



Meeting of the PHPDA Governing Council

Tuesday, July 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: 815 1831 6884

<https://us02web.zoom.us/j/81518316884?pwd=SGIVSWd4QUpaS3pmY3Z1SitmWS9HZz09>

Phone Option: +1 253 215 8782

Password: SLURPEE (Numeric Password for Phone: 8285935)

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Doris Koo	Bob Cook	Gloria Burton	Virgil Wade	Christina Bernard
Paul Feldman	Sue Taoka		Mallory Fitzgerald	Gene Yoon
AyeNay Abye (arrived 5:35pm)	Douglass Jackson		Whitney Regan	Denise Stiffarm
Martine Pierre-Louis			Michael Finch	

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

Consent Calendar Minutes

The Governing Council approved the minutes from the June 13, 2023 meeting. (Moved/2nded by Paul Feldman/Bob Cook, 7 of 7 in favor)

The Governing Council accepted as information:

- The Program Committee minutes from June 7, 2023
- The Finance & Audit Committee minutes from June 7, 2023

Staff Report

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

- Grants Staff conducted six out of seven 2023 New Major Grant contract meetings. The seventh is scheduled for later this month.
- In the final stages of updating the Risk Management Plan.

Grantmaking & Grant Management

Update from Ad Hoc Grants Work Group

The Associate Director and Chair of the Ad Hoc Grants Work Group provided an update from the ad hoc group.

- The ad hoc grants work group had their second meeting last week and plan to have one more meeting in August.
- The ad hoc group will likely provide a full report out at the September or October Program Committee and Governing Council meetings. Some things will be recommended for action this year while others will be recommended for continued discussion into 2024.
- The ad hoc group discussed:
 - Changing the Letter of Intent (LOI) review panel meeting format. Going forward it will be a separate panel meeting, not at the February Program Committee meeting.
 - Increasing the number of reviewers on each grant review panel to allow for some cushion if reviewers cannot complete their reviews in time. Plan to invite former Staff, Governing Council members, and Strategic Advisors to join panels.



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- The ad hoc group discussed possibly inviting successful past grantees (not current grantees or applicants) to join review panels in the future.
- Decreasing the number of Nimble Grant cycles to two from three.
- Creating a database of grantee information. Possibly add on to our current grants software or purchase new software. Include funds in the 2024 budget for a consultant to assist with the implementation of a database.
- Potentially removing Major Grant focus areas. PHPDA does not limit grants to the specific focus areas, but interested to know if they provide value to the applications we receive. Plan to discuss this in more detail with Program Committee later this year.
- Starting in 2024, remove program budgets from Major and Renewal Grant scoring. Instead, Staff will analyze the budgets and note possible concerns in the tech reviews. Reviewers will still see financial information and the panel will take possible concerns into account but not as part of the scoring matrix.
- Continued discussion of possible options for multi-year Major Grant relationships and simplification of the renewal process.
- PHPDA Staff, Program Committee, and Strategic Advisors conduct a thorough review of all grant forms, including applications, guidances, report forms, and evaluations in 2024.
- So far, Program Committee has agreed with the recommendations the ad hoc grants work group has discussed. The ad hoc group will continue discussing how best to streamline the recommendations to make them more attainable.
- A Council member commented on their experience reviewing grants and suggested ways to possibly simplify the review process. Grants Staff discussed this in the past and shared some ideas with the Council. The ad hoc group plans to discuss this in more detail at their final meeting.

Change Nimble Grant Cycles

The Associate Director and Grants Manager led a discussion on changing the number of Nimble Grant cycles.

- Proposing PHPDA eliminate the November deadline (currently Cycle 1). Going forward, the first deadline would be in February and the second in August. Final dates will be determined in December when the Nimble Grant guidance is approved.
- The total amount awarded in Nimble Grants would remain the same, but divided between two cycles rather than three.
- Cycle 1 generally has a significantly lower number of applications compared to the other cycles. Also, Cycle 1 affects the annual budget approval process because in the past the Nimble Grant funding was pre-approved by the Council before the final budget was approved at the end of the year due to the timing of Cycle 1.
- PHPDA Grants Staff and Communications Manager plan to work on communication to share with the public so they are aware of the change.

The Governing Council voted to decrease the number of Nimble Grant cycles to two from three annually beginning with 2024 grantmaking. (Moved/2nded by Douglass Jackson/AyeNay Abye, 7 of 7 in favor)



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Other Program Work

Continuing Seattle University Health Law Policy Clinic Memorandum of Agreement (Res. 05-2023)

The Associate Director discussed renewing the Seattle University (SU) Health Law Policy Clinic Memorandum of Agreement (MOA) (Resolution 05-2023).

