



Meeting of the PHPDA Governing Council

Tuesday, May 14, 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: 868 7006 6938
<https://us02web.zoom.us/j/86870066938?pwd=K01WZ010VmEyUXkyY3E5WWJIVE1SQT09>

Phone Option: +1 253 215 8782

Password: FLOWERS (Numeric Password for Phone: 0794600)

| MEMBERS PRESENT | | NOT PRESENT | ALSO PRESENT | |
|------------------|--|----------------------|--|--|
| Douglass Jackson | Doris Koo | Martine Pierre-Louis | Virgil Wade | Christina Bernard |
| Nicholas Ramirez | Bob Cook (until 6:46 pm, returned 6:59 pm) | AyeNay Abye | Gene Yoon | Denise Stiffarm |
| Paul Feldman | Sue Taoka | | Denise Rhiner (arrived 5:59 pm, until 6:43 pm) | Michael Finch (arrived 5:59 pm, until 6:46 pm) |
| | | | Laurel Albina (arrived 6:29 pm) | |

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 April 9, 2024 meeting. (Moved/2nded Sue Taoka/Douglass Jackson, 6 of 6 in favor)

The Governing Council accepted as information:

- The Finance & Audit Committee minutes from February 7, 2024

Program & Grantmaking

2024 Renewal Major Grant Awards (Resolution 05-2024)

The Council Treasurer presented the recommended 2024 Renewal Major Grant Awards (Resolution 05-2024) to the Governing Council.

- The Review Panel consisted of PHPDA Staff (Christina Bernard and Mallory Fitzgerald), Council member Bob Cook, Strategic Advisor Nancy Sugg, and a past PHPDA Staff and Council member (John Kim and Rhonda Lewis). All six (6) reviewers participated at the review meeting on April 19, and discussed the thirteen (13) applicants to distribute PHPDA’s funding pool of \$2.3 million. The Panel recommended renewing all thirteen (13) applications totaling \$2,256,247.72.

The following thirteen (13) organizations were recommended for 2024 Renewal Grant funding:

| | | |
|---------------------------------------|------------------------------------|-----------------------------------|
| Afghan Health Initiative | Akin | Downtown Emergency Service Center |
| Elizabeth Gregory Home | Evergreen Treatment Services | Global Perinatal Services |
| Lutheran Community Services Northwest | Neighborcare Health | Peer Washington |
| Purpose. Dignity. Action. | Tubman Center for Health & Freedom | UTOPIA Washington |



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| | | |
|---------------------------------------|--|--|
| Youth Experiential Training Institute | | |
|---------------------------------------|--|--|

- The Review Panel was conducted as a split panel where each application was evaluated by four (4) evaluators, and Bob Cook reviewed every application. The Council discussed having a second evaluator review all applications, or have every evaluator review each application. All tech reviews may be shared with every evaluator in future Renewal Reviews, even if a panel is split.
- Grantees will be informed of the Governing Council’s decision on Friday, May 17. The PHPDA Finance and Program Director reminded the Council to not share information about the awards until after Friday.
- The PHPDA Finance and Program Director discussed the Council’s ability to consider the Tubman Center for Health and Freedom’s Renewal Grant application because the CEO, AyeNay Abye, is on PHPDA’s Governing Council (and AyeNay’s partner is Tubman Health’s COO), as well as the Akin application, which includes a subcontract with SeaMar, where Council Member Nick Ramirez is Senior Vice President. Municipal Officers are subject to ethical rules that generally prohibit personal interest in a contract of the agency. There are exceptions for “remote interests” as defined in applicable law. If a remote interest is absent, the contract may not be considered by the agency as long as the affected Municipal Officer is a member of the governing board. After conversations with AyeNay and Nick, and consideration of the specific circumstances in this matter, PHPDA administration and our Legal Counsel determined both AyeNay and Nick have only a remote interest in the PHPDA funded projects. Both AyeNay and Nick (as well as AyeNay’s partner) have fixed salaries, are not eligible for performance bonuses, are not compensated with PHPDA funds, and are not directly involved in the PHPDA funded projects. Tubman Health’s Director of Health Services is managing the program and none of the funds will go towards overhead costs. AyeNay disclosed their connection to the grant on record during the reporting of the 2022 LOI review and, since Tubman Health was selected for renewal, AyeNay will make appropriate disclosures and recusals related to consideration of the Renewal Grant awards, and will refrain from any input and discussion related to the Renewal Grant review process. Similarly, Nick is not involved in the funded project, which is managed by Akin, with the subcontract with SeaMar paying only for a small portion of one doctor’s salary. He will also refrain from input and discussion related to the process.

