



Meeting of the PHPDA Governing Council
 Tuesday, September 12, 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: 812 6699 5129
<https://us02web.zoom.us/j/81266995129?pwd=VVpkT1BDOHRQTzJDZGg3K0hkM3BFZz09>

Phone Option: +1 253 215 8782

Password: KNOWLEDGE (Numeric Password for Phone: 574001359)

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Doris Koo (arrived at 5:36pm)	Bob Cook	Gloria Burton	Virgil Wade	Christina Bernard
Douglass Jackson	Sue Taoka		Gene Yoon	Mallory Fitzgerald
Martine Pierre-Louis	AyeNay Abye (arrived 5:33pm)		Whitney Regan	Michael Finch
Paul Feldman			Denise Stiffarm	

Bob Cook 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 August 8, 2023 meeting. (Moved/2nded by Sue Taoka/Douglass Jackson, 6 of 6 in favor)

The Governing Council accepted as information:

- The Program Committee minutes from August 2, 2023
- The Finance Committee minutes from August 2, 2023

Staff Report

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

- PHPDA executed a contract with a consultant to conduct external IT penetration testing. Staff met with the consultants today to go over the Rules of Engagement and next steps. Testing will begin on Monday, September 18.
- PHPDA hired an HR Consultant. The Executive Director shared with the Council the consultant’s background and why PHPDA selected them. The Executive Director and Associate Director had their first meeting with the consultant and the consultant plans to meet with other Staff members next week.

Doris Koo took over as Chair following the Executive Director’s Staff Report update.

Grantmaking & Grant Management

2023 Nimble Grant Cycle 3 Awards (Res. 07-2023)

The Grants Manager reviewed Resolution 07-2023 on 2023 Nimble Grant Cycle 3 Award recommendations.

- The Review Panel consisted of five (5) participants (PHPDA Staff Christina Bernard and Mallory Fitzgerald; Governing Council Members Bob Cook and AyeNay Abye; and Strategic Advisor Marguerite Ro). One Council member was unable to participate so an additional Council member volunteered to participate in order to have a more robust review.
- PHPDA Finance Committee reviewed the year-to-date grant expenses and the amount of unexpended funds PHPDA expects to receive at their September 6 meeting, and Committee



Meeting of the PHPDA Governing Council
 Tuesday, September 12, 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: 812 6699 5129
<https://us02web.zoom.us/j/81266995129?pwd=VVpkT1BDOHRQTzJDZGg3K0hkM3BFZz09>

Phone Option: +1 253 215 8782

Password: KNOWLEDGE (Numeric Password for Phone: 574001359)

members expressed comfort with the 2023 Nimble Grant Cycle 3 review panel recommending additional spending of \$50,000- \$100,000 over budget, if appropriate based on proposal strength.

- PHPDA received fifty-one (51) applications. One application was ineligible for funding following a Staff review. The Review Panel recommended full and partial funding for the following organizations, funding eight (8) programs totaling \$203,958.40:

Hepatitis Education Project	International Community Health Services	Kin On
King County Play Equity Coalition (Fiscal Sponsor Seattle Parks Foundation)	Northwest Health Law Advocates	Sound Generations
University Beyond Bars	Washington Academy for International Medical Graduates dba The International Medical Graduates Academy	

- All applicants who were not awarded have the option to contact the Grants Staff for feedback.
- Review Panel members commented on their experience:
 - The number of applications submitted may cause PHPDA to consider possible changes in the future to help reduce the burden on reviewers.
 - Strong amount of consensus among the panel members going into the review panel meeting. The panel focused on the proposals with the sixteen highest scores due to the number of applications and limited time to meet. Also, panel members had the opportunity to advocate for any proposals not included in the top sixteen. Grants Staff provided a list of the proposals with the sixteen highest scores prior to the panel meeting.
 - The review panel discussed ways to potentially improve the Nimble Grant process and plan to share that feedback with the ad hoc grants work group.
- A Council member asked PHPDA if they know why they received so many applications for Nimble Cycle 3 compared to previous Nimble Grant cycles. PHPDA sent out a public announcement about the decrease in Nimble Grant cycles to two from three annually starting in 2024 and suspect that may have to do with it.
- Grants Staff offer to meet with potential applicants before they submit their application to answer questions and offer some feedback. They met with about a quarter of the organizations that submitted Nimble Cycle 3 applications.
- Possibly find ways to see which communities PHPDA may not be reaching. PHPDA may need to do more outreach to communities that are not submitting applications.
- PHPDA may want to keep in mind the type of organizations that are applying. Quite a few large organizations regularly apply likely because of their staff capacity compared to smaller organizations. The ad hoc grants work group and Program Committee may discuss this in more detail.
- PHPDA plans to review all grant documents and forms next year and may make changes if needed.
- A Council member asked the ad hoc grants work group and Program Committee members to think about what PHPDA would like to achieve from grants and how the grants are executed. PHPDA is one of the few funders that looks for innovative projects and tries to look outside the box.



