



Meeting of the PHPDA Governing Council

Tuesday, May 10, 2022 5:30 - 7:00 PM

Meeting: <https://zoom.us> Meeting ID 859 2165 2004

<https://us02web.zoom.us/j/85921652004?pwd=NWtlRGhtaDirWUtleHZReVFhbHREdz09>

Phone Option: 1-253-215-8782

Password: SPRING (Numeric Password for Phone: 760589)

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Sue Taoka	Doris Koo	Susan Crane	John Kim	Christina Bernard
Ellie Menzies (arrived 5:53pm)	Bob Cook	Gloria Burton	Mallory Fitzgerald	Gene Yoon
Virgil Wade	Nancy Sugg (arrived 5:44pm)		Whitney Regan	Denise Stiffarm
AyeNay Abye			Michael Finch	

Doris Koo 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 April 12, 2022 Governing Council meeting. (Moved/2nded by Bob Cook/Sue Taoka, 5 of 5 in favor)

The Governing Council accepted as information:

- The Finance & Audit Committee minutes from April 6, 2022
- The Program Committee minutes from April 6, 2022

Staff Report

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

- The Communications Manager and Office Coordinator reported on the 40th Anniversary opening reception on April 13, 2022 and updated the Council on other upcoming 40th Anniversary events.

Financial Stewardship

Q1 2022 Financial Statements

The Associate Director reported on the Q1 2022 Financial Statements.

- Since the end of March, PHPDA received outstanding grant unexpended funds and PacMed's reconciliation credit from 2021 was applied to their payment in April.
- PacMed rent income covers their clinic and Quarters lease. PHPDA budgeted their lease through March 2022. PacMed will remain in the Quarters until the end of June.
- PHPDA received a \$3,500 payment from SEIU to use Quarters 10 temporarily.
- The fees for the mosaic artist and commissioned mosaic are listed under expenses, but will be capitalized and eventually moved to fixed assets because the total will be over \$10,000.

The Governing Council voted to approve the Q1 2022 Financial Statements. (Moved/2nded by Sue Taoka/AyeNay Abye, 7 of 7 in favor)

Grantmaking

2022 New Major Grant Awards (Resolution 05-2022)



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The Associate Director reported on the recommended 2022 New Major Grant Awards (Resolution 05-2022) to the Governing Council.

- She discussed the review of the Governing Council's ability to consider the Tubman Center for Freedom and Health's Major Grant application because the CEO, AyeNay Abye, is on PHPDA's Governing Council (and AyeNay's partner is the Tubman Center COO). Municipal Officers are subject to ethical rules that generally prohibit personal interest in a contract of the agency. There are exceptions for "remote interests" as defined in applicable law. If a remote interest is absent, the contract may not be considered by the agency as long as the affected municipal officer is a member of the governing board. After conversations with AyeNay and consideration of the specific circumstances in this matter, PHPDA administration and our Legal Counsel determined AyeNay has only a remote interest in the potentially funded project. Both AyeNay and their partner have fixed salaries, are not eligible for performance bonuses, would not be compensated with PHPDA funds, and would not be directly involved in the potentially funded project. Tubman Center's Program Director is managing the program and none of the funds will go towards overhead costs. AyeNay disclosed their connection to the grant proposal on the record during the reporting of the LOI review and, since Tubman Center was selected as a finalist, AyeNay will make appropriate disclosures and recusals related to consideration of the final awards, and will refrain from any input and discussion related to the grant review process.
- The Program Committee invited twelve (12) applications from the 2022 LOI pool. Eleven (11) submitted full applications.
- The Review Panel consisted of PHPDA Staff (John Kim, Christina Bernard, and Gene Yoon) as well as Nancy Sugg, Sue Taoka, Virgil Wade, and Michael Leong. Evaluators discussed eleven (11) full applications to distribute PHPDA's limited funding pool of \$1 million at their May 6 Review Panel meeting. The Panel recommended six (6) proposals totaling \$1,001,800.

The six following organizations were recommended for 2022 New Major Grant funding:

Childhaven	Evergreen Treatment Services	Global Perinatal Services
Lutheran Community Services Northwest	Public Defender Association	Tubman Center for Health and Freedom

- Grantees will be informed of our decision on Friday, May 13.

The Governing Council voted to approve Resolution 05-2022, authorizing the Executive Director to negotiate and execute the 2022 New Major Grants contracts. (Moved/2nded by Doris Koo/Nancy Sugg, 5 of 7 in favor) Virgil Wade and AyeNay Abye recused on voting on this matter (2 Abstention) due to potential appearance of conflict of interest.

