



PHPDA Governing Council Meeting Minutes

Tuesday, November 18, 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	Paul Feldman	Christina Bernard	Nicole Porcello
Martine Pierre-Louis	Bob Cook	Doris Koo	Denise Stiffarm	Michael Finch
Nick Ramirez			Christina Hulet	Whitney Regan
Sue Taoka				

Call to Order

Douglass Jackson called the meeting to order at 5:33pm. 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 – October 14, 2025
- Program Committee Meeting – August 6, 2025
- Program Committee Meeting – October 1, 2025
- Finance Committee Meeting – October 1, 2025

Nancy Sugg moved. Martine Pierre-Louis seconded. 6 of 6 were in favor.

Professional Services

The Acting Executive Director reminded the Governing Council that for all professional services contractors and consultants expected to have contracts over \$10,000 a year, the Governing Council must review them once every 3 years. She explained that there are three consultants that are in the queue for Governing Council review and consideration for renewal at this time by a new Resolution, going from the beginning of 2026 to the end of 2028. She noted that the three Resolutions were already drafted and had been reviewed and forwarded to the GC after their most recent Finance Committee meeting. She briefly outlined information about each Resolution that was covered at the previous Committee meeting as well:

- The first Resolution is to continue work with our real estate consulting team, Century Pacific.
- The second