Meeting of the PHPDA Governing Council Tuesday, September 12, 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: 812 6699 5129
<https://us02web.zoom.us/j/81266995129?pwd=VVpkT1BDOHRQTzJDZGg3K0hkM3BFZz09>

Phone Option: +1 253 215 8782

Password: KNOWLEDGE (Numeric Password for Phone: 574001359)

- Acting Council Chair asked if the ad hoc grants work group will have a framework for 2024 grantmaking to share with the Council as they prepare the 2024 budget. Staff and Program Committee plan to continue discussing the ad hoc group's recommendations to see what is feasible before sharing recommendations with Governing Council.
- Possibly discuss the grantmaking process and ad hoc grants work group's recommendations at the next Governing Council retreat. Keep in mind the 2022- 2026 Strategic Framework and PHPDA Charter as well as think about staff capacity for future programming.
- Acting Council Chair asked Council members to let Staff know if they would like to continue discussing grantmaking at the next couple of Council meetings.

The Governing Council voted to approve Resolution 07-2023 authorizing the Executive Director to negotiate and execute 2023 Nimble Grant Cycle 3 contracts. (Moved/2nded by Bob Cook/AyeNay Abye, 7 of 7 in favor)

Governance

Governing Council Self-Assessment Matrix

The Executive Director and Acting Council Chair discussed the 2023 Governing Council skills, attributes, and experience self-assessment matrix that Council members completed individually.

- Acting Council Chair explained the self-assessment matrix and why it was implemented. The matrix will help the Council Executive Team when considering possible new Council member nominees.
- Staff and the Acting Council Chair reviewed which Council seats are vacant and which seats are up for reappointment going into 2024.
 - Currently one open seat and Governing Council will appoint that member
 - Two seats up for reappointment going into 2024 and both will be reappointed by the Seattle Mayor
- Governing Council reviewed which areas on the matrix to focus on when recruiting new Council members. Likely looking for someone with experience in property, legal and/or healthcare.
- In addition to the matrix, Council members suggested the Council Executive Team consider the following when recruiting a new member:
 - Someone with experience in community organizing
 - Age diversity, including younger members that could bring new ideas, energy, and boldness
- Possibly reach out to current Strategic Advisors to see if any of them are interested in moving to Governing Council.
- The Governing Council Executive Team plans to meet to discuss recruitment and possible next steps to find a new member. The team will share any new information and updates with the Council after they meet.

Property & Real Estate

North Lot Update



Meeting of the PHPDA Governing Council Tuesday, September 12, 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: 812 6699 5129

<https://us02web.zoom.us/j/81266995129?pwd=VVpkT1BDOHRQTzJDZGg3K0hkM3BFZz09>

Phone Option: +1 253 215 8782

Password: KNOWLEDGE (Numeric Password for Phone: 574001359)

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

- Marpac Construction has reached the top off point on Building A and will begin roofing this month. Also, Marpac continues utility installations and will start adding external protections to prepare for fall and winter.
- SCIDpda is in the process of updating the historical street lamps PHPDA donated for the North Lot.
- SCIDpda has decided on a name for the North Lot. SCIDpda considered the following before selecting a name:
 - Including the Beacon Hill and Chinatown-International District neighborhoods in some way
 - Holistic name because of the variety of services on campus
 - Campus' geographic location
- The Communications Manager toured the North Lot to look at possible signage locations. He continues to work with SCIDpda to create a comprehensive signage plan for the campus.
 - Still planning to update the main north facing sign. PHPDA and SCIDpda would like the sign to be simple and useful for visitors as they navigate around the campus.
 - The Communications Manager will be reaching out to signage firms that handle historical, preconditioned signs.
 - PHPDA anticipates spending some funds on signage in 2024 and the signage will likely be capitalized.
- The Communications Manager attended the first North Lot Art Committee meeting.

