



Meeting of the PHPDA Governing Council

Tuesday, April 13, 2021 5:30 - 7:00 PM

Meeting: <https://zoom.us> **Meeting ID** 882 1390 2191

<https://us02web.zoom.us/j/88213902191?pwd=THJzT01DK1RNZVpQallkUTJOVTBqQT09>

Phone Option: 1-253-215-8782

Password: TENANTS (Numeric Password for Phone: 3725000)

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Sue Taoka	Nancy Sugg	[GC Vacancy]	John Kim	Christina Bernard
Doris Koo	Ellie Menzies	Gloria Burton	Denise Stiffarm	Mallory Fitzgerald
Bob Cook	Virgil Wade	Susan Crane	Michael Finch (arrived 5:59 PM)	Gene Yoon

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

Consent Calendar Minutes

The Governing Council approved the minutes for the March 9, 2021 Governing Council meeting (Moved/2nded by Ellie Menzies/Nancy Sugg, 6 of 6 in favor)

The Governing Council accepted as information:

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

Staff Report

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

- The Office Coordinator reported that the PHPDA launched and published First Quarterly Newsletter with overall positive feedback.
 - Amplifying community voices and their stories.
 - The next Newsletter is scheduled to launch in June. Potentially working with Youth Mental Health and schools catching up during the summer as content.
 - The Office Coordinator requested Council members to pitch Newsletter ideas and to share the Newsletter signup with anyone who may be interested.
- 2020 Annual Report near finalized.
- Working on branding PHPDA name and actively trying to be more impactful and visible.
- Metrics for social media and constant contact analysis.
- Confirmed the three 2021 Health Equity Scholars and scheduling their first meeting.

Grantmaking

2021 Renewal Major Grant Awards (Res. 03-2021)

The Grants Manager presented the recommended 2021 Renewal Major Grant Awards (Resolution 03-2021) to the Governing Council.

- The Review Panel consisted of PHPDA Staff (John Kim, Mallory Fitzgerald) and Nancy Sugg, Bob Cook, Gloria Burton, and Mike Leong. Five out of six reviewers participated at the review meeting on April 8th and discussed the 14 applicants to distribute PHPDA's limited funding pool of \$2 million. The Panel recommended renewing 14 applications totaling \$2,014,560.94.
- Mostly level funding across the board. Due to limited funds, the Panel recommended decreasing funds for the larger 3rd Year Grantee organizations going into their final year of funding.

The Executive Director and Grant Manager thanked Mike Leong for serving three panels in a row.



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The fourteen following organizations were recommended for renewal funding:

Aurora Commons	Boyer Children’s Hospital	Chief Seattle Club
Country Doctor Community Health Centers	Ethiopian Community in Seattle	Entre Hermanos
Harborview Medical Center	Northwest Health Law Advocates	Recovery Café
Seattle Children’s Hospital Founddation/Odessa Brown Children’s Clinic	Seattle Counseling Service	Seattle Indian Health Board
Somali Health Board/Community Health Board Coalition	Villa Comunitaria	

The Governing Council voted to approve Resolution 03-2021, authorizing the Executive Director to negotiate and execute the 2021 Renewal Major Grants contracts (Moved/2nded by Ellie Menzies/Bob Cook, 4 of 4 in favor). Virgil Wade and Nancy Sugg recused on voting on this matter (2 Abstentions) due to potential appearance of conflict of interest.

Property and Real Estate

Update on North Lot Project – No Build Covenant for Fire Lane

The Executive Director and Legal Counsel Denise Stiffarm reported on the North Lot Project and the No Build Covenant for the Fire Lane

- The No Build Covenant was a request from SCIDpda as a part of their MUP process, needing to maintain a Fire Lane between the Tower and their buildings.
 - 30 foot wide, separating North Lot new legal parcel from the rest of the campus. Through the currently existing access. Future development on the campus may require some additional subdivision activities.
 - No issues with the loading dock (checked with JLL).

The Governing Council voted to authorize the Executive Director to execute the No Build Covenant for the Fire Lane and lot line adjustment (Moved/2nded by Doris Koo/Nancy Sugg, 6 of 6 in favor)

The Executive Director provided an update on SCIDpda likely closing in October 2021.

Update on Master Plan

The Executive Director reported on Stakeholder meetings conducted with Makers. The Office Coordinator updated the Council on Pacific Tower Campus Master Plan activities:

- Invitations to the first round of key stakeholder interviews are out and are scheduled.



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- Grantees, Healthcare Tenants, and Non-Healthcare Non-profit Tenants interviews were successful. Other upcoming focus groups include Beacon Hill Neighbors and near Community Neighbors.
- Common themes across the three focus groups so far: 1. More large meeting spaces (50-100 people) 2. Wayfinding and signage inside and outside Tower 3. Parking limitations and accessibility 4. Quarters and Tower ADA
- Generated and scheduled an Advisory Committee with selected ambassadors. The Executive Director thanked the Governing Council for their input on approaching an Advisory Committee.

Update on Clinic/Quarters Leasing

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

- Interested parties have toured our Quarters Buildings and discussed potentially entering a Master Lease engagement.
- PacMed is negotiating and PHPDA's Legal Counsel is drafting a lease for the clinic space.
- The Council discussed Deferred Maintenance, including possible State Funds that can be used to rehabilitate lead and asbestos. (Department of Ecology is a possible source).
- As PacMed vacates Quarters buildings, their roles will be reduced. Grounds keeping and cleaning roles, parking maintenance, and other potential property services may be under PHPDA's control.
 - Could have negative impact on our cash flow. The Council discussed amortization limits and service contracts currently used.
- The Executive Director discussed Artificial Intelligence development for greater Tower energy efficiency. The Department of Commerce may provide a grant for 14 months and machine learning would run and demonstrate efficiencies by micro controlling the building. He talked with JLL. Pass-through of operating expense. Does not involve PacMed with this project.
 - Pacific Northwest Energy Efficiency Foundation. Potential amount is \$50k. Equipment capital will likely carry heavy costs.

Strategic Planning

The Strategic Planning discussion was adjourned to a later meeting.

Governance: The GC Chair has talked to a potential future GC member and will be continuing discussion and potentially bringing the candidate for nomination soon.

Adjournment

The meeting was adjourned at 7:10 PM.

Minutes approved  5/12/21
(Date)