



PHPDA Governing Council Meeting Minutes

Tuesday, January 14, 2025

5:30 PM – 7:00 PM

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

Virtual Location: Meeting ID: 833 0645 1885 |

<https://us02web.zoom.us/j/83306451885?pwd=xABQUkQtrfUDnO6DUAJpqAf0Dbaobd.1>

Phone Option: +1 253 215 8782

Password: 330000

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Douglass Jackson	Doris Koo	AyeNay Abye	Virgil Wade	Brenda Hernandez
Bob Cook	Paul Feldman		Denise Stiffarm	
Nick Ramirez	Sue Taoka (Joined 5:40)		Michael Finch (until 6:10 PM)	
Martine Pierre-Louis (Joined 5:40PM)				

Doris Koo called the meeting to order at 5:32 p.m. There were no public comments.

Consent Calendar Minutes

Doris Koo made a motion to approve the Governing Council Meeting December 10, 2024 Governing Council Meeting Minutes. Paul Feldman seconded. All were in favor.

Executive Director Report

The Executive Director reported on the 2025 Washington State of Reform Health Policy Conference and PHPDA’s LOI webinars.

Finance & Operations -

2022-2023 State Audit Report

The Executive Director reported that the state audit went well. Paul Feldman provided a brief update; he attended the audit entrance and exit meetings. There were no findings in the report. The organization received a clean audit.

2025 Updates to Operating Policy 05-2011 Public Works Policy

Legal Counsel explained the changes made to the public works law. Legal counsel prepared an updated public works operating policy so that PHPDA is in compliance with recent legislation. Legal Counsel explained the legal change and a minor issue in elevator retainage in the large elevator modernization



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project in the Tower. The council held a discussion on how the organization and property manager tracks legal compliance.

Doris Koo asked for a motion to approve the updated public works policy. Bob Cook moved. Sue Taoka seconded. All were in favor.

The Governing Council approved the revised Operating 05-2011 Public Works Policy.

Quarters Update

The Executive Director introduced the alternative option of shifting the quarters project to support intergenerational housing. He reported on the site walk and positive discussion had with a potential organization. We need to continue to review the capital set aside for the project. A governing council member shared the anticipated challenges that may arise from this organization obtaining the quarters.

Grant Making and Grant Management

Appointment of 2025 Grant Panels

The Executive Director introduced the proposed 2025 Grant Panels for LOI, Renewal Major, and New Major application reviews.

Doris Koo asked for a motion to approve the panels as presented. Douglass Jackson moved to approve. Martine Pierre-Louis seconded. All were in favor.

The Governing Council approved the 2025 Grant Panels.

Governance

Governing Council Appointments/Reappointments (Resolution 01-2025)

The Council reviewed a resolution for Governing Council appointments, Resolution 01-2025 for Bob Cook and Nancy Sugg. Doris Koo moved to approve Resolution 01-2025. Paul Feldman seconded. 6 of 7 were in favor. Bob Cook abstained.

The Governing Council approved the Governing Council appointments (Resolution 01-2025).



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2025 Officers (Resolution 02-2025)

Doris Koo shared the officer assignments for the year of 2025 – Douglass Jackson, Chair; AyeNay Abye, Vice Chair; Paul Feldman, Treasurer; Doris Koo, Secretary. Doris Koo moved the motion to approve Resolution 02-2025. Martine Pierre-Louis seconded. All were in favor.

The Governing Council approved the 2025 Officers (Resolution 02-2025).

2025 Committee Membership (Resolution 03-2025)

Doris Koo shared the 2025 Committee Membership. No changes have been made from 2024 other than new Chairs for both committees (Paul Feldman for Finance and Doris Koo for Program). Doris Koo moved the motion to approve the committee member resolution. Sue Taoka seconded. All were in favor.

The Governing Council approved the 2025 Committee Membership (Resolution 03-2025).

Strategic Transformation

Douglass Jackson discussed the next steps moving forward in the organization's transformation. There are plans to have regularly scheduled governing council meetings and an additional study session each month. He would like everyone to meet at the latest in February to move along the process. Meetings will be scheduled as special meetings.

Executive Session Personnel Matters Pursuant to RCW 42.30.110 (g)

The Governing Council entered Executive Session at 6:27 PM to discuss Personnel Matters Pursuant to RCW 42.30.110 (g).

The Governing Council exited Executive session at 6:59 PM.

Adjournment

The meeting adjourned at 7:00 p.m.



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Minutes Approved: Signed by:
Douglas Jackson _____ 2/14/2025
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(Date)