



**PHPDA Finance Committee Meeting Agenda**  
**Wednesday, November 6, 2024**  
**9:00 AM – 10:30 AM**

**Location:** Quarters 2 Building, Pacific Tower, 1200 12th Ave S., Seattle, WA 98144

**Virtual Location:** Meeting ID: 826 4157 2544 | <https://us02web.zoom.us/j/82641572544?pwd=ctaErAawOfdPoLYgVE2oMkOX59ayop.1>  
**Phone Option:** +1 253 215 8782  
**Password:** 029221

**Agenda**

<b>Time</b>	<b>Topic</b>	<b>Lead</b>	<b>Attachment</b>	<b>Action</b>
9:00 AM - 9:02 PM	<b>Call to Order</b> Public Comment.	Paul Feldman		
9:02 AM – 9:05 AM	<b>Consent Calendar Minutes</b> August 7, 2024 Finance Committee Meeting Minutes	Paul Feldman	A	Vote
9:05 AM – 9:10 AM	<b>Grant Management</b> Grant Financial Report Summaries (2023 New and Renewal Major Grants)	Christina Bernard	B	Information
9:10 AM - 9:55 AM	<b>Finance &amp; Operations</b> July-September and Q3 2024 Financial Statements	Christina Bernard	C	Vote
	Employee Handbook Updates	Virgil Wade	D	Vote
	Professional Services Relationship with JLL (Resolution 08-2024)	Virgil Wade	E	Vote
	Professional Services Relationship with Greenwood Ohlund(Resolution 09-2024)	Christina Bernard	F	Vote
	2025 Draft Budget and Reserve Plan	Virgil Wade and Christina Bernard	G	Discussion
9:55 AM - 10:00 AM	<b>Property &amp; Real Estate</b> Review of Q3 2024 Tower Operating Expenses	Christina Bernard	H	Information
10:00 AM - 10:29 AM	<b>Committee Governance</b> Draft 2025 Finance Committee Workplan	Paul Feldman	I	Discussion
10:30 AM	<b>Adjourn</b>	Paul Feldman		

- Informational attachment: Updated Accounting Manual

*\*Times are approximate*