The Governing Council voted to approve Resolution 05-2024, authorizing the Executive Director to negotiate and execute the 2024 Renewal Major Grants contracts for the period of July 1, 2024- June 30, 2025. (Moved/2nded Bob Cook/Paul Feldman, 5 of 6 in favor) (Nicholas Ramirez recused to due to potential appearance of Conflict of Interest)

2024 New Major Grant Awards (Resolution 06-2024)

The Council Chair presented the recommended 2024 New Major Grant Awards (Resolution 06-2024) to the Governing Council.



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- The LOI review panel recommended inviting nineteen (19) applicants from the 2024 LOI pool, with the invitations confirmed by Governing Council action in February. All nineteen (19) submitted full applications.
- The Review Panel consisted of PHPDA Staff (Christina Bernard, Virgil Wade, Whitney Regan), Governing Council members Doris Koo and Nicholas Ramirez, Strategic Advisors Diane Pietrowski and Nancy Sugg, and a past Council member Jody Tobin. All eight (8) reviewers participated at the review meeting on May 8 and discussed the nineteen (19) applicants to distribute PHPDA’s limited funding pool of \$1.7 million. The Panel recommended eleven (11) proposals totaling \$1,702,419.

The following eleven (11) organizations were recommended for 2024 New Major Grant funding:

| | | |
|---------------------------------|--------------------------------|-----------------------------------|
| Alliance for a Just Society | Chief Seattle Club | Downtown Emergency Service Center |
| Encompass Northwest | Harborview Medical Center | HealthPoint |
| Hepatitis Education Project | Living Well Kent Collaborative | Open Arms Perinatal Services |
| Somali Family Safety Task Force | South Park Senior Citizens | |

- Applicants not selected for funding can contact Grants Staff for feedback.
- The Finance and Program Director noted that one Governing Council member is employed by Harborview (Martine Pierre-Louis) and another by the University of Washington (Douglass Jackson). As such, both will recuse from this vote because of the recommended grant award to Harborview. Staff have confirmed with Martine that she has a remote interest, as explained earlier, and has no connection to the program recommended for funding and Harborview.
- The Council discussed potentially having evaluators review all applications in future New Major Reviews.
- The Council discussed potentially having an orientation for reviewers.
- Grantees will be informed of our decision on Friday, May 17. The Finance and Program Director reminded the Council to not share information about the awards until after Friday.

The Governing Council voted to approve Resolution 06-2024, authorizing the Executive Director to negotiate and execute the 2024 New Major Grants contracts for the period of July 1, 2024- June 30, 2025. (Moved/2nded Doris Koo/Paul Feldman, 5 of 6 in favor) (Douglass Jackson recused to due to potential appearance of Conflict of Interest as an employee of WA State)

Finance & Operations

Update on 2023 Independent Audit

The Executive Director provided an update on the 2023 independent audit conducted by Clark Nuber.

- The independent audit was clean and there was no audit findings. The auditors will present findings at the June Finance Committee meeting.



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Update on Quarters RFQ Process and Commerce Contract

The Council Chair and Executive Director discussed the Quarters Buildings Request for Quote (RFQ) process and a potential Department of Commerce (DOC) contract.

- The DOC contract has some concerns that would impact PHPDA's consultants (legal, communications, and real estate consultants). Legal Counsel recommended narrowing the contract to only the RFQ process.
- The PHPDA will continue the work regardless of signing the contract or receiving the \$75k, wanting to be good partners with DOC to drive this project and future decisions.
- The Council discussed:
 - A timeline for the RFQ release, planning with materials, content, communications, and strategies. The Communications Consultant recommended an amplifier strategy.
 - An RFP Webinar, Site-Walks, and the process around submission of questions.
 - ADA and preservation requirements on the Campus.

Approval of Appraisal Contract – Quarters Buildings

The Real Estate Consultant and Executive Director discussed the approval of the contract for appraisal of the Quarters Buildings.

- The appraisal for Quarters 3-10 was based on zoning, compatibility issues, parking, and East Garage. IRR is an appraisal that PHPDA has worked with in the past, in evaluating the North Lot. Currently quoted at \$11,500.
- The Council discussed including Quarters 1-2 in case the use of those buildings changes in the future.

The Governing Council voted to approve the Appraisal Contract as presented, authorizing the Executive Director to negotiate and execute an Appraisal Contract with IRR, consistent with the proposal review. (Moved/2nded Doris Koo/Bob Cook, 6 of 6 in favor)

Governance

Update on Governing Council Retreat Planning

The Council Secretary and Vice Chair provided an update on 2024 Governing Council retreat planning and introduced Laurel Albina as the Retreat Facilitator.

- The purpose of the retreat has been discussed in past Council meetings, and the Retreat Planning Group recommended working with this facilitator.
- The Retreat Facilitator asked what level of management the Council would like to evaluate. The Facilitator often does work with labor, management, and racial justice.

Adjournment

The meeting was adjourned at 7:01 PM.



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Minutes Approved: _____

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

9/18/2024

(Date)