



PHPDA Governing Council Meeting Minutes

Tuesday, December 10, 2024

5:30 PM – 6:30 PM

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

Virtual Location: Meeting ID: 812 7184 8585 |

<https://us02web.zoom.us/j/81271848585?pwd=uAKnImnl4r9AYdbXUUh95LnFkE0vM0.1>

Phone Option: +1 253 215 8782

Password: 609950

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		Michael Finch	
Martine Pierre-Louis				

Doris Koo called the meeting to order at 5:31 p.m. There were no public comments.

Executive Session: Personnel Matters RCW 42.30.110(g)

The Governing Council entered **Executive Session at 5:32pm** for 20 minutes to discuss Personnel Matters RCW 42.30.110(g).

The Governing Council exited **Executive Session at 6:02pm.**

Doris Koo made a motion to extend the executive session for another 10 minutes to discuss Personnel Matters RCW 42.30.110(g). Paul Feldman seconded. All were in favor. They re-entered **the Executive Session at 6:03pm.**

The Governing Council **Exited Executive Session at 6:14pm**

Consent Calendar Minutes

Doris Koo made a motion to approve the November 12, 2024 Governing Council Meeting Minutes. Paul Feldman seconded. All were in favor.

Finance & Operations -

Executive Director Salary

Doris Koo made a motion to pass the new Executive Director 2025 Salary. Douglass Jackson seconded. All in favor. The Governing Council voted to approve the new 2025 Executive Director salary.

2025 Tower Operating Budget



PHPDA Governing Council Meeting Minutes

Tuesday, December 10, 2024

5:30 PM – 6:30 PM

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

Virtual Location: Meeting ID: 812 7184 8585 |

<https://us02web.zoom.us/j/81271848585?pwd=uAKnImnl4r9AYdbXUUh95LnFkE0vM0.1>

Phone Option: +1 253 215 8782

Password: 609950

Paul Feldman introduced the 2025 Tower operating budget. Both Executive and Finance committees have reviewed and discussed this budget. Paul Feldman moved to adopt the tower budget. Sue Taoka seconded. 5 in favor, with Douglass Jackson and Martine Pierre-Louis abstaining.

2025 PHPDA Budget (Resolution 10-2024)

Paul Feldman introduced the 2025 PHPDA Budget. He shared there have been three total changes since the last council meeting. Salaries, tower net, and health insurance were adjusted. The increase of health insurance was 10%. Bob Cook moved to approve the 2025 PHPDA Budget. Sue Taoka seconded. All were in favor.

2025 Reserve Plan

Paul Feldman asked for a motion to approve the 2025 Reserve Plan. Doris Koo moved to approve. Sue Taoka seconded. All were in favor.

Grant Management

2025 Grant Calendar; New and Renewal Major Grant Guidance

Douglass provided an overview of the grant guidance documentation. There were several changes that the program committee reviewed. Nimble grants were removed and several dates were shifted. LOI applications will open later in January. Tech reviews will be facilitated by staff. There will be an extra Governing Council meeting scheduled to review which applications move forward in the major grant process. Douglass shared they are looking to streamline processes. Minor changes were made to promote equity as well.

Martine left at 6:29 pm. Martine returned at 6:34pm

Douglass asked for a motion to approve the grant guidance. Paul Feldman moved. Doris Koo seconded. All were in favor.

Bob Cook left at 6:37pm.



PHPDA Governing Council Meeting Minutes

Tuesday, December 10, 2024

5:30 PM – 6:30 PM

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

Virtual Location: Meeting ID: 812 7184 8585 |

<https://us02web.zoom.us/j/81271848585?pwd=uAKnImnl4r9AYdbXUUh95LnFkE0vM0.1>

Phone Option: +1 253 215 8782

Password: 609950

Governance

2025 PHPDA Workplan

The Executive Director presented the 2025 work plan and preamble for PHPDA’s transformation work. He shared a plan for each focus area for the organization in 2025. The team will be concluding significant program work this year. He shared the timeline for each deliverable with the council.

Paul emphasized the importance of recruitment this year for the governing council.

Doris Koo asked for a motion to approve the 2025 PHPDA workplan. Douglass Jackson moved to approve. Sue Taoka seconded. All were in favor.

Committee Workplans


Paul Feldman shared the 2025 finance committee workplan. There was an addition to move the transformation work first on the document. He shared that the plan contains the timeline of the annual cycle of approvals and contract reviews. He shared there will be potential revisions later on in the year.

Douglass Jackson shared the 2025 program committee workplan. He expressed his thanks to staff for the workplan. The plan is reflective of decisions made at the governing council retreat. This plan has been discussed on several occasions among the program committee. He shared there are several changes compared to previous years.

The Governing Council Chair expressed gratitude for the governing council’s commitment to the organization. The January program and finance committee meetings were canceled.

Adjournment

The meeting adjourned at 7:03 p.m.

Minutes Approved:	Signed by:  <small>ECEFC230DEAF499...</small>	2/14/2025
		(Date)