



PHPDA Governing Council Meeting Minutes

Tuesday, March 11, 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/87298979641?pwd=jaDwHfF8ydTnqyamBQlikjTLBr5v7s.1>

Phone Option: +1 253 215 8782

Password: 875725

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Douglass Jackson	Doris Koo	AyeNay Abye	Denise Stiffarm	Christina Bernard
Bob Cook	Sue Taoka (joined at 5:34pm)		Michael Finch (left at 6:11pm)	Brenda Hernandez
Nick Ramirez	Nancy Sugg			
Martine Pierre-Louis				

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

Consent Calendar Minutes

The council agreed to approve minutes at the next regularly scheduled governing council meeting.

Finance & Operations

2024 Year-End Financial Statements (Pre- and Post Lease Accounting Entries)

Treasurer Doris Koo provided an overview of the 2024 Year-End Financial Statements. The finance committee reviewed the financial statements in-depth at their meeting the previous week.

Douglass Jackson asked for a motion to approve the final financial statements for December 2024. Bob Cook moved. Sue Taoka seconded. All were in favor.

2024 Report to the City of Seattle

Douglass Jackson thanked staff for compiling 2024 Report to the City of Seattle. He explained it is a high-level review of what PHPDA worked on in 2024. It also introduces some of the work in the first part of 2025 and how we will look at financial stewardship moving forward. It is due to the City of Seattle at the end of the month. He shared the report with governing council for review. It is an overview of our plans ahead.

Doris Koo suggested replacing the current mission with the updated information of the amended charter of August 2022. She also requested her personal information be updated.



PHPDA Governing Council Meeting Minutes

Tuesday, March 11, 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/87298979641?pwd=jaDwHff8ydTnqyamBQlikjTLBr5v7s.1>

Phone Option: +1 253 215 8782

Password: 875725

Douglass Jackson asked for a motion to approve the amended 2024 PHPDA Report with the requested edits. Doris Koo moved. Nancy Sugg seconded. All were in favor.

Authorization to Submit a Reprogramming Request to the Legislature for the Quarters (Resolution 08-2025)

Sue Taoka provided background information and an update on the Quarters housing project. A few years ago, PHPDA received a \$5 million capital allocation as part of the Washington State 2023-2025 Capital Budget from the state legislature for housing for youth wellness. The organization went through the process of an RFP to find an operator. No responsive proposals were received. After time spent with community partners and real estate and legal counsels, the governing council decided the Quarters could be a great opportunity for large multi-generational families, likely working with SCIDpda as a partner. The basements can qualify as studio apartments and could be used for students, with larger multi-bedroom units on the other floors. Quarters 1 through 9 may total 19 units comprised of close to 50 in total room count. All units would be made available for low-income families. Doris Koo shared that there seems to be receptivity from the legislature to reprogram the funds for this use, but that a request will likely need to be submitted.

If the request is granted, the PHPDA real estate consultant may need to revisit the value of the property. Then the PHPDA would begin the negotiations with SCIDPDA.

Real Estate counsel asked a few questions regarding the memo. Legal counsel suggested keeping the language as is.

Douglass Jackson asked for a motion to approve Authorization to Submit a Reprogramming Request to the Legislature for the Quarters (Resolution 08-2025). Sue Taoka moved. Doris Koo seconded. All were in favor.

Strategic Transformation

Doug provided a brief update on the strategic transformation process. The council will continue to meet monthly. He shared that he requested a final report from the retreat consultant.



PHPDA Governing Council Meeting Minutes

Tuesday, March 11, 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/87298979641?pwd=jaDwHfF8ydTnqyamBQlikjTLBr5v7s.1>

Phone Option: +1 253 215 8782

Password: 875725

Governance

Recruiting New Members for the Governing Council

Douglass Jackson shared that there was a high likelihood that another council member will resign soon, and the organization would have another vacancy. This year, we will need to fill 2 seats on the council. We are looking for candidates who can begin right away on the transformation. We would like a well-rounded council. He requested everyone complete the council skills matrix included in the meeting packet. Doris Koo requested we add years of experience to the grid. Members will be asked to identify what level they are in their career (early, mid, or late career, or retired).

Discussion and Identification of Interim Executive Director Needs

Douglass Jackson shared the approved workplan for 2025 as a start to the work scope for the Executive Director position. The council discussed the desired traits in the next Interim Executive Director that were mentioned at the last council meeting.

Executive Session Pursuant to RCW 42.30.110(g) to Evaluate the Qualifications of Applicants for Public Employment

The Governing Council entered executive session for 23 minutes at 6:32pm to Evaluate the Qualifications of Applicants for Public Employment per RCW 42.30.110(g) . The Governing Council exited at 6:56pm.

The Governing Council extended the Executive Session for 5 more minutes at 6:56pm. They exited Executive Session at 7:01pm. There was a motion and seconded. There was acknowledgement that the extended Executive Session was inadvertently entered without a formal vote.

Appointment of an Acting Director

Douglass Jackson asked for a motion to appoint Christina Bernard the Acting Executive Director of the organization. Salary and terms will need to be negotiated and brought back to the Governing Council. Nancy Sugg moved. Sue Taoka seconded. All were in favor.

Adjournment



PHPDA Governing Council Meeting Minutes

Tuesday, March 11, 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/87298979641?pwd=jaDwHfF8ydTnqyamBQlikjTLBr5v7s.1>

Phone Option: +1 253 215 8782

Password: 875725

The meeting adjourned at 7:04 p.m.

Minutes Approved: Signed by: *Douglas Jackson* 4/10/2025
029AF0B61B324C4... (Date)