



Meeting of the PHPDA Governing Council

Tuesday, January 10, 2023 5:30 - 7:00 PM

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

Meeting: <https://zoom.us> **Meeting ID** 869 8597 9149

<https://us02web.zoom.us/j/86985979149?pwd=VlduOUUp2SGIRSDV4bmh4cW5ndndWQT09>

Phone Option: 1-253-215-8782

Password: JOYFUL (Numeric Password for Phone: 516071)

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Virgil Wade	Doris Koo		John Kim	Christina Bernard
Bob Cook	Paul Feldman (until 7:05pm)		Mallory Fitzgerald	Gene Yoon
Sue Taoka	AyeNay Abye		Whitney Regan	Denise Stiffarm
Gloria Burton (arrived at 5:34pm)	Doug Jackson		Michael Finch	
Martine Pierre-Louis				

Virgil Wade called the meeting to order at 5:32 PM. A quorum was present. There was no public comment.

Welcome New Governing Council Chair & Member

The Executive Director welcomed the new Governing Council Chair, Virgil Wade, and the newest Governing Council member, Martine Pierre-Louis.

Consent Calendar Minutes

The Governing Council approved the minutes from the December 13, 2022 meeting. (Moved/2nded by Doris Koo/Paul Feldman, 9 of 9 in favor)

The Governing Council accepted as information:

- The Program Committee minutes from December 7, 2022
- The Finance & Audit Committee minutes from December 7, 2022

Staff Report

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

- The Grants Manager provided an update on PHPDA grant work. She discussed 2023 Letters of Intent and her meetings with potential applicants.
 - She provides feedback, informs them if their program is a good fit for a PHPDA grant, and is transparent about the application process, including how competitive PHPDA grants can be.
 - A Council member asked how prospective applicants learn about the PHPDA and the Health Equity Fund.
- The Grants Manager discussed the upcoming PEAK grantmaking conference. PHPDA will submit a session proposal that potentially focuses on grantmaking best practices.

Financial Stewardship

Update on State Audit

The Associate Director provided an update on the 2020- 2021 State Audit.



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- The 2020-2021 State Audit is in the final stages. The audit will focus on public meeting rules, electronic transfer of funds, retroactive salary changes done in Summer 2021, and the fraudulent email in Fall 2021.
- PHPDA could potentially receive a comment or official finding from the state auditor in regards to the retroactive salary increases or fraudulent email. We can respond and inform them of steps taken to make improvements. Any response to a finding will be made public.
- PHPDA expects the exit meeting will happen next week. Council members are invited to the meeting.

Other Program Work

Technical Assistance/Cohort Update

The Associate Director updated the Council on upcoming technical assistance/cohort work.

- PHPDA began hosting TA sessions in the fall of 2022.
- Staff are currently planning three TA sessions and one cohort for 2023:
 - First TA session will focus on grantwriting and will likely occur in late February or early March. A former Executive Director will help lead the session and has provided some preliminary slides.
 - Second TA session will focus on data collection and different types of evaluation. We are planning to host it in late Spring and a former Health Equity Scholar will help plan the session.
 - Third TA session will probably occur in the Fall and focus on communications. Staff may reach out to Pyramid Communications and a current grantee that has shown interest to helping with the session.
 - The first cohort will focus on connecting academia with community voice and probably begin in the Fall. The cohort will be group driven and consist of multiple sessions. The group will identify what they want to accomplish.
- PHPDA included funds in the 2023 budget to pay facilitators and/or community members that help plan and organize TA sessions and cohorts.

UW School of Health Capstone Project Update

The Executive Director and Associate Director reported on the UW School of Public Health capstone project.

- This is PHPDA's first capstone project with a UW School of Public Health master's student. One of PHPDA's Strategic Advisors is the student's faculty advisor. The project will conclude in June 2023.
- Currently the project focuses on understanding what types of community voice are being used in policy making and system change.
 - The student has completed a literature review. There is a limited amount of academic writing about using community voice so the student has widened their research.
- This project is a chance to analyze data from various PHPDA grants and identify strong themes supported by qualitative data which can then be presented to policy makers.



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- The student could have insight on PHPDA's data gathering practices and whether our data is usable and translatable into policy.
- Staff helped the student connect with some of PHPDA's grantees and sent them project summaries from grantees that focus on behavioral health. They are specifically looking at community driven and culturally appropriate assistance.
- Additionally, Staff connected the student with organizations that focus on policy work.

Property & Real Estate

North Lot Update

The Executive Director provided an update on the North Lot.

