



Meeting of the PHPDA Governing Council

Tuesday, February 13, 2024 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: 834 1620 4332

<https://us02web.zoom.us/j/83416204332?pwd=RkZsZDFRaFdUMHRoZTNjMnhqVGh2UT09>

Phone Option: +1 253 215 8782

Password: LOVE (Numeric Password for Phone: 926666)

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Douglass Jackson	Bob Cook (until 6:44 PM)	Doris Koo	Virgil Wade	Christina Bernard
Nicholas Ramirez	Paul Feldman		Gene Yoon	Denise Stiffarm
Martine Pierre-Louis	Sue Taoka			
AyeNay Abye				

Douglass Jackson 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 December 12, 2023 meeting. (Moved/2nded by Paul Feldman/Martine Pierre-Louis, 7 of 7 in favor)

The Governing Council accepted as information:

- The Program Committee minutes from December 6, 2023
- The Finance & Audit Committee minutes from December 6, 2023

ED Report on Staff Activities

The Executive Director updated the Governing Council on Staff activities.

- Grant Reviews are now conducted through split panels. Major Grant and Nimble Grant Cycle 1 reviews are ongoing. 88 LOIs were reviewed, and Paul Feldman facilitated the LOI meeting.

Finance & Operations

Update to PHPDA Employee Handbook (Transportation Benefit)

The Council Treasurer discussed a change to transportation benefits in the Employee Handbook.

- Orca cards will cost \$1,500 a year for all employees rather than \$2,400 for two employees.

The Governing Council voted to adopt the change to transportation benefits in the PHPDA Employee Handbook. (Moved/2nded by Bob Cook/Sue Taoka, 7 of 7 in favor)

Professional Services Relationship with Pacifica Law Group (Res. 01-2024)

The Council Treasurer discussed Resolution 01-2024 renewal of the professional services relationship with PHPDA Legal Counsel, Pacifica Law Group.

- The Finance Committee considered and recommended to the Governing Council extending legal services with Pacifica Law Group for three additional years.



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The Governing Council voted to approve Resolution 01-2024 reappointing Pacific Law Group LLP as PHPDA Legal Counsel and authorizes the continued professional services arrangement with Pacific Law Group. (Moved/2nded by AyeNay Abye/Martine Pierre-Louis, 7 of 7 in favor)

Campus Signage Consultant

The Executive Director provided an update on the Campus Signage Consultant.

- He, the Communications & Engagement Specialist, and PHPDA's Property Manager met with SCIDpda's signage consultants, RMBvivid, after submitting their RFQ application through Public Purchase, adhering to public requirements through small works processes.
- SCIDpda met with Landmarks to present their signage plan. Resulted in no major concerns.
- A resolution and draft contract with RMBVivid will be presented to the Governing Council for approval at a later meeting.

Real Estate Update; Services Contract with Department of Commerce (DOC)

The Executive Director provided a Real Estate update and discussed a Services Contract with DOC:

- Finalizing operating (\$75k to the PHPDA and \$25k to DOC) with upcoming RFQ activities.
- He met with PHPDA's Insurance Brokers to discuss insurance requirements.
- The Council discussed the Housing Trust Fund, RFQ options, and solutions to the contract.

Program & Grantmaking

Appointment of 2024 Grant Review Panels

The Council Vice Chair and Finance & Program Director reviewed the 2024 Grant Review Panels.

- The Executive Director requested the Communications & Engagement Specialist to sign up for the Nimble Grant Cycle 1 Review Panel due to a schedule conflict. The Executive Director will be on the Review Panel for New Major Grants instead.
- All Review Panels will be split with at least one reviewer assigned to all proposals.

The Governing Council voted to approve and appoint the noted evaluators to the 2024 Nimble Grant Cycle 1 (updated), Renewal Grant, New Major Grant, and Nimble Grant Cycle 2 Review Panels. (Moved/2nded by Sue Taoka/Paul Feldman, 7 of 7 in favor)

2024 LOI Review – Invitations to Submit Major Grant Applications

The Council Secretary and Finance & Program Director discussed the 2024 LOI review process and invitations to submit Major Grant applications.

- Received ninety (90) Major Grant Letters of Intent for 2024. Two proposals were ineligible.
- Current PHPDA Staff (Christina Bernard, Gene Yoon, and Whitney Regan), current Council members and Strategic Advisors (Paul Feldman, Sue Taoka, and Diane Pietrowski), and past PHPDA Staff and Council members (Jeff Natter, Mike Heinisch, and Rhonda Lewis) were assigned to the 2024 LOI Review Panel. Eight out of nine reviewers completed reviews.



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- The LOI Review Panel recommended nineteen (19) organizations be invited to submit full 2024 Major Grant applications.
 - Grants Staff will send the recorded pre-proposal webinar and application guidance to applicants before the webinar meeting on February 21.
 - PHPDA Grant Staff plans to meet with all invited organizations to go over the application process and answer questions. Applications are due on March 20.
 - Staff will be conducting New Major Grant tech reviews after all applications are submitted and before evaluators are assigned.

The Governing Council voted to accept the 2024 Letters of Intent (LOI) Review Panel's recommendation to invite nineteen (19) organizations to submit full Major Grant applications. (Moved/2nded by Paul Feldman/Bob Cook, 7 of 7 in favor)

Governance

Updated 2024 Program & Finance Committee Members (Res. 02-2024)

The Council Vice Chair discussed Resolution 02-2024 on the updated 2024 Program Committee and Finance Committee members.

- The Governing Council approved both Committee rosters in December, and this resolution is updated to reflect Nick Ramirez, Paul Feldman, and Marguerite Ro's membership status.

The Governing Council voted to approve Resolution 02-2024 updating the members of the Program Committee and Finance Committee, to serve the remainder of the one-year term ending December 31, 2024. (Moved/2nded by Sue Taoka/Paul Feldman, 7 of 7 in favor)

2024 Governing Council Retreat

The Council Vice Chair and Council Secretary discussed the 2024 Governing Council retreat.

- Is the Governing Council still working and aligned with PHPDA's Strategic Framework? Are we nimble enough to work with sector changes in the upcoming years?
- The retreat is currently scheduled for March but likely will be rescheduled.

Adjournment

The meeting was adjourned at 6:55 PM.

Minutes Approved: _____

3/14/2024

(Date)

From: [Doris Koo](#)
To: [Gene Yoon](#)
Subject: Re: PHPDA GC Chair Signature Requested
Date: Thursday, March 14, 2024 1:37:22 PM

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 Gene, please use my digital signature for the approved minutes. Thanks.

D

On Mar 14, 2024, at 1:06 PM, Gene Yoon <gene@phpda.org> wrote:

Hi Doris,

Please let me know if we have permission to use your digital signature for the February 13, 2024 GC meeting minutes approved at our GC meeting on Tuesday (the person that chaired the meeting where they were approved should sign, not the person that chaired the February meeting).

Thank you for chairing the GC meeting and we hope the rest of your week goes well.

Gene

<[image001.png](#)>
phpda.org

Gene Yoon (he/him), **Communications & Engagement Specialist**
206.309.6202 | g.yoon@phpda.org | [2022 Annual Report](#)

Pacific Hospital Preservation & Development Authority
[1200 12th Ave S](#), Quarters 2, Seattle, WA 98144
<[image002.png](#)> <[image003.png](#)>

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

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

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