



**Meeting of the PHPDA Governing Council**  
 Tuesday, December 13, 2022 5:30 - 7:00 PM

**Physical Location:** Quarters 2 Building, Pacific Tower, 1200 12th Ave S., Seattle, WA 98144

**Virtual Location:** <https://zoom.us> | Meeting ID: 826 3759 1031  
<https://us02web.zoom.us/j/82637591031?pwd=cXNDS0t1TTJrZXBzWUdZa0I3SEljQT09>

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

**Password:** WINTER (Numeric Password for Phone: 018990)

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Doris Koo	Bob Cook	AyeNay Abye	John Kim	Christina Bernard
Gloria Burton	Sue Taoka		Mallory Fitzgerald	Gene Yoon
Paul Feldman	Nancy Sugg		Whitney Regan	Denise Stiffarm
Virgil Wade	Doug Jackson			Michael Finch

Doris Koo called the meeting to order at 5:47 PM. A quorum was present. There was no public comment.

**Consent Calendar Minutes**

The Governing Council approved the minutes from the November 8, 2022 Governing Council meeting. (Moved/2<sup>nd</sup>ed by Nancy Sugg/Doug Jackson, 8 of 8 in favor)

The Governing Council accepted as information:

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

**Staff Report**

The Executive Director updated the Council on the Staff Report.

- One Council member was a facilitator at the 2022 All Grantees Meeting. They reported on their experience and said they saw great collaboration, discussions, and learnings.

**PHPDA Operating Policies & Employee Handbook**

The Associate Director discussed the updated PHPDA Operating Policies and Employee Handbook that the Finance Committee reviewed and forwarded.

- She provided an overview of the changes made to the PHPDA operating polices, Employee Handbook, and accounting manual prior to the meeting. All HR related policies were sent to K&L Gates for review and some policies were sent to PHPDA Legal Counsel Pacifica to review.
- The Associate Director met with the Treasurer and Executive Director throughout the review process.
- A few changes were highlighted in the discussion:
  - Bank deposit policy. Removed the requirement to do a CD Investment resolution every year.
  - Executive Director and Staff salary review policies so that reviews can occur at the same time.
  - Reimbursement policy with additional protections for employees and PHPDA.
  - Public records policy and request form. Updated PHPDA's website to include the new public records request email address.
- Following conversations with an HR Consultant in 2023, there may be additional changes to HR related policies and Employee Handbook.



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- Two changes were made after the policies were sent out for review – the word “marijuana” was replaced with “cannabis” throughout the Employee Handbook and the email address on the public records request form was updated.
- Some operating policies will be reviewed every three years and others will be reviewed when necessary. PHPDA Legal Counsel will also keep us updated of any potential changes.
- Staff may set up a SharePoint folder for Committees and Governing Council that includes the PHPDA operating policies, Employee Handbook, and other important PHPDA documents.

The Governing Council voted to adopt the updated PHPDA Operating Policies and Employee Handbook. (Moved/2<sup>nd</sup>ed by Doris Koo/Bob Cook, 8 of 8 in favor)

### Financial Stewardship

#### *2023 Pacific Tower Operating Budget*

The Associate Director reviewed the 2023 Pacific Tower Operating Budget created by JLL.

- The main part of the budget is designated to the Department of Commerce and PacMed’s spaces and shows their allocated operating expenses.
- Second part of the budget is capital expenses, which includes roughly \$5 million for an elevator project (expense, as well as reimbursed income) in the Tower, fully reimbursable by the Department of Commerce.

The Governing Council voted to adopt the 2023 Pacific Tower Operating Budget. (Moved/2<sup>nd</sup>ed by Sue Taoka/Paul Feldman, 7 of 8 in favor) (Nancy Sugg Abstained)

#### *2023 PHPDA Operating Budget (Res. 17-2022)*

The Associate Director discussed Resolution 17-2022 on the 2023 PHPDA Operating Budget. The Finance Committee and Program Committee have previously reviewed the 2023 Operating Budget and forwarded it to the Governing Council for approval. Since the last review, there were a few minor changes:

- Some of the landscaping costs moved to the Quarters from Tower expenses.
- Increased funds for small equipment to include new video conferencing equipment.
- The accountant fees decreased following a conversation with them.
- She added a note at the bottom of the budget sheet stating it does not include impacts related to the new lease accounting guidelines.

The Governing Council voted to accept Resolution 17-2022 adopting the 2023 PHPDA Operating Budget. (Moved/2<sup>nd</sup>ed by Bob Cook/Doug Jackson, 8 of 8 in favor)

#### *2023 Reserve Fund & Savings Goal*

The Associate Director discussed the 2023 Reserve Fund and Savings Goal.



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- Changed the lease and brokerage costs since the last meeting. Updated the amount for a Quarters lessee with a lessee broker in the notes.
- Increased the capital expenses due to potential future work.
- Removed the NDA line because it was terminated.

The Governing Council voted to approve the 2023 Reserve Fund and Savings Goal. (Moved/2<sup>nd</sup>ed by Doris Koo/Gloria Burton, 8 of 8 in favor)

### Grantmaking

#### *2023 Grant Review Panels*

The Grants Manager reviewed the 2023 Grant Review Panels.

