



Meeting of the PHPDA Governing Council

Tuesday, June 13, 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: 813 5729 1693

<https://us02web.zoom.us/j/81357291693?pwd=TmY5dmFHMxQ4NVg4TVhVZGdmVjl5Zz09>

Phone Option: +1 253 215 8782

Password: SUMMER (Numeric Password for Phone: 305443)

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Doris Koo	AyeNay Abye	Paul Feldman	Virgil Wade	Christina Bernard
Sue Taoka	Douglass Jackson	Gloria Burton	Mallory Fitzgerald	Gene Yoon
Bob Cook	Martine Pierre-Louis (until 6:15pm)		Whitney Regan	

Doris Koo called the meeting to order at 5:33 PM. A quorum was present. There was no public comment.

Welcome New PHPDA Executive Director

The Acting Council Chair, Doris Koo, welcomed the new Executive Director, Virgil Wade, to his first Governing Council meeting as PHPDA Executive Director. Virgil Wade commented on his time at PHPDA so far.

Consent Calendar Minutes

The Governing Council approved the minutes from the May 9, 2023 meeting. (Moved/2nded by Doris Koo/Douglass Jackson, 6 of 6 in favor)

The Governing Council accepted as information:

- The Program Committee minutes from May 3, 2023
- The Finance & Audit Committee minutes from April 5, 2023 and May 3, 2023

Staff Report

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

- He shared highlights from his first few weeks at PHPDA. He met with each Staff member one on one to get to know them and their roles.
- The Executive Director attended a 2023 New Major Grant contract meeting.
- Staff are working on Quarters programming community outreach meetings, including meetings with Department of Commerce, community members, and key stakeholders.

Financial Stewardship

2022 Independent Audit

The Associate Director and Treasurer reviewed the 2022 Independent Audit provided by Clark Nuber at the June Finance Committee meeting.

- There were no findings, resulting in a clean and unmodified audit.
- The Council Treasurer and State Auditors attended the Clark Nuber exit meeting on April 28.
- The North Lot sale and new lease accounting entries under GASB 87 are correct. Clark Nuber made no changes to the entries.
- The revenue will look higher than the actual cash income because of the lease accounting entries. Usually, the revenue looks higher earlier in the lease.



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- The Office Coordinator will send the final audit to the City of Seattle and our banking officer at Umpqua Bank.

The Governing Council voted to approve the 2022 Independent Audit. (Moved/2nded by Bob Cook/Sue Taoka, 6 of 6 in favor)

Other Program Work

Update on Technical Assistance & Cohort Work

The Associate Director provided an update on technical assistance (TA) work and the upcoming cohort.

- PHPDA hosted our second 2023 TA session last week. A former Health Equity Scholar led the session on evaluation, specifically how to think about evaluation and when to use different types of evaluation.
 - About twenty-five grantees and grant applicants attended the session. Staff, a PHPDA volunteer, and the session lead facilitated breakout rooms.
 - The Communications Manager sent a survey following the session.
- PHPDA is considering a third TA session this year focused on financial tracking, specifically tracking funds from various sources. Staff may reach out to our accountants for assistance.
- The Communications Manager spoke to PHPDA's Communications Consultants, Pyramid, about a potential TA session focused on communications.
- PHPDA is recording all the TA sessions. We may repeat some sessions in the future as well as build a library of the recordings. The last couple of sessions Staff recorded an introduction with the session lead and sent it out as homework prior to the session.
- PHPDA's first cohort will likely begin in early 2024. The cohort will focus on bringing community voice into academia. Staff are working with a PHPDA Strategic Advisor who is a Clinical Associate Professor at the University of Washington School of Public Health.
- The Associate Director and Communications Manager connected with the Dean at Seattle University College of Nursing. Staff are meeting with the Dean this month. PHPDA could help connect nursing students with grantees.
- Staff met with City of Seattle's PACE program. The program focuses on engaging with different communities in Seattle. PHPDA may discuss joining or hosting a PACE program cohort focused on health equity at the city level.

UW School of Public Health Capstone Project Update

The Associate Director reported on the University of Washington School of Public Health capstone project.

- The capstone student presented their final report and their recommendations at the Program Committee meeting last week.
- Potentially create advocacy workshops or other learning opportunities for PHPDA grantees to come together and learn from one another.
- PHPDA could look across funded projects to discuss potential policy work and system change.



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- The Associate Director discussed the next capstone project, which will likely begin this fall. PHPDA is currently discussing the potential topic, including evaluation of PHPDA funded projects, and learning what to do with all the information PHPDA receives from grantees.

Property & Real Estate

North Lot Update

The Executive Director and Communications Manager updated the Council on North Lot activities.

