



PHPDA Governing Council Meeting Minutes

Tuesday, June 10, 2025

5:30 PM – 7:00 PM

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

Virtual Location: Zoom Meeting ID - 814 5119 4310

<https://us02web.zoom.us/j/81451194310?pwd=2Ql2kkq4UOuybmdZU3gatYIz8s0paZ.1>

Phone Option: +1 253 215 8782

Password: 810931

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Douglass Jackson	Doris Koo (arrived 5:33pm)	Martine Pierre-Louis	Christina Bernard	Whitney Regan
Paul Feldman	Nancy Sugg		Denise Stiffarm	Mallory Fitzgerald (arrived at 6:03pm)
Nick Ramirez	Sue Taoka		John Kim (arrived at 6:02pm)	Diane Pietrowski (arrived at 6:00pm)
Bob Cook (left at 6:55pm)				

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

Meeting Minutes

Douglass Jackson asked for a motion to approve the following meeting minutes:

Governing Council Meeting – May 13, 2025

Program Committee Meeting – March 5, 2025

Finance Committee Meeting – March 5, 2025

Bob Cook moved. Nancy Sugg seconded. 7 of 7 were in favor.

Finance & Operations

2024 Independent Audit

Council member Paul Feldman reviewed the 2024 Independent Audit provided by Clark Nuber at the June Finance Committee meeting.

- There were no findings or management letters, resulting in a clean and unmodified audit.
- Clark Nuber thanked PHPDA staff for their work on the audit.

Paul Feldman asked for a motion to approve the 2024 Independent Audit. Sue Taoka moved. Doris Koo seconded. 7 of 7 were in favor.

Q1 2025 Financial Statements

Council member Paul Feldman reviewed the Q1 2025 Financial Statements.



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- The Finance Committee reviewed the financial statements at their meeting last week and forwarded the statements to the Council for approval.
- There was one out-of-the-ordinary expense and an adjustment to accrued PTO at the time of the former Executive Director's departure.

Paul Feldman asked for a motion to approve the Q1 2025 Financial Statements. Nancy Sugg moved. Paul Feldman seconded. 7 of 7 were in favor.

Renewal of Relationship with K&L Gates for Personnel-Related Legal Services (Resolution 13-2025)

Council member Paul Feldman discussed the retention of K&L Gates for legal advice related to personnel, human resources, and employment matters.

- Governing Council last approved retention of K&L Gates three years ago.
- PHPDA does not utilize K&L Gates' services on a regular basis, it varies depending on PHPDA's needs.

Paul asked for a motion to approve Resolution 13-2025, authorizing the Executive Director to continue the professional services relationship and retain the services of K&L Gates LLP to provide strategic legal advice related to personnel and employment matters as such matters may arise. Bob Cook moved. Sue Taoka seconded. 7 of 7 were in favor.

Personnel

Update on Interim Executive Director Hiring Process

The Council Chair provided an update on the Interim Executive Director hiring process. The identified candidate is still interested in the position, but there have been some delays with final discussions. The discussions will continue over the next few weeks, with an update and potential Governing Council action to follow. The Chair thanked fellow Council members that have assisted with the Interim Executive Director hiring process.

The PHPDA Executive Assistant's last day was May 30th. PHPDA is currently in the process of hiring someone to fill the position. The title will be changed to Office Coordinator, which was previously the title for the position. PHPDA has received 50 applications, and interviews are scheduled for next week.

Governance

Updated Officers (Resolution 14-2025)



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The Council Chair outlined the updated Governing Council Officer assignments. The former Vice Chair resigned from the Council and a current Council member, Paul Feldman, will fill the Vice Chair position.

Douglass Jackson asked for a motion to approve Resolution 14-2025 Updated Governing Council Officers. Doris Koo moved. Nancy Sugg seconded. 6 of 7 were in favor. One abstention.

Grantmaking and Communications

Communications Related to 2026 Grantmaking

The Council Chair provided an update on communications related to 2026 Grantmaking, as the Governing Council continues its transformation planning work. PHPDA usually announces Major Grant opportunities at the end of the year and the process opens soon after the announcement. That timeline will likely be the same this year going into 2026. However, PHPDA Grants staff have been receiving inquiries regarding potential 2026 grantmaking opportunities. The Executive Committee may meet with the Communications Consultants to prepare talking points for staff. The Governing Council is aware of the need to consider the current climate when considering modifications to our process and focus.

Study Session: Strategic Transformation

The Governing Council was joined by former PHPDA Executive Director John Kim, who is currently the CEO at HealthierHere. John and the Council Chair led a discussion on the Council's plans for the Transformation work and John answered several questions from Council members. Some of the areas discussed were:

- How does the PHPDA's planned transformation work align with the Strategic Framework adopted when John was Executive Director? He noted several ways in which some of the discussions align with those priorities.
- How to balance the very high immediate needs at the downstream level with the upstream work that could have more impact in the long run. Especially now, it may be difficult for community organizations to not focus on the immediate needs.
- How to leverage grants, even if they are downstream, to produce data and information that can lead to upstream change.
- The importance of seeing the community as experts and creating scalable work with their support.
- Potentially moving more toward advocacy and innovation in PHPDA's grantmaking for more systemic change.
- Transparency about why any changes are being made.
- The importance of breaking silos between different areas of health care and other social services.



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- Challenges in engaging with other funders, particularly donor advised funds.
- The challenges of bringing innovation to scale in a three-year project timeframe.

The Council thanked John for his participation in the conversation and for answering the Councils questions.

Adjournment

The meeting adjourned at 6:59 p.m.

Minutes Approved: Signed by: *Douglas Jackson* 029AF0B61B324C4... Date: 7/9/2025