



## PHPDA Governing Council Meeting Minutes

Wednesday, April 2, 2025

8:30 AM – 9:30 AM

**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		Denise Stiffarm	Christina Bernard
Bob Cook	Sue Taoka		Diane Pietrowski	Brenda Hernandez
Nick Ramirez (left at 9:33am)	Nancy Sugg		Paul Feldman	Whitney Regan
Martine Pierre-Louis (Martine left at 9:32am)			Mallory Fitzgerald	

Douglas Jackson called the meeting to order at 8:31 a.m. A quorum was present. There were no public comments.

### Governance

#### *Governing Council Mayoral Appointment Recommendation*

The Executive Committee recommended the re-appointment of former governing council member Paul Feldman.

The vacant seat is a mayor’s appointment. Douglass Jackson asked for a motion to approve the recommendation to be sent to the mayor. Sue Taoka moved. Nancy Sugg seconded. All were in favor.

### Grantmaking & Grant Management

#### *Grantee Reporting Requirements*

Nancy Sugg led the discussion on current grantee reporting requirements and proposed changes to those requirements.

Legal counsel provided an overview of the prohibitions in the State Constitution related to lending of credit and gifts of public funds, including a high level analysis of requirements for demonstrating adequate consideration. Legal counsel also provided an overview of governmental accountability, with the state’s accounting statute outlining what a local government is required to document with regard to its expenditures. The Acting Executive Director shared that PHPDA receives four types of reports at different frequencies and for four different purposes from grantee organizations (quarterly output reports, biannual financial reports, annual demographics reports, and annual outcomes reports). Of the four reports, the two that are most important for tracking PHPDA responsibilities regarding use of public funds as outlined by legal counsel are: (1) the quarterly output reports and (2) the biannual financial reports.



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With regard to the financial reporting specifically, legal counsel explained that local governments must have detailed accounting. In this case, PHPDA is relying on grantees for this reporting to meet these requirements and the PHPDA’s review of grantee biannual financial reports assure that the requirement is being met.

The Acting Executive Director shared a document outlining proposed changes to reporting, all of which will still meet PHPDA’s responsibilities as stewards of public funds with a mission-focused purpose, while removing some of the burden of reporting on grantees, particularly with certain challenges that have arisen in recent months. Proposed changes are related to frequency of reporting, how budget variances are reported, and how clients receiving services from grantees are tracked and reported on. Council members appreciated the work of staff and legal counsel in presenting these options and discussed several of the potential changes. They discussed the balance between collecting relevant information on clients and the concerns with reporting on certain vulnerable populations at this time. A council member asked if the changes could be completed before the next round of Major Grant distributions. Nancy Sugg suggested we continue reviewing the proposed changes at a future meeting before contracts for this year are drafted.

## Adjournment

The meeting adjourned at 9:35 a.m.

Minutes Approved: Signed by:  
*Douglas Jackson*  
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(Date)