- Each panel consists of 2-3 PHPDA Staff members and 2-4 Governing Council members and Strategic Advisors. All members of the Council are required to participate in at least one Review Panel.
- 2023 Letters of Intent will be reviewed by the full Program Committee during their regularly scheduled February meeting.
- The Grants Manager presented the review panels for the remainder of 2023.
- Marguerite Ro was added to the Nimble Grant Cycle 3 Review Panel.

The Governing Council voted to approve and appoint the noted evaluators to the 2023 Grant Review Panels. (Moved/2<sup>nd</sup>ed by Sue Taoka/Virgil Wade, 8 of 8 in favor)

#### *2023 Major & Renewal Grant Guidance*

The Grants Manager updated the Council on the 2023 Major and Renewal Grant Guidance. The Program Committee reviewed the final New Major and Renewal Grant Guidance and forwarded them to the Governing Council.

- New Focus Areas: People Disproportionally Affected by Infectious Disease Outbreaks or Other Disasters and Substance Use Disorders & Harm Reduction Services.
- Only one significant change was made to the Renewal Grant Guidance, increasing overall funding to \$2.3 million, consistent with the draft budget reviewed over the last few months.
- The Major Grant Application for LOIs will open on December 14, 2022.
- The Renewal Grant Guidance and Application is emailed to all eligible grantees.

The Governing Council voted to approve 2023 Major and Renewal Grant Guidance. (Moved/2<sup>nd</sup>ed by Nancy Sugg/Paul Feldman, 8 of 8 in favor)

#### *2023 Nimble Grant Cycle 1 Awards (Res. 18-2022)*

The Grants Manager reviewed Resolution 18-2022 on the 2023 Nimble Grant Cycle 1 Awards. Evaluators were PDA Staff (Christina Bernard and Mallory Fitzgerald), Governing Council members (Nancy Sugg and Sue Taoka), and a Program Committee Strategic Advisor (Martine Pierre-Louis)





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- In prior years, the PDA awarded approximately \$75,000 per cycle.
- Received six (6) applications and reviewed them on December 9, 2022.
- The 2023 Nimble Grant Cycle 1 Review Panel recommended three proposals for partial funding, totaling \$65,360, funding from January 1, 2023 to December 31, 2023:

Unify Seattle, dba Seattle Veterinary Outreach	Washington Western African Center
Wonderland Child & Family Services	

- She reminded the Council that PHPDA budgeted \$275,000 for Nimble Grants next year compared to \$225,000 in previous years.
- All applicants have the option to contact Grants Staff for feedback. Grants Staff plan to follow up with some applicants to learn more about their organization.

The Governing Council voted to accept Resolution 18-2022 on 2023 Nimble Grant Cycle 1 Awards, authorizing the Executive Director to negotiate and execute 2023 Nimble Grant Cycle 1 contracts. (Moved/2<sup>nd</sup>ed by Doug Jackson/Paul Feldman, 8 of 8 in favor)

**Governance**

*Executive Director Performance Review Process*

The Governing Council Chair discussed the Executive Director performance review process.

- The current Chair and incoming Chair plan to meet with Staff and PHPDA consultants to get feedback on the Executive Director's leadership. The meetings will be confidential and information will not be shared with the Executive Director.
- Governing Council and Executive Director agreed with the new performance review process.
- A reminder that the Executive Director's salary increase was approved with the 2023 budget. Once the actual review occurs, the Council can vote to reconfirm the salary increase.

*2023 Governing Council Retreat*

The Executive Director and Council Chair led a discussion on the 2023 Governing Council retreat.

- PHPDA Staff initially planned on a February Governing Council retreat, but after looking at everyone's calendars, decided that a June retreat might work better.
- At the retreat, the Council will likely discuss the PHPDA's City Charter.
- The Council discussed hiring a facilitator to help guide the conversation at the retreat and allow Staff to participate.
- Potentially break up the retreat conversation into multiple parts with focus areas. The Council could discuss the focus areas at meetings prior to the retreat.
- We need to keep in mind that Mayor Harrell must approve any changes to the Charter. PHPDA Staff met with some of the Mayoral Staff and shared our new Strategic Framework and future plans.



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**Property and Real Estate**

*Update on Quarters Buildings*

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

- PHPDA’s Real Estate Consultant, Executive Director, and a program advocate wrote a one-page document regarding the potential programming for the Quarters. SHKS Architects provided graphics to include in the document.
- Department of Commerce is preparing their final feasibility study report and planning to share it with the program work group and capital work group. PHPDA has not seen a draft of the report.
- The latest development costs are roughly \$39 million. This includes community and program services, which is important to note in the narrative we share with representatives.
- Once PHPDA receives Commerce’s final report, we will begin reaching out to policy makers and representatives.

**Strategic Communications**

*Review of 40<sup>th</sup> Anniversary Year*

The Communications Manager presented a review of PHPDA’s 40<sup>th</sup> Anniversary year.

- He reported on the events PHPDA hosted for our 40<sup>th</sup> Anniversary. We hosted five events throughout 2022: opening reception, grantees & Tower tenants’ networking event, school-age field trip, historic stakeholders gathering, and closing reception with the mosaic unveiling.
- The Council thanked the PHPDA Staff for the work at all the 40<sup>th</sup> Year events.

**Thank You to Departing Governing Council Member**

The Governing Council and PHPDA Staff thanked Nancy Sugg for her nine years of service on the Council. Nancy Sugg said a few words about her experience and learnings while on the Council.

**Adjournment**

The meeting was adjourned at 7:11 PM.

Minutes approved: Virgil Wade 1/20/23  
(Date)