



Meeting of the PHPDA Governing Council

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

Meeting: <https://zoom.us> Meeting ID 836 0693 2124

<https://us02web.zoom.us/j/83606932124?pwd=SEIYZ3pOTEhMVktqRDkzNzMzZlVYQT09>

Phone Option: 1-253-215-8782

Password: STRATEGY (Numeric Password for Phone: 84846350)

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Sue Taoka	Nancy Sugg	[GC Vacancy]	John Kim	Christina Bernard
Doris Koo	Ellie Menzies		Denise Stiffarm	Mallory Fitzgerald
Bob Cook	Virgil Wade		Michael Finch	Gene Yoon
Susan Crane (until 5:36 PM)	Gloria Burton (arrived 5:49 PM)			

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 February 9, 2021 Governing Council meeting (Moved/2nded by Nancy Sugg/Doris Koo, 7 of 7 in favor)

The Governing Council accepted as information:

- The Special Finance & Audit Committee minutes from February 3, 2021
- The Program Committee minutes from February 3, 2021

Staff Report

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

- The Executive Director met with Seattle University (SU) and discussed potential additional Health Equity Scholars. SU would like to create a course for policy level change in Olympia with alumni contacts while collaborating with the PHPDA around funding an adjunct professor. They are considering two classes with up to four students through a 15 week semester, starting in fall 2022 so that they can also incorporate legislative efforts in sessions to follow.

Financial Stewardship

2020 Year End Financial Statements

The Associate Director reviewed the 2020 Year End Financial Statements. During The Finance Committee's March meeting, the Committee reviewed, accepted, and forwarded the Financial Statements to the Governing Council.

- Seattle City Lights provided their final 2020 invoice in February after these statements were created. The GC will not re-review the statements, as the invoice and reimbursements on this item are entirely pass-through. The additional information will be included on all documents provided to the auditors. The GC will review the audit in June.
- 2020 Tower Operating reconciliation resulted in both tenants overpaying and credits will be applied to 2021 rental payment.
- Accrued PTO increased significantly in 2020 and fewer conference opportunities resulted in that item being lower than budgeted.



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The Governing Council voted to approve the 2020 Year End Financial Statements (Moved/2nd by Bob Cook/Gloria Burton, 7 of 7 in favor)

The Independent Audit fieldwork is schedule for the first week of April.

Grantmaking

2021 Nimble Grant Cycle 2 Awards (Res. 02-2021)

The Associate Director discussed the 2021 Nimble Grant Cycle 2 Awards.

- The Review Panel consisted of PHPDA Staff evaluators (Christina Bernard and Gene Yoon) and Governing Council Chair Sue Taoka and Program Strategic Advisor Michael Leong.
- Received 18 applicants.
- The PHPDA awarded about \$100k in Nimble Grant Cycle 1, leaving \$125K budgeted for the remaining cycles.
- The Program Committee will have big picture discussions around funding professional development applications not directly service delivery.
- The Review Panel met on March 4th and recommended funding five agencies, totaling \$75,000:

Evergreen Treatment Services	Friends of Youth	Innovations Human Trafficking Collaborative
Washington Association for Infant Mental Health	YouthCare	

The Governing Council voted to approve Resolution 02-2021, approving the recommended funding proposal by the 2021 Nimble Grant Cycle 2 Review Panel and for the PDA Executive Director to execute 2021 Nimble Grant Cycle 2 contracts (Moved/2nd by Bob Cook/Ellie Menzies, 6 of 6 in favor) (Virgil abstained from vote due to potential conflict of interest due to his spouse being employed by one of the grantee agencies).

Strategic Planning

Preliminary Discussion of Current and Updated Strategic Plan

The Executive Director reviewed the Strategic Plan with the Governing Council. The Committees had preliminarily reflected on the current plan, expressed relative comfort, and felt on track. The Governing Council had preliminary discussions around the 2022 – 2024 Strategic Plan:

- Systemic Change: What is our role in Health Equity and how are we participating? Are we contributing to systemic change with our own systemic policies?
- Engagement: Listening, hearing, and relationship building.
- Recruitment and Succession: Staff, Governing Council Members, and Strategic Advisors. How to retain existing staff, continue recruiting new members, and maintain growth for the organization and individuals.
- Significant Real Estate Milestones in 2022 – 2024: Phasing of North Lot after final sale, with programs and residents incoming. Integrating community, families and children, while



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maintaining and managing property assets. Strategize and plan scenarios for several significant unknowns.

- Equity and Inclusion: Are there benchmarks? Should we make this explicit in the Strategic Plan? What are the filters or lens that we can use for policy and decision-making?
- Strategic Communications: Visibility and engagement. Marketing and Media Relations.
- Grant Management: Connecting grantees to decision makers and building peer relationships. Continued partnerships with grantees and recognize their learned experiences. Integrate learned information into meetings.
- Pandemic: Understand the tools and resources available in the aftermath of Health Care due to Covid-19 (Telehealth, engagement, etc.)

Ratification of Executive Director action regarding endorsement of letters to Gov. Inslee and King County Executive Constantine about equitable distributions of COVID-19 vaccinations.

The Executive Director updated the Council on two letters signed by PHPDA.

- Signed onto a letter to Gov. Inslee for BIPOC elders and multi-generational caregivers.
- Signed a letter of support to King County to apply the Equity approach for the rest of WA State.
- Prior to signing the letters, the Executive Director discussed with the Governing Council Chair preliminary questions: Are the letters mission aligned? Do we have an obligation to speak? Is there positive impact? Is there downside risk for our absence?

The Governing Council voted to ratify the Executive Director's action to sign the letters to Governor Inslee and King County Executive Constantine (Moved/2nded by Doris Koo/Ellie Menzies, 7 of 7 in favor)

Governance

Program and Finance Committee 2021 Workplans

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

- Advocacy: Recommend an Advocacy Policy, to include the Executive Director signing letters.
- Equity, diversity, and inclusion: Literature review. Create a tool for next year's grantmaking for EDI commitment.

Finance Committee: Accountability and Systems. Stewards of assets and finances.

- Development of North Lot and Final Sale. Continued work with SCIDpda.
- Personnel and Consultant structures.
- Comprehensive Campus Master Plan
- Monitoring Reserves levels.
- Risk Management and strategizing around uncertainties.

Annual Report to the City of Seattle

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



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- Report on our priorities and other activities including property, real estate, and finances. Changes made due to the pandemic. Priorities for 2021 to continue grantmaking, stewarding the property, working with grantees and added communications.

The Governing Council voted to approve and forward the Annual Report to the City of Seattle (Moved/2nded by Nancy Sugg/Virgil Wade, 7 of 7 in favor)

Property and Real Estate

Update on North Lot Project

The Executive Director discussed the North Lot Project.

- Challenged by financing, SCIDpda continues to keep the PHPDA updated. SCIDpda is working on MUP and permitting.

Update on Master Plan

The Executive Director discussed the Master Plan

- Governing Council members met with the Executive Director to discuss Advisors/Ambassadors
- PHPDA is meeting with Makers periodically and are working on scheduling interview meetings.

Update on PacMed Lease

The Executive Director and Real Estate Consultant Michael Finch updated the Governing Council on PacMed lease negotiation activities.

- The PHPDA is preparing to market the space at a competitive rate.
- The Council discussed the type of space, Deed Restrictions, and potential tenant improvements needed prior to marketing.
- The Council discussed working with Pyramid Communications.

Adjournment

The meeting was adjourned at 7:15 PM.

Minutes approved _____

(Date)