- PHPDA and SU School of Law partnered together to develop the first class in fall 2022. The class is on track to start again in fall 2023.
- Only a few changes were made to the 2023 MOA and SU Law has reviewed it.
- Staff are meeting with the clinic professor and a SU Law staff member tomorrow to discuss the upcoming class.
- Currently PHPDA's funding covers the professor's salary. PHPDA will likely decrease funding over time, but remain partners with SU Law.
- The clinic professor shared with PHPDA Staff last year's student's class evaluations and feedback from the nonprofit organizations they worked with.
 - Helpful to read what the students got out of the class, what they learned, and how they connected with the community. Also, PHPDA learned more about the advocacy focus areas the class worked on.
 - Governing Council would like to read last year's evaluations, as well as the ones from the upcoming course, as they continue to review and discuss the partnership with SU Law.
- The 2023 MOA states SU Law must provide mission deliverables to PHPDA. Also, the clinic professor must meet with PHPDA Staff to discuss the 2023 class evaluations.
- It would be helpful to look at all PHPDA's current partnerships to see how they fit into the Strategic Framework.
- A PHPDA Strategic Advisor helped connect the 2022- 2023 UW School of Public Health capstone student with the SU Health Law Policy Clinic. The student attended a clinic class last year.

The Governing Council voted to approve Resolution 05-2023, authorizing the Executive Director, contingent on the Governing Council's adoption of an annual operating budget that includes funding for the Clinic, to enter into annual MOAs with Seattle University Law School substantially in the form attached to the resolution as Exhibit A for up to three years (2023-2025), with the funded amount in 2023 set at \$30,000.00. (Moved/2nded by Doris Koo/Bob Cook, 7 of 7 in favor)

Update on Technical Assistance & Cohort Work

The Associate Director updated the Council on technical assistance (TA) and cohort work.

- PHPDA has hosted two TA sessions in 2023. One was led by a former PHPDA Executive Director focused on grantwriting. The second was led by a former Health Equity Scholar focused on evaluation and when to use different types of evaluation.
- The Associate Director is meeting with PHPDA's accountants soon and plans to ask if they can lead a TA session later this year focused on financial tracking, specifically tracking funds from various sources.



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- The Communications Manager will continue discussing a possible communication focused TA session with our Communications Consultants, Pyramid.
- Possibly include questions about future TA work in grantee reports. Staff did ask for feedback on potential topics at the All Grantees Meeting last year. Also, the Associate Director met with past grantees to get feedback before we hosted the first TA session.
 - PHPDA could possibly form a group with grantees to get their feedback and input on future TA topics.
- Staff met with a PHPDA Strategic Advisor to discuss the 2024 cohort. The cohort will focus on connecting community voice with academia. The Strategic Advisor plans to write an initial summary about the cohort and talk to people at University of Washington (UW) to see who may be interested in assisting.
 - The cohort will include PHPDA grantees and likely have four sessions. Members will meet every couple of weeks to discuss the focus area.
 - The cohort will probably meet during UW's 2024 winter quarter or beginning of spring quarter.
 - The PHPDA Strategic Advisor is also helping with the development of the 2023- 2024 UW capstone project.
- PHPDA may host gatherings for grantees to discuss advocacy work and learn from one another.
- PHPDA will review the outcomes and deliverables from the TA sessions, cohorts, and UW projects to see if they align with our plans and learn how best to move forward.

Personnel

Staffing Updates

The Executive Director shared information about potential PHPDA staffing updates.

- The Executive Director has been evaluating Staff's workloads and roles to better understand them and think about future work.
- The Executive Director has concerns about Staff's current workloads and how much additional work they can accept. PHPDA wants to make sure we can do the work we have committed to.
- The Executive Director plans to share his recommended staffing changes with the Council next month rather than asking for action this month.
- Both Committees shared suggestions at their meetings last week:
 - Program Committee suggested the Executive Director meet with Council members to discuss the recommended staffing changes in more detail.
 - Finance Committee suggested PHPDA keep various scenarios in mind when projecting the budget impacts, such as include the possibility the new Office Administrator may have dependents.
- A Council member suggested hiring an HR Consultant sooner rather than later to look at the current Staff roles and possibly map out future work to see what Staff capacity will look like.
- Governing Council would like to take some time to think about the potential staffing updates and thoroughly review the possible changes.



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The Governing Council did not take action on staffing updates at this time.

Property & Real Estate

North Lot Update

The Executive Director provided an updated on North Lot activities.