Update on Quarters Buildings

The Executive Director provided updates on the Quarters Buildings.

- The Department of Commerce Housing Office has taken over the Quarters project from the Local Government division.
- PHPDA is meeting with the Director of Commerce and other Commerce representatives this week. PHPDA plans to provide information about the Quarters project so the Director has a better understanding of the project.
- The Executive Director met with the Commerce Project Manager responsible for the Quarters project. They sent PHPDA a scope of work draft.
 - The Quarters project has two parts: Quarters Access Agreement extension and Washington State capital funding. PHPDA plans to focus on the access agreement now then discuss the capital funds once we have a clear idea about the Quarters programming.
 - PHPDA Legal Counsel started reviewing the scope of work draft and has questions about the Housing Trust Fund compliance.
 - PHPDA Real Estate Consultant reviewed the scope of work draft. Commerce is clear about the number of units in the Quarters and the expected admin fee from the access agreement and capital funds.
- The Executive Director plans to follow up with Commerce on the status of the access agreement following the meeting with the Director of Commerce. PHPDA prefers the access agreement be a real estate matter, not necessarily a contract.



Meeting of the PHPDA Governing Council
Tuesday, September 12, 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: 812 6699 5129
<https://us02web.zoom.us/j/81266995129?pwd=VVpkT1BDOHRQTzJDZGg3K0hkM3BFZz09>

Phone Option: +1 253 215 8782

Password: KNOWLEDGE (Numeric Password for Phone: 574001359)

- Under the Quarters Access Agreement extension, an expected deliverable will be PHPDA manages the Request for Proposals (RFP) process for a Quarters operator or provider rather than Commerce.
 - PHPDA Legal Counsel reviewed the Washington State budget proviso for the access agreement. The funds can be used for planning, lease payments, and other related things. The proviso does not state funds need to go towards an RFP.
- Commerce seems to follow the Housing Trust Fund model when planning for the Quarters project. The Acting Council Chair provided background on the model and how it works.
 - The Quarters project does not fit in the Housing Trust Fund model because it is a unique project.
 - PHPDA would like to lease the buildings to generate revenue and cannot do that under the Housing Trust Fund model.

Adjournment

The meeting was adjourned at 7:00 PM

Minutes Approved: 

11/15/2023
(Date)

From: [Whitney Regan](#)
To: [Doris Koo](#)
Subject: RE: PHPDA Acting Governing Council Chair Signature Requested
Date: Wednesday, November 15, 2023 12:21:00 PM
Attachments: [image005.png](#)
[image006.png](#)
[image007.png](#)
[image001.png](#)

Thank you, Doris! I will add your digital signature to the 9/12 and 10/10 meeting minutes.



Whitney Regan (she/her) | **Office Coordinator**
206.432.3027 | w.regan@phpda.org | [2022 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.
View PHPDA's [Privacy Policy](#) and public records requirements.

From: Doris Koo <doris.w.koo@gmail.com>
Sent: Wednesday, November 15, 2023 12:20 PM
To: Whitney Regan <w.regan@phpda.org>
Subject: RE: PHPDA Acting Governing Council 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 add my electronic signature. Thank you Whitney.

From: Whitney Regan [<mailto:w.regan@phpda.org>]
Sent: Wednesday, November 15, 2023 11:12 AM
To: Doris Koo <doris.w.koo@gmail.com>
Subject: PHPDA Acting Governing Council Chair Signature Requested

Hi Doris,

Please see attached for the Governing Council's 9/12 and 10/10 meeting minutes which were approved at the meeting yesterday 11/14.

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

Thank you!



Whitney Regan (she/her) | Office Coordinator
206.432.3027 | w.regan@phpda.org | [2022 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.
View PHPDA's [Privacy Policy](#) and public records requirements.