



## Meeting of the PHPDA Governing Council

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

**Meeting:** <https://zoom.us> **Meeting ID** 863 8140 2094

<https://us02web.zoom.us/j/86381402094?pwd=STRjZVR2eVNrUmlON3NXWFdrVmNNQT09>

**Phone Option:** 1-253-215-8782

**Password:** AMPLIFY (Numeric Password for Phone: 8941629)

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Sue Taoka	Ellie Menzies	Doris Koo	John Kim	Denise Stiffarm
AyeNay Abye	Virgil Wade	Susan Crane	Mallory Fitzgerald	Michael Finch (arrived: 6:00 PM)
Nancy Sugg	Gloria Burton		Gene Yoon	
Bob Cook (arrived 5:36 PM)				

Sue Taoka called the meeting to order at 5:34 PM. A quorum was present. There was no public comment.

### Consent Calendar Minutes

The Governing Council approved the minutes for the June 8, 2021 Governing Council meeting (Moved/2<sup>nd</sup>ed by Nancy Sugg/Gloria Burton, 6 of 6 in favor)

The Governing Council accepted as information:

- The Finance & Audit Committee minutes from June 2, 2021
- The Program Committee minutes from June 2, 2021

### Staff Report

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

- The Grants Manager highlighted the New Major Grant contract meetings. PDA Staff went through contracts, made introductions, and built partnerships with New Major Grantees.
- The Executive Director discussed FareStart’s potential changes in operations.
- The Council discussed adjusting or redefining categories such as Community Relations for better descriptions of staff activities.

### Strategic Planning Discussion

#### *Deed Restriction, Charter, Rules & Regulations*

The Executive Director and Legal Counsel provided information on the Deed Restriction, Charter, and Rules & Regulations.

- Bob Cook and Marc Provence have agreed to work on Strategic Planning.
- PHPDA will work on a Strategic Plan and conclude planning at a Board Retreat early next year.
- The PDA Legal Counsel provided a primer on Federal Deed Restriction, Charter as it relates to the Deed Restriction, and Rules & Regulations that relates to the Charter.
  - Embedded in the Charter and Rules & Regs, there are various Governance provisions that determine how the PDA operates through a Code of Ordinances. Also subject to City of Seattle codes and general public agency requirements of the State of WA.
  - Federal Deed Restrictions are lifting in November 2021.



## Meeting of the PHPDA Governing Council

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

**Meeting:** <https://zoom.us> **Meeting ID** 863 8140 2094

<https://us02web.zoom.us/j/86381402094?pwd=STRjZVR2eVNrUmlON3NXWFdrVmNNQT09>

**Phone Option:** 1-253-215-8782

**Password:** AMPLIFY (Numeric Password for Phone: 8941629)

- Charter changes would require public notice and mayoral approval. 30 days prior notice for Governing Council's consideration of amendments, 15 days prior notice for Governing Council to include the changes and actual text.
- Strategic Plan will be a Board-involved process.
- Staff conducted a Retreat around Strategic Planning and Work Planning.
- The Council discussed balancing Aspirations vs Reality, defining, and establishing guardrails around Health, Health Equity, and health-based goals and resources.
- The Council Chair suggested new members of the Council to be included in conversations.

### Advocacy

#### *Updated Public Affairs Operating Policy*

The Executive Director and Program Committee Chair reviewed the Updated Public Affairs Operating Policy with Advocacy added.

- The Program Committee worked on incorporating Advocacy and honing in on definitions. The policy can be used for reference.
- The Governing Council thanked Denise Stiffarm for Advocacy language and work.

The Governing Council voted to adopt the Updated Public Affairs and Advocacy Operating Policy 06-2003 (Moved/2<sup>nd</sup>ed by Nancy Sugg/Ellie Menzies, 7 of 7 in favor)

### Personnel

#### *Updated PHPDA Staffing and Salaries*

The Executive Director discussed details around the Updated PHPDA Staffing and Salaries.

