



PHPDA Governing Council Special Meeting Minutes

Tuesday, March 18, 2025

5:30 PM – 6:30 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 (Joined at 5:33pm)	Sue Taoka		Diane Pietrowski	Brenda Hernandez
Nick Ramirez	Nancy Sugg			
Martine Pierre-Louis				

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

Douglass Jackson shared the news that a council member will be resigning from the council but would like to participate in the transformation process. He reminded the council to complete the skills matrix. Douglass Jackson thanked a council member for their member recommendation and encouraged others to make additional recommendations.

Governance

Acting Executive Director duties and related compensation (Resolution 09-2025)

Douglass Jackson introduced Resolution 09-2025. The resolution was drafted by the organization’s legal counsel. It covers updated duties and compensation for the Acting Executive Director role. Christina Bernard was appointed the Acting Executive Director at the March 11 meeting and will serve in that role until an interim Executive Director is identified and begins work. Douglass shared he met with her last week to discuss the details. Douglass Jackson asked for a motion to approve the Acting Executive Director duties and related compensation (Resolution 09-2025). Nancy Sugg moved. Martine Pierre-Louis seconded. All were in favor.

Procedure and process for hiring the Interim Executive Director

Douglass Jackson provided background information on the development of a hiring process plan for the Interim Executive Director. The hiring committee also drafted interview questions. It was noted that as proposed in the plan, interviews would have to be noticed as special meetings if a quorum of the council attends. The council had a discussion on their feedback and suggestions on the draft questions, as well as the process. The hiring committee will incorporate their feedback in their next draft. The interviews will be conducted by the committee only, with finalist(s) recommended to meet with the full council.



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The governing council then had a discussion on the drafted job description. Legal counsel will update language for one section of the description. Council members agreed that the areas covered look like a good summary of the expectations for this role. The interview committee will meet again to refine questions and the job description. They will then share the description with the interested candidates.

Study Session: Strategic Transformation Leadership Need

Douglass Jackson requested the council discuss the agenda for the first study session. A final report from the retreat facilitator will be distributed to members. The council discussed opportunities to invite speakers who can speak to community issues. They would also like to invite previous council members and those who've had a relationship with the PHPDA. Douglass Jackson would like to speak to members more to prepare an agenda.

Adjournment

The meeting adjourned at 6:32 p.m.

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