- He met with SCIDpda to introduce himself and debrief on North Lot activities. Marpac Construction continues to send updates to PHPDA Staff and campus stakeholders.
- SCIDpda agreed to pay for a portion of the Pacific Tower water pumps and filtration system upgrades because North Lot construction affects the water in the Tower.
 - PHPDA plans to write a simple agreement for SCIDpda's portion of the reimbursements.
- AiPACE is moving forward with a Purchase and Sale Agreement for a condominium in Building A on the North Lot.
 - AiPACE is concerned about a provision in the Continuing Property Conditions Agreement put in place when SCIDpda purchased the North Lot. The provision states PHPDA has the right of first offer and right of first refusal if SCIDpda decides to sell the property.
 - PHPDA will likely meet with AiPACE to answer questions and explain why the provision is in place.

Department of Commerce Quarters Access Agreement Extension

The Real Estate Consultant Michael Finch discussed the Department of Commerce Quarters Access Agreement extension.

- He has drafted a new Temporary Use License to allow Commerce access to the Quarters Buildings for two more years. PHPDA is asking for a one-time payment of \$800,000 (\$400,000 per year).
- The license states Commerce has the right for first negotiation for a Quarters lease. If that does happen, PHPDA and Commerce may first discuss amending the current Tower lease to include a Quarters lease. Additionally, if a Quarters lease is entered into for at least twenty-five years or the Tower lease is extended for ten years to include the Quarters, Commerce may receive a credit toward future base rent payments.

The Governing Council did not take action on the Department of Commerce Quarters Access Agreement extension at this time.

Update on Quarters Buildings

The Executive Director provided updates on the Quarters Buildings.

- Staff continue to set up Quarters outreach meetings with organizations that work with homeless youth and young adults to discuss the potential Quarters programming and introduce the new PHPDA Executive Director.
 - The meetings have helped PHPDA connect with additional organizations that could provide valuable input and feedback on the potential programming.



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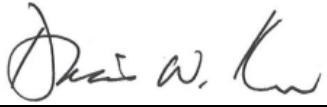
Password: SLURPEE (Numeric Password for Phone: 8285935)

- PHPDA is ready to start assisting with development of possible Scope of Work for the Quarters Buildings following the outreach meetings. PHPDA will share it with Commerce as they prepare a Request for Proposals (RFP) for a Quarters provider or operator, which will likely be released in the fall.
 - The Communications Manager shared a list of organizations that showed interest in becoming the Quarters provider or operator. Most of the organizations PHPDA has met with have shown some interest in Commerce’s RFP.
 - The provider or operator could be a partnership, does not necessarily need to be one organization.
- PHPDA is keeping in mind the possible age groups that could reside in the Quarters and the challenges that may occur if mixing minors and young adults.
- PHPDA will talk to JLL about property management going forward if a residential type structure is implemented.

The Acting Council Chair asked Council members to share possible Governing Council nominees with the Executive Director. The Acting Chair and Executive Director would like to meet with nominees soon.

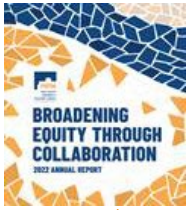
Adjournment

The meeting was adjourned at 6:41 PM.

Minutes approved:  8/9/2023
 (Date)

From: [Whitney Regan](#)
To: [Doris Koo](#)
Subject: RE: PHPDA Acting GC Chair Signature Requested
Date: Wednesday, August 9, 2023 12:32:00 PM
Attachments: [image002.png](#)
[image003.png](#)

Thank you, Doris! I will add your digital signature to both 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



For grant related matters, email grants@phpda.org.
Join our [email list](#) for news and funding announcements.
View PHPDA's [Privacy Policy](#) and public records requirements.

From: Doris Koo <doris.w.koo@gmail.com>
Sent: Wednesday, August 9, 2023 12:28 PM
To: Whitney Regan <w.regan@phpda.org>
Subject: Re: PHPDA Acting 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!

Yea please affix my electronic signature to these documents. Thanks Whitney.

Sent from my iPhone

On Aug 9, 2023, at 9:29 AM, Whitney Regan <w.regan@phpda.org> wrote:

Good Morning Doris,

Please see attached for the Governing Council's 7/11 meeting minutes and Resolution 06-2023 which were approved at the meeting yesterday 8/8.

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

Thank you!

<[image002.jpg](#)>

[2022 Annual Report](#)

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

Pacific Hospital Preservation & Development Authority

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<A1. Governing Council Minutes 7.11.2023.docx>

<D2. Resolution 06-2023 Retaining Clark Nuber.doc>