- SCIDpda's groundbreaking ceremony will be January 20. The Executive Director will be speaking in addition to other speakers.
 - Governing Council is invited and should let Staff know if they plan to attend so we can prepare for quorum.
- The Executive Director, SCIDpda, and Marpac Construction are negotiating a luffing crane agreement. The crane will cross over PHPDA's property from the North Lot. The agreement does not require Council action.
- PHPDA's Communications Manager and Executive Director met with Seattle Department of Transportation (SDOT) and SCIDpda to discuss possible bike lanes around the Pacific Tower Campus. SDOT continues to get input from Beacon Hill neighbors that live along the proposed bike route.

Update on Quarters Buildings

The Executive Director and our Real Estate Consultant updated the Council on the Quarters Buildings.

- Commerce issued the capital report to the Washington State legislature. The report includes potential programming options and a range of soft costs.
- Over the course of 2022, the program work group studied what type of programming would be ideal for the Quarters and discussed estimated operating costs. The work group includes providers involved in the possible programming and people with lived experience.
 - The program report has been written, but does not include the steps needed to achieve the programming being discussed.
 - Commerce is reviewing the report and anticipates the review will be completed by mid-January. Once Commerce reviews it, the Washington State Governor must approve the report before legislature reads it.
- Considering a third report that summarizes the capital and program reports. The third report could help electeds understand both reports without having to read them separately and help them think about development phases.
- A local organization has shown interest in being an anchor tenant for the Quarters buildings and Commerce would be an ideal master lessee.
- Commerce received funds from a Washington State budget proviso for additional community outreach. They must use the funds by June 2023. PHPDA plans to work with Makers to conduct



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the community outreach. We are trying to start the outreach as soon as possible so that results are available before the 2023 legislative session ends in April.

- Makers created a decision-making tool in correlation with the Master Plan to assist PHPDA when we are deciding on actions and development on the Pacific Tower Campus.
 - Governing Council would like to invite Makers to the February Council meeting to review the Master Plan and decision-making tool.
- PHPDA wants to maintain the community’s trust and their vision of us as an equitable organization.
- PHPDA is being thoughtful about other potential options for the Quarters. We could possibly generate three different scenarios then PHPDA selects a preferred approach. In addition, find ways to drive the selected approach, including community outreach.
 - The Executive Director and PHPDA’s Real Estate Consultant plan to outline three different approaches prior to the next Council meeting.
- Governing Council discussed scheduling a special meeting to talk about the possible Quarters programming and future plans. The meeting will only be a discussion, no action items. The Council will need twenty-four-hour notice.

Governance

Continue 2023 Governing Council Retreat Discussion

The Governing Council deferred their continued discussion of the 2023 Council retreat until the February meeting.

Adjournment

The meeting was adjourned at 7:06 PM.

Minutes approved: _____

2/15/2023
(Date)

From: [Whitney Regan](#)
To: [Virgil Wade](#)
Subject: RE: PHPDA GC Chair Signature Requested
Date: Thursday, February 16, 2023 10:08:00 AM
Attachments: [image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)

Thank you, Virgil! I will add your digital signature to the meeting minutes.



phpda.org

Whitney Regan (she/her) | **Office Coordinator**
206.432.3027 | w.regan@phpda.org | [2021 Annual Report](#)

Pacific Hospital Preservation & Development Authority
[1200 12th Ave S](#), Quarters 2, Seattle, WA 98144



For grant related matters, email grants@phpda.org.
[Join our email list](#) for news and funding announcements.

From: Virgil Wade <virgil@chiefseattleclub.org>
Sent: Wednesday, February 15, 2023 9:31 AM
To: Whitney Regan <w.regan@phpda.org>
Subject: Re: PHPDA GC Chair Signature Requested

CAUTION: This email originated outside the organization. Please don't click links, open attachments, or reply with confidential details unless you are certain you know the sender and are expecting the content. **NEVER PROVIDE CREDENTIALS** via email!

Good morning Whitney,

Yes, please proceed with my digital signature. Thanks.

Regards,

Virgil Wade, MBA
Pawnee/Choctaw
Deputy Director
Chief Seattle Club
virgil@chiefseattleclub.org

From: Whitney Regan <w.regan@phpda.org>
Sent: Wednesday, February 15, 2023 9:23 AM
To: Virgil Wade <virgil@chiefseattleclub.org>
Subject: PHPDA GC Chair Signature Requested

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe. Verify any information contained within.

Good Morning Virgil,

Please see attached for the Governing Council's 1/10 minutes which were approved at the 2/14 meeting.

With your permission, I can add your digital signature to the meeting minutes.

Thank you!



Whitney Regan (she/her) | **Office Coordinator**
206.432.3027 | w.regan@phpda.org | [2021 Annual Report](#)

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