



Meeting of the PHPDA Governing Council

Tuesday, April 11, 2023 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:** 817 3406 8843

<https://us02web.zoom.us/j/81734068843?pwd=eGNPT2NYSUJqK3hLTmJla1QxVElaZz09>

Phone Option: +1 253 215 8782

Password: EARTH (Numeric Password for Phone: 428702)

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Doris Koo	Bob Cook	AyeNay Abye	John Kim	Christina Bernard
Martine Pierre-Louis	Sue Taoka	Gloria Burton	Gene Yoon	Mallory Fitzgerald
Douglass Jackson (arrived 5:44pm)	Paul Feldman		Michael Finch (until 6:20pm)	Whitney Regan
			Denise Stiffarm	Virgil Wade (arrived 6:21pm until 6:50pm)

Doris Koo 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 from the March 14, 2023 meeting and the March 30, 2023 special meeting. (Moved/2nded Paul Feldman/Sue Taoka, 5 of 5 in favor)

The Governing Council accepted as information:

- The Program Committee minutes from March 1, 2023
- The Finance & Audit Committee minutes from March 1, 2023

Staff Report

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

- PHPDA’s bank, Columbia Bank, merged with Umpqua Bank in mid-March. The Associate Director continues to monitor the bank transition. Staff reached out to some vendors and tenants to update wire transfer information.
- The Office Coordinator is in the process of scheduling the first meetings with the selected 2023 Health Equity Scholars.
 - One of the selected applicants would like to explore the use of telehealth services in immigrant and first-generation Asian American populations in King County during the COVID-19 pandemic.
 - The other applicant is interested in performing qualitative data collection and analysis on barriers to dental care experienced by individuals with mental illness.
- A selected 2022 Health Equity Scholar asked to postpone their project until early 2023, but soon after they began their project in January 2023, they decided to stop due to their school and work load.

Grantmaking

2023 Renewal Major Grant Awards (Res. 02-2023)

The Grants Manager presented the recommended 2023 Renewal Major Grant Awards (Resolution 02-2023) to the Governing Council.



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- One second year grantee decided not to apply for renewal for a third year.
- One Renewal Grant contract is contingent on compliance with additional requirements of the grantee in their current grant per recent grant audit findings and return of outstanding unexpended funds in time to finalize and execute the new contract (roughly the third week of June). Additionally, if the July 2023- June 2024 grant is entered into additional reporting requirements will continue, along with a modified payment plan.
- The Associate Director discussed the Council’s ability to consider the Tubman Center for Health and Freedom’s Renewal 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 PHPDA funded project. Both AyeNay and their partner have fixed salaries, are not eligible for performance bonuses, are not compensated with PHPDA funds, and are not directly involved in the PHPDA 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 on record during the reporting of the 2022 LOI review and, since Tubman Center was selected for renewal, AyeNay will make appropriate disclosures and recusals related to consideration of the Renewal Grant awards, and will refrain from any input and discussion related to the Renewal Grant review process.
- The Review Panel consisted of PHPDA Staff (Whitney Regan and Mallory Fitzgerald), Council members (Bob Cook, Virgil Wade, and Douglass Jackson), and a Strategic Advisor (Diane Pietrowski). Five out of six reviewers participated at the review meeting on April 7th and discussed the twelve (12) applicants to distribute PHPDA’s limited funding pool of \$2.3 million. The Panel recommended renewing twelve (12) applications totaling \$2,104,670.

The twelve (12) following organizations were recommended for renewal funding:

Asian Counseling and Referral Service	Childhaven	Comunidad Latina de Vashon
East African Community Services	Evergreen Treatment Services	Global Perinatal Services
Living Well Kent Collaborative	Lutheran Community Services Northwest	Purpose. Dignity. Action
Rainier Valley Birth & Health Center	Somali Health Board	Tubman Center for Health and Freedom

- Grantees will be informed of our decision on Friday, April 14. The Grants Manager asked the Council to not share information about the awards until after Friday.



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The Governing Council voted to approve Resolution 02-2023, authorizing the Executive Director to negotiate and execute the 2023 Renewal Major Grants contracts. (Moved/2nded by Bob Cook/Douglass Jackson, 6 of 6 in favor)

Risk Management

Updating Risk Management Plan

The Associate Director and Council Treasurer led a discussion on the PHPDA Risk Management Plan.

- The Program and Finance Committees reviewed the final list of risks at their meetings last week. The final list was included in the Council's meeting packet.
- Finance Committee suggested the scoring take place before Staff adds current mitigations.
- After the Governing Council, Strategic Advisors, and Staff score risks, Staff will add current mitigations before sharing the scores with Governing Council.
- The Executive Director and Associate Director will represent Staff when scoring after meeting with staff to get their input.
- The Associate Director will send the final list of risks and instructions explaining the scoring process to Governing Council and Strategic Advisors following this meeting. The Council was asked to send scores to the Office Coordinator by end of day Friday, April 21.

Property & Real Estate

Property Signage

The Communications Manager updated the Council on property signage.

