Program Committee minutes from February 2, 2022
- The Special Finance & Audit Committee minutes from February 2, 2022

Financial Stewardship

2021 Year End Financial Statements

The Associate Director reviewed the 2021 Year End Financial Statements. During the Finance Committee's March meeting, the Committee reviewed, accepted, and forwarded the Financial Statements to the Governing Council.

- Some grantees had unexpended funds, which were receivable at the end of the year.
- The prepaid insurance and accrued PTO are updated once a year at year end.
- PacMed and Commerce overpaid for operating costs in 2021 based on the year-end reconciliation, and those credits will be applied to future invoices.



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- There are negative grant expenses for the month of December due to unexpended grant funds.
- The payroll expenses are over budget because they include retroactive staff salary increases and a new staff member, as approved mid-year.
- Most of the December miscellaneous expenses are for the fraud reimbursement previously discussed.
- The miscellaneous income line includes the Deferred Maintenance payment from PacMed, and brokerage fees are in the Real Estate consultant expense line.

The Governing Council voted to approve the 2021 Year End Financial Statements. (Moved/2nd by Doris Koo/Bob Cook, 5 of 5 in favor)

40th Anniversary Unbudgeted Expenses

The Communications Manager discussed unbudgeted expenses for the 40th Anniversary celebration. During the Finance Committee's March meeting, the Committee reviewed, accepted, and forwarded the 40th Anniversary unbudgeted expenses to the Governing Council.

- Finance Committee Chair reviewed the unbudgeted funds previously discussed at the Finance Committee meeting last week.
- The unbudgeted expenses cover all parts of the planned mosaic including materials, labor, and installation.
- All other expenses for 40th Anniversary activities were included in the 2022 budget.

The Governing Council voted to approve the 40th Anniversary unbudgeted expenses. (Moved/2nd by Bob Cook/Nancy Sugg, 5 of 5 in favor)

Grantmaking

2022 Nimble Grant Cycle 2 Awards (Res. 02-2022)

The Associate Director discussed the 2022 Nimble Grant Cycle 2 Awards.

- 2022 Nimble Cycle 2 runs April 1, 2022- March 31, 2023.
- The Review Panel consisted of PHPDA Staff evaluators (Christina Bernard and Gene Yoon) and Governing Council members (Doris Koo, Virgil Wade, and Ellie Menzies).
- Received 14 applicants.
- The PHPDA awarded about \$79k in Nimble Grant Cycle 1, leaving roughly \$146K budgeted for the remaining cycles.
- The Review Panel met on March 3rd and recommended funding three agencies, totaling \$75,000:

Choose 180	Encompass Northwest	HopeCentral
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- We are fully funding two grants and partially funding the third for a specific piece of equipment.
- PHPDA plans to find a clearer way to define the difference between Nimble Grants and Major Grants on the website.



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The Governing Council voted to approve Resolution 02-2022, approving the recommended funding proposal by the 2022 Nimble Grant Cycle 2 Review Panel and for the PDA Executive Director to execute 2022 Nimble Grant Cycle 2 contracts. (Moved/2nded by Doris Koo/Nancy Sugg, 5 of 5 in favor)

2022 New Major Grant Panel

The Grants Manager reviewed 2022 New Major Grant Panel and requested one more evaluator. Virgil Wade volunteered to join the panel.

The Governing Council voted to approve and appoint Virgil Wade to the 2022 New Major Grant Panel as part of the 2022 Grant Review Panels. (Moved/2nded by Nancy Sugg/Ellie Menzies, 4 of 5 in favor) (Virgil Wade Abstained)

Governance

Program and Finance Committee 2022 Workplans

The Program Committee Chair reviewed the Program Workplan on Grantmaking & Advocacy.

- The Committee discussed emergency grant funding. They decided to assess emergency grants at a case-by-case basis.
- The Committee plans to invite speakers to future meetings. They strongly encourage Finance Committee members to attend.
 - Suggested Speakers/Topics: King County Regional Homelessness Authority CEO, Workforce Pipeline, Pay Equity, and Equity, Diversity & Inclusion (EDI) in Grantmaking
- Program discussed organizing EDI training for all Governing Council members and applying it to the grant guidance and grant review process.

The Finance Committee Chair reviewed the Finance Workplan.

- Quarters buildings are a main topic of discussion because PHPDA is looking at short-term and long-term lease options.
- The Committee continues to monitor the North Lot Project.
- There is a strong focus on reviewing Operating Policies and setting up a recurring review schedule for the policies.
- PHPDA must complete a review and possible revision of the Risk Management Plan this year.

Annual Report to the City of Seattle

The Associate Director presented to the Council the Annual Report to the City of Seattle.

- Our priorities and other activities are reported, including real estate and finances. Priorities for 2022 to continue grantmaking, stewarding the property, working with grantees, strategic communications, and Seattle University Health Law Clinic partnership.



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- The work is reimbursable under PacMed's lease, but reimbursement will be amortized based on the lease terms. Currently, PacMed has 87% of the parking spots in the garage.
- JLL will incorporate the amortized costs into PacMed's budget over a seven-year period. Adjustments will be made with any new Quarters tenants if they have allocated space in the garage. A new lessee may take some PacMed parking spots, which means a lower amount could be charged to PacMed.
- If the repairs are not addressed now, it could lead to more expenses in the future. The structural fractures could take on water and get worse overtime especially in freezing temperatures.

The Governing Council voted to approve the unbudgeted maintenance work on the East Parking Garage. (Moved/2nded by Nancy Sugg/Ellie Menzies, 5 of 5 in favor)

Adjournment

The meeting was adjourned at 6:55 PM.

Minutes approved

4/13/2022
(Date)