- He provided explanations and updates: Normally, the PHPDA reviews salaries every three years; the study would have happened in late 2020 but with anticipations around new job descriptions, PDA staff postponed the study to mid-2021.
  - The Associate Director and Grants Manager will expand their work around Grantee Relations, technical assistance programs, building cohorts, and grantee databases to more closely partner with our existing and past grantees to add value, learn, and translate learnings into system change.
  - More communications activities will be required to execute the Strategic Plan in place. He mentioned the PDA's desire to be more effective in systemic change, and the PHPDA's role in amplifying community and grantee voice.
  - The Council discussed continued staff professional development and retaining of staff.
- The Finance Committee expressed their support and forwarded their recommendation of staffing and salary updates. The Finance Committee discussed upcoming Real Estate transactions, healthy Reserves, appropriate timing, and equity.



## Meeting of the PHPDA Governing Council

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

**Meeting:** <https://zoom.us> **Meeting ID** 863 8140 2094

<https://us02web.zoom.us/j/86381402094?pwd=STRjZVR2eVNrUmlON3NXWFdrVmNNQT09>

**Phone Option:** 1-253-215-8782

**Password:** AMPLIFY (Numeric Password for Phone: 8941629)

The Governing Council voted to approve the Executive Director's recommendation on the Updated PHPDA Staffing and Salaries with the Retroactive to January Option outlined in the proposal (Moved/2<sup>nd</sup> by Bob Cook/Gloria Burton, 7 of 7 in favor)

### Property and Real Estate

#### *North Lot Project Update – Surplus Light Fixtures*

The Executive Director updated the Council on the North Lot Project and PHPDA's Surplus Light Fixtures. Resolution 06-2021 outlines the lights as Light Structures.

- There is an intergovernmental transfer and the estimates of the Light Structures are well under the threshold. We will receive no cash value but they will be used on SCIDpda property as a part of the transfer agreement.

The Governing Council voted to approve Resolution 06-2021, authorizing the Executive Director to convey the Light Structures to SCIDpda to incorporate and use the Light Structures as a part of the North Lot, with amended modification to correct the math for total estimated dollars (Moved/2<sup>nd</sup> by Nancy Sugg/Ellie Menzies, 7 of 7 in favor)

#### *Update on Master Plan*

The Office Coordinator reported on Master Plan and continued work with Makers.

- Makers and the PHPDA plans to add an additional Advisory Group meeting. We will meet with the Advisory Group tomorrow, July 14.
  - With additional funds entering into the Department of Commerce for feasibility studies from Legislature's proviso ~\$450,000 for conditional assessment and potential residential purposes with amount of work that will get Quarters buildings up to code, the PDA anticipates increased community engagement and an additional Advisory Group meeting with Makers' assistance.
  - Currently waiting to hear from DOC's team on updates.
- The Real Estate Consultant and Executive Director are assisting DSHS with Quarters tours.
- Makers is working with community input to gain more insight into Quarters uses and are putting together a survey in various languages.
- The PHPDA is intentional about current partners and future partners of the Campus to include SCIDpda residents so that any populations or programs occupying the Quarters buildings should not conflict with Tower partners and SCIDpda residents.
- The Council discussed potential long-term lease on Quarters buildings.

#### *Update on Quarters Leasing*

The Real Estate Consultant provided updates on Clinic and Quarters leasing.

- WA State Department of Social and Health Services toured the Quarters buildings. He anticipates more tours to come.
- PacMed has asked for a 1-year extension on the Quarters buildings.



## Meeting of the PHPDA Governing Council

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

**Meeting:** <https://zoom.us> **Meeting ID** 863 8140 2094

<https://us02web.zoom.us/j/86381402094?pwd=STRjZVR2eVNrUmlON3NXWFdrVmNNQT09>

**Phone Option:** 1-253-215-8782

**Password:** AMPLIFY (Numeric Password for Phone: 8941629)

- The Council discussed Deferred Maintenance and potential continued funding from DOC for feasibility studies on the Quarters buildings.

### *PacMed Lease Renewal*

The Real Estate Consultant and Executive Director reported on PacMed Lease Renewal activities.

- The Council discussed material issues and negotiation points that need refinement.
- Legal and Real Estate Consultants are anticipating lease renewal. The Council discussed vacancy if not signed by November, potentially offering deadlines, and PHPDA priorities.

### **Adjournment**

The meeting was adjourned at 6:57 PM.

Minutes approved

8/11/2021

(Date)