- The construction on the North Lot and possible upcoming changes to the Quarters Buildings prompted a discussion on comprehensive property signage. The Communications Manager is working on updating multiple signs in various spaces around the Pacific Tower Campus.
- SCIDpda is in the process of naming their residential buildings on the North Lot and understands PHPDA's plan to update campus signage.
- PHPDA would like the main north facing signs on campus to be as simple as possible.
- PHPDA met with City of Seattle Landmarks Preservation Board to learn best practices, design choices, and possible options for updating signage. Landmarks Preservation Board is open to having conversations with PHPDA about potential changes and help as much as possible.
- PHPDA received feedback about property signage while working on Makers' Master Plan a couple of years ago. PHPDA would like to help the community on wayfinding and understand who and what is located on the campus.
- PHPDA is planning to make some signs adjustable because Tower sub-tenants will change and trying to move away from A-frame signs.

North Lot Update

The Executive Director reported on the North Lot.

- PHPDA continues to discuss ways to address the brown water issue in the Pacific Tower.



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- When the North Lot construction began in late 2022, there was an issue with sediment in the water causing brown water in the Pacific Tower. JLL discovered the sediment was from the use of hydrant water.
- JLL concluded that updating the water filtration system will help address the issue and determined that the existing water pumps need to be replaced. The current water pumps are not strong enough to push the water through the proposed new filtration system.
- A large percentage of the costs will likely be covered by Commerce and PacMed. SCIDpda will possibly cover a small percentage of the costs because this issue will probably occur throughout the entirety of the North Lot construction.
- SCIDpda is in the process of closing the Purchase and Sale Agreement with AiPACE for the condominium in Building A. AiPACE plans to name the space after a former International Community Health Services (ICHS) CEO.

Update on Quarters Buildings

The Executive Director and PHPDA's Real Estate Consultant discussed the Quarters Buildings.

- Commerce could receive operating funds from Washington State to potentially extend the current Quarters Access Agreement for two more years and to issue a Request for Proposals (RFP) in the fall for a Quarters provider or operator.
- Commerce completed their review of the Quarters program work group report. The final report was sent to the Council prior to this meeting.
- A Council member asked about the Quarters 10 diagram included in the program report. PHPDA's Real Estate Consultant informed the Governing Council the diagram was labeled incorrectly. Quarters 3-9 are suited for residential use and Quarters 10 could be used for community spaces.
- The program work group report clearly states PHPDA's interest in creating a holistic campus. PHPDA's priority is to use the campus in a way that benefits current campus stakeholders and neighbors.
- The program work group struggled to find a program similar to the proposed programming shared in the report. There may be some challenges identifying potential program operating costs because the proposed concept is relatively new.
- Makers' Master Plan could help PHPDA anticipate possible community concerns that arose during Commerce's Quarters program work group process.
- The Council discussed how PHPDA will evaluate the Quarters program once it begins.
 - Potentially set up an evaluation project for Quarters programming. It could possibly be a New Major Grant awarded to the provider or a Health Equity Scholar project.
 - Commerce's RFP could include a note requesting providers conduct a robust evaluation of the program.
 - PHPDA may reach out to community and Council members for input on the RFP.
- The Communications Manager is connecting Pyramid Communications and Makers on the Quarters outreach work.
- A Council member suggested that the Governing Council take a tour of the Quarters Buildings this summer, led by PHPDA's Real Estate Consultant. Possibly use Commerce's program work group report and diagrams as a guide.



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Executive Session Pursuant to RCW 42.30.110(g) to Evaluate the Qualifications of an Applicant for Public Employment

The Governing Council entered into Executive Session for thirty (30) minutes at 6:21 PM.
The Governing Council exited Executive Session at 6:51 PM.

The Governing Council voted to go back into Executive Session for fifteen (15) minutes. (Moved/2nd by Doris Koo/Bob Cook, 6 of 6 in favor)

The Governing Council entered into Executive Session for fifteen (15) minutes at 6:51 PM.
The Governing Council exited Executive Session at 7:06 PM.

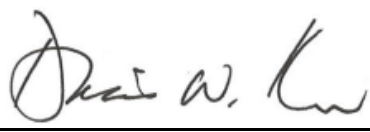
Governance

Executive Director Search

The Acting Council Chair led a discussion on the PHPDA Executive Director search. The Governing Council voted to convene a special meeting of the Council to consider the appointment of a candidate as Executive Director. (Moved/2nd by Doris Koo/Bob Cook, 6 of 6 in favor).

Adjournment

The meeting was adjourned at 7:16 PM.

Minutes approved: 

5/15/2023
(Date)

From: [Whitney Regan](#)
To: [Doris Koo](#)
Subject: RE: PHPDA GC Acting Chair Signature Requested
Date: Monday, May 15, 2023 12:31:00 PM
Attachments: [image004.png](#)
[image005.png](#)
[image006.png](#)

Thank you, Doris! I will add your digital signature to the documents.



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: Doris Koo <doris.w.koo@gmail.com>
Sent: Monday, May 15, 2023 11:05 AM
To: Whitney Regan <w.regan@phpda.org>
Subject: Re: PHPDA GC Acting 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!

Yes please use my electronic signature. Thanks.

Sent from my iPhone

On May 15, 2023, at 9:56 AM, Whitney Regan <w.regan@phpda.org> wrote:

Good Morning Doris,

Please see attached for the Governing Council's 4/11 meeting minutes and 4/17 special meeting minutes. Also, attached is Resolution 04-2023. All were approved at the 5/9 meeting.

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

Thank you!

[<image002.png>](#)

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

phpda.org

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

[<image004.png>](#)

[<image006.png>](#)

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<A1. Governing Council Minutes 4.11.2023.docx>

<A2. Sp. Governing Council Minutes 4.17.2023.docx>

<Resolution 04-2023 New Major Grant Awards.docx>