



PHPDA Governing Council Meeting Minutes

Tuesday, November 12, 2024

5:30 PM – 6:30 PM

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

Virtual Location: Meeting ID: 869 5512 1868 |

<https://us02web.zoom.us/j/86955121868?pwd=vX7pPI2yZtBSIaStpfsnie1FICtHru.1>

Phone Option: +1 253 215 8782

Password: 825573

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Douglass Jackson	Doris Koo	AyeNay Abye	Virgil Wade	Christina Bernard
Bob Cook	Paul Feldman		Denise Stiffarm	Brenda Hernandez
Nick Ramirez	Sue Taoka			
Martine Pierre-Louis				

Doris Koo called the meeting to order at 5:34 p.m. There were no public comments.

Consent Calendar Minutes

Doris suggested changes to the September 10, 2024 meeting minutes. Legal Counsel explained a few suggested changes to the October 8, 2024 meeting minutes.

Doris put a motion forward to approve all the minutes as amended. Sue Taoka seconded. All in favor. The Governing Council approved the following meeting minutes.

- Public Hearing September 10, 2024
- Governing Council Meeting September 10, 2024
- Special Meeting September 16, 2024
- Governing Council Meeting October 8, 2024

Finance & Operations -

2025 Work Plan, Draft Budget, and Reserve Plan

Paul Feldman reviewed the draft 2025 Budget Plan with the Governing Council. He shared the proposal of allocating \$1 million for the Transformation work. The remainder of the budget includes mostly standard expenses, such as staff salaries, consultants, and Tower/property-related items , and an amount allocated to the Major Grants.

Paul Feldman then reviewed the reserve plan. It followed the method utilized in previous years. The Finance and Program Director will add adjustments to these documents, if needed, as more information is received. The final version will be shared at the December council meeting for final approval. Meeting packet materials will include the updated organization and tower budgets.

The Program Chair shared an update on the 2025 ongoing committee workplan. Months listed will remain the same for ongoing items. There are several “to be determined” notations during this time. As the new



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Transformation work is developed, they will revisit the specifics. With the removal of the Nimble process, the workplan is a bit different than past years.

The Governing Council Chair reviewed the 2025 ongoing workplan. She shared the Seattle University program will be wrapped up. It is also the intent of the council to identify a tenant for the quarters in 2025. The council discussed further some of the work to expect in 2025.

The Governing Council Chair introduced the 2025 Transformation plan. The 2025 new Transformation is a high-level workplan. She suggested the executive committee meet soon to tighten up this plan. They will not discuss in length at this time.

Q3 2024 Financial Statements

The Program and Finance Director reported standard expenses within the Q3 financial statements. There was nothing out of the ordinary to report.

Doris Koo asked for a motion to approve the Q3 Financial Statements. Bob Cook moved. Sue Taoka seconded. All in favor.

Updates to Employee Handbook

The Executive Director shared the new updates to the employee handbook. He explained they will remove holidays from the PTO pool and all staff will receive all holidays as paid days off. The PTO accrual rates will be adjusted. There is also an addition of bereavement leave. These changes would begin January 1, 2025. The organization will also remove the name of insurance carriers from the handbook, so that staff can consider changing insurers without needing to change the handbook.

Doris Koo asked for a motion to approve the Employee Handbook as presented. First from Douglass Jackson. Seconded by Sue Taoka.

Renewal of Professional Services with JLL Resolution

The Executive Director presented the Greenwood Ohlund and JLL resolutions. The renewal of Greenwood Ohlund would allow PHPDA to work with them for up to three more years, but if interested, the organization could seek another company for service before that time is up. The JLL resolution will renew their three-year contract. Both parties have a 30 day exit clause.



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Doris Koo asked for a motion to approve the resolution regarding JLL. Bob Cook moved. Douglass Jackson seconded. All in favor.

Renewal of Greenwood Ohlund Resolution

Doris Koo asked for a motion to approve the resolution regarding Greenwood Ohlund. Sue Taoka moved. Douglass Jackson seconded. All in favor.

Governance

Appointment of GC members and Officers 2025

The Governing Council Chair shared we currently have a vacant spot in our GC. This is discussion only and will not involve a vote. She shared they are interested in nominating and appointing Nancy Sugg, effective January 1st. She has previously served as a member for 9 years. After a short time away from PHPDA's work, she returned to the Program Committee as a strategic advisor. Legal counsel confirmed she can rejoin the Governing Council after a 1-year break. Nancy Sugg accepted the invitation to join. The governing council discussed her background and suitability for the role.

There will be another vacancy in a year for a mayoral appointee. The Chair would like all Governing Council members to make a recommendation for this appointment.

Doris Koo began a discussion on committee appointments. She asked if any member would like to switch positions. This is just for discussion and the official vote will be held at the next Governing Council meeting in December.

Douglass Jackson agreed to be the chair of the Governing Council. Paul Feldman agreed to be the Finance Committee Chair and Treasurer. AyeNay Abye will be the new Vice Chair of the Governing Council. Doris Koo will serve as Program Committee Chair and Secretary.

The Governing Council Chair shared that the council may need to meet every month for the first 6 months to discuss the Transformation before possible budget revisions occur in June 2025. A council member suggested a facilitator to guide a robust conversation. There's some urgency around this given that we're about to start the new year. The council discussed how this would be a continuation of the retreat meetings. They discussed who they could possibly invite to these gatherings.

Executive Session: Personnel Matters RCW 42.30.110(g)



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The Governing Council entered executive session for 20 minutes at 6:42pm to discuss Personnel Matters RCW 42.30.110(g). The Executive Session concluded at 7:02pm.

Adjournment

The meeting adjourned at 7:03 p.m.

Minutes Approved: 1/10/2025 1/10/2025
(Date)