- The Executive Director provided an update on the Pacific Tower water pumps and filtration system upgrades. JLL has executed a contract with the contractors, but the contractors are waiting for some parts before they start.
 - PHPDA Legal Counsel created a simple agreement with SCIDpda for their portion of the project costs.
 - The upgrades are expected to be completed by end of August
- The Executive Director will meet with SCIDpda once per month starting next week. SCIDpda will provide North Lot construction updates.
- The Communications Manager met with SCIDpda to discuss signage on campus. SCIDpda is hiring a consultant to help with North Lot signage and SCIDpda will cover all costs. During the consultation process, SCIDpda would like PHPDA's feedback on design. PHPDA will share the signage design throughout the rest of the campus and cover the cost of those upgrades.
 - The North Lot signage for Building A is expected to be completed in August 2024.
 - PHPDA will possibly include signage upgrades in our 2024 budget.
- AiPACE and SCIDpda have come to an agreement on the condominium sale. It will be a senior community center.

Quarters Access Agreement Extension

The Executive Director and Acting Chair discussed the Quarters Access Agreement extension.

- The Executive Director met with PHPDA's Real Estate Consultant and Legal Counsel to discuss the Quarters Access Agreement extension and what the next steps are.
- The Quarters Access Agreement will likely be extended for two more years covering July 1, 2023- June 30, 2025. Department of Commerce may pay the full amount upfront, which could be around \$400,000 per year, total of \$800,000.
- The Executive Director met with Commerce last week and discussed the possible access agreement extension.

Update on Quarters Buildings

The Executive Director and Acting Chair provided updates on the Quarters Buildings.

- PHPDA continues to discuss the upcoming Request for Proposals (RFP) process with Commerce. Commerce is looking for a Quarters operator or provider that aligns with the programming being discussed.



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- The Executive Director plans to meet with Commerce this month to discuss the RFP process and a potential long-term Quarters lease.
- PHPDA is advocating to include our voice in the RFP conversation. Commerce welcomes PHPDA's involvement in the process.
- Several past and current PHPDA grantees work with homeless youth and young adults. PHPDA plans to schedule meetings with them and other organizations that work with homeless youth to share campus updates and discuss the potential Quarters programming.
- PHPDA, Commerce, and a State Representative discussed reopening the café in the Tower.
- PHPDA considered a short-term Quarters lessee, but would risk a higher chance of vacancy compared to a long-term lessee.
- PHPDA Staff are meeting with a State Representative and Commerce next month to continue discussing the Quarters budget, a potential long-term Quarters lease, and Quarters programming.

Governance

Potential New Governing Council Member

The Executive Director and Acting Council Chair led a discussion on recruiting new Council members.

- The Acting Council Chair suggested Staff and Council members think about possible characteristics a future Council member should have that would be beneficial to the PHPDA. Suggested characteristics are: grounded in community, understands advocacy at a community level, and younger generation.
 - Staff will work on a document that includes the possible characteristics and potential nominees.
- The Executive Director met with a former Council member who is interested in joining Program Committee as a Strategic Advisor. They will likely join Program in September.
- The Acting Council Chair suggested Committee Chairs think about current Strategic Advisors that could possibly move to the Governing Council.
- PHPDA would like to appointment a new Governing Council member by September.
- Possibly ask potential nominees to start as a Strategic Advisor to learn about PHPDA's work before joining the Governing Council.
- A Council member suggested reaching out to former Health Equity Scholars, but PHPDA must keep in mind possible conflicts of interest.
- The Executive Director asked Council members to send any possible nominees to him and he will discuss them with the Acting Council Chair.



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Adjournment

The meeting was adjourned at 6:53 PM.

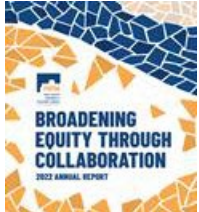
Minutes Approved:

A handwritten signature in black ink, appearing to read "David W. Kw", is written over a horizontal line.

7/12/2023
(Date)

From: [Whitney Regan](#)
To: [Doris Koo](#)
Subject: RE: PHPDA GC Acting Chair Signature Requested
Date: Wednesday, July 12, 2023 1:22:00 PM
Attachments: [image003.png](#)
[image004.png](#)

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



[2022 Annual Report](#)

Whitney Regan (she/her) | **Office Coordinator**
206.432.3027 | w.regan@phpda.org | www.phpda.org

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



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View PHPDA's [Privacy Policy](#) and public records requirements.*

From: Doris Koo <doris.w.koo@gmail.com>
Sent: Wednesday, July 12, 2023 1:17 PM
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 for these documents. Thanks Whitney.

From: Whitney Regan [<mailto:w.regan@phpda.org>]
Sent: Wednesday, July 12, 2023 12:25 PM
To: Doris Koo <doris.w.koo@gmail.com>
Subject: PHPDA GC Acting Chair Signature Requested

Good Afternoon Doris,

Please see attached for the Governing Council's 6/13 meeting minutes and Resolution 05-2023 which were approved at the meeting yesterday 6/12.

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

Thank you!

Whitney Regan (she/her) | **Office Coordinator**



[2022 Annual Report](#)

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