



Special Meeting of the PHPDA Governing Council

Monday, April 17, 2023 3:30 – 4:00 PM

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

Meeting: <https://zoom.us> **Meeting ID** 838 2560 6587

<https://us02web.zoom.us/j/83825606587?pwd=NTZKVGlscnRmdlpHR1pHRzlkYktyUT09>

Phone Option: 1-253-215-8782

Password: PHPDA (Numeric Password for Phone: 796229)

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Bob Cook	Doris Koo	Gloria Burton	Denise Stiffarm	Gene Yoon
Douglass Jackson	Paul Feldman		Christina Bernard	
Martine Pierre-Louis	Sue Taoka			
AyeNay Abye				

Doris Koo called the meeting to order at 3:35 PM. A quorum was present. There was no public comment.

Executive Director Succession

Resolution 03-2023 Appointment of Executive Director

Governing Council Acting Chair Doris Koo provided an overview of the Executive Director resignation and potential candidate processes.

- The Council created a four-member Search Group (Bob Cook, Douglass Jackson, Martine Pierre-Louis, and Doris Koo).
- The Group followed similar processes from the previous Executive Director search.
- Staff conducted an interview and followed up with the Acting Chair.
- The candidate provided a presentation to the entire Governing Council during the regular April Governing Council meeting.
- The Group decided to move the candidate forward and the Acting Chair started reference checks.
- The start date has been agreed upon for May 15 and a salary has been confirmed.

The Council discussed Resolution 03-2023, thanked the Acting Chair, Search Group, PHPDA Staff, and Legal Counsel for the smooth process and transition.

- The Acting Chair asked that the Communications Manager work with Pyramid for a joint communications plan with Chief Seattle Club in drafting and publishing a coordinated announcement.
- PHPDA Legal Counsel reminded the Council that employment is still subject to the Acting Chair's reference checks and subject to contract negotiations.
- An updated job description, interview questions, candidate's resume, and reference notes will be physically held by the PDA's Legal Counsel and at a secured PHPDA location.

The Governing Council voted to approve Resolution 03-2023, authorizing the Acting Chair of the Governing Council to complete and negotiate an employment contract with Virgil Wade as PHPDA Executive Director. (Moved/2nded by Bob Cook/AyeNay Abye, 7 of 7 in favor)

Adjournment

The meeting was adjourned at 3:56 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>](#)

For grant related matters, email grants@phpda.org.

[Join our email list](#) for news and funding announcements.

<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>