Governance

Proposed Rules & Regulations Changes (Resolution 04-2022)

The Council Chair and Associate Director discussed proposed Rules & Regulations changes:



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- Emergency proclamations related to the Open Public Meetings Act (OPMA) were established during the pandemic and allowed for virtual meetings with a public call in option. The proposed changes to the Rules and Regulations will start when the emergency proclamations terminate.
- During the 2022 legislative session, amendments were made to the OPMA permitting all members of a governing body to attend meetings by phone or other electronic means. These proposed changes would make the PHPDA Rules and Regulations consistent with the OPMA changes.
- We must have a space for the public to attend in person. As of right now, the space will be the boardroom in the PHPDA Office and at least two PHPDA staff members will meet in person.
 - The Office Coordinator has spoken to Smart Buildings, located in the Tower, about possibly reserving a room for the Governing Council and Committee meetings. The rooms are ADA accessible while our boardroom is not.
 - If we change the meeting location, we are required to amend our Rules and Regulations again in the future.
- PHPDA could create a shared drive for the Governing Council with our charter, policies, and Rules and Regulations. Staff may review policies periodically and bring changes to the Council.
- The last paragraph below the signature lines on the resolution was amended from “special” to “regular” meeting.
- Following the Council’s approval, the Office Coordinator will send the Rules and Regulations changes to the City Clerk and changes are effective immediately.

The Governing Council voted to approve Resolution 04-2022, amending the Rules and Regulations substantially as stated in Exhibit A. (Moved/2nded by Bob Cook/Ellie Menzies, 7 of 7 in favor)

Property and Real Estate

Update on North Lot Project

The Executive Director updated the Council on North Lot Project activities.

- PHPDA asked SCIDpda to send a closing check list.
- The earliest closing date for the North Lot is end of June. PHPDA would like to have time available at the June Governing Council meeting for any last minute items SCIDpda may need.
- PHPDA is executing agreements that will help SCIDpda get their building permit.
- At the next Council meeting, the Council may be asked to approve an amendment to the North Lot Purchase and Sale Agreement.

North Lot Water Main System Improvement Contract

The Executive Director discussed the North Lot Water Main System Improvement Contract.

- The system improvement requirement is to design and install approximately 570 feet of a 12-inch water main on private property that extends from 12th Ave South to Golf Drive. SCIDpda will be the financially responsible party.



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The Governing Council authorized the Executive Director to execute the Utility System Improvement Contract for the North Lot Project in the form of and substantively similar to the Contract Cover Sheet and Contract contained in the Governing Council agenda materials so long as SCIDpda is named as the financially responsible party in all contract documents. (Moved/2nded by Doris Koo/Virgil Wade, 7 of 7 in favor)

North Lot Landslide Covenant

The Executive Director discussed the North Lot Landslide Covenant.

- The covenant acknowledges that the North Lot development will be on a landslide area and the City of Seattle wants no responsibility for building on a landslide prone area. This covenant is mandatory for SCIDpda once they take over as property owner.

The Governing Council voted to approve the North Lot Landslide Covenant. (Moved/2nded by Ellie Menzies/Sue Taoka, 7 of 7 in favor)

Short Term Lease with SEIU

The Executive Director discussed a short term use license for Quarters 10 with SEIU.

- SEIU asked for a short-term Quarters 10 temporary use license. They plan to complete filming for a training video they previously filmed in the same building.

The Governing Council authorized the Executive Director to execute a temporary use license for Quarters 10 with SEIU. (Moved/2nded by Nancy Sugg/Virgil Wade, 7 of 7 in favor)

Update on Quarters Buildings

The Executive Director and Real Estate Consultant Michael Finch updated the Governing Council on Quarters Buildings activities.

- Department of Commerce, SHKS Architects, and sub-contractors are evaluating the Quarters Buildings. They have created various floor plans for Quarters 3-10 to see potential uses.
- A Washington State budget proviso includes funds for a possible short-term Quarters lease with Commerce. PHPDA anticipates a one year lease agreement with a thirty year lease extension option.
 - The lease extension was included in the proposal PHPDA sent to Commerce.
- The Executive Director and Real Estate Consultant will meet Kim Justice, Executive Director at the Commerce Office of Homeless Youth Prevention and Protection, to discuss Quarters uses.
- Following the first Quarters Design Workshop hosted by SHKS Architects, sub-contractors, and Commerce, PHPDA learned that:
 - If refurbished for residential use, the buildings should not feel institutional.
 - More rooms and shared bathrooms are not ideal for homeless and recovering youth.
- The Council discussed involving the Beacon Hill community on Quarters programming. The sub-contractors are working on the feasibility study and are planning community outreach.
- PHPDA plans to inform neighbors and work with Commerce when programs are being selected.



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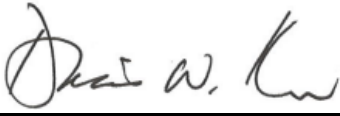
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- Council members suggested sending a Quarters update to the Maker's Master Plan Work Group. PHPDA wants to keep communicating and maintaining strong relationships with them.
- The Council discussed incorporating learnings from the Strategic Plan, Maker's Master Plan, and Quarters Programming Work Group when deciding programs for the Quarters.

Adjournment

The meeting was adjourned at 7:01 PM.

Minutes Approved: 

6/15/2022
(Date)