



PHPDA Governing Council Meeting Minutes

Tuesday, August 12, 2025

5:30 PM – 7:00 PM

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

Virtual Location: Meeting ID - 814 5119 4310

<https://us02web.zoom.us/j/81451194310?pwd=2Q12kkq4UOuybmdZU3gatYIz8s0paZ.1>

Phone Option: +1 253 215 8782

Password: 810931

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Douglass Jackson	Nancy Sugg	Doris Koo	Christina Bernard	Nicole Porcello
Bob Cook	Sue Taoka		Michael Finch	Denise Stiffarm
Paul Feldman	Nick Ramirez		Diane Pietrowski	
Martine Pierre-Louis (arrived 5:49pm)				

Douglass Jackson called the meeting to order at 5:33 p.m. A quorum was present. There were no public comments.

The Acting Executive Director introduced the new PHPDA Office Coordinator to the Council.

Meeting Minutes

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

- Governing Council Meeting – July 8, 2025
- Special Governing Council Meeting – August 6, 2025
- Program Committee Meeting – June 4, 2025
- Finance Committee Meeting – June 4, 2025

Nancy Sugg moved. Bob Cook seconded. 6 of 6 were in favor.

Financial Stewardship

Q2 2025 Financial Statements

The Acting Executive Director reported on Q2 2025 Financial Statements, highlighting the statements provided to the Council before the meeting.

- She emphasized a couple of non-routine, but expected items for the month of June, including:
 - The major elevator project in the Pacific Tower, which is coming to an end.
 - The Quarters Access fee, with final entries entered as of June 30, when the agreement ended.
 - Final payment for the annual audit.
 - Bank fees, including a new anti-fraud service.
- She noted that all other finances were as expected.
- The Finance Committee accepted the Q2 2025 financial statements and forwarded them to the Governing Council for approval at their previous meeting.



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Douglass Jackson asked for a motion to approve the Q2 2025 Financial Statements.

Sue Taoka moved. Nick Ramirez seconded. 6 of 6 were in favor.

Grantmaking & Program

Hiring Process for Planning Consultant

The Governing Council discussed the hiring process for the Transformation Planning Consultant.

- The Council Chair referred to the previous Council meeting discussion of this topic. He also referenced a draft document sent to Council members prior to this meeting.”
- The Council Chair said that once there is agreement on the wording of the request for a proposal for a consultant, the Executive Committee will work on a strategy to start receiving applications and move forward with the hiring process.
- The Council Chair opened the topic for discussion. The Council debated whether they needed to make any changes, or if the proposal document was already clear with the current wording.
 - One Council member suggested a change to the language of the proposal that prefaces a group of questions.
 - The Acting Executive Director will change the wording in the document before the Executive Committee moves forward.
- With agreement on the proposal, the Council began discussion on how to implement the proposal. There was discussion about trusted partners they could approach to share the RFQ.

Douglass Jackson asked for a motion to authorize the Executive Committee to begin the process of finding a Transformation Planning Consultant and to make a recommendation to the Governing Council.

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

Continuing Discussion of 2026 Grantmaking and Future Planning Process

The Council Chair led a discussion of 2026 Grantmaking and future planning process.

- The Council discussed a couple of options regarding priorities for grants that had emerged at the last meeting regarding Major Grants, including:
 - Continuing what the Council has done in the past but narrowing focus areas.



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- Using data from trusted sources to indicate where the greatest harm is and where the greatest need is, and limit grants to those areas only.
- They need to make final decisions in December, so PHPDA staff would need to begin working on process and documents by October if there are planned changes. Major process changes are not expected based on past conversations.
- The Council discussed that many organizations in the community are hurting due to lack of funding and additional future threats to funding.
- Another Council member raised an idea related to this, to possibly focus where this immediate and emergent need is for 2026 (relying on expert community advice) while working on the longer-term planning with the Transformation Consultant.
 - The Program Committee Chair brought up a contact from King County public health that she and the Acting Executive Director plan to reach out to for more information, with the hope of inviting them to a Program Committee meeting.
- The Program Committee Chair also wants to look back at previous grantees and see which programs funded by the Council were sustainable. She hopes to gather information for the Council to better understand the highest needs of the county.
 - She asked members of the Council to assist in producing two or three succinct questions to use for a survey for former grantees.
 - The Acting Executive Director shared that she and the PHPDA Grants & Program Specialist have already compiled a list of grantees to approach with the questions.
- The Council discussed an upcoming event hosted by the Northwest Health Law Advocates in September and how it might provide helpful information to the Council. The Acting Executive Director will email the Council to determine which members may be interested in attending with her.

Property Management & Real Estate

- The Governing Council entered Executive Session at 6:13 p.m. for 47 minutes to discuss Property Management and Real Estate matters pursuant to RCW 42.30.110(1)(c).
- The Governing Council exited Executive Session at 7:00 p.m.



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Before adjourning, the Council discussed whether they might need to have another Executive Session at the end of the next Council meeting.

They agreed this might be necessary, and that they could potentially need another special meeting between now and mid-September related to potential action regarding Property Management & Real Estate.

Adjournment

The meeting adjourned at 7:05 p.m.

Minutes Approved: _____

DocuSigned by:

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9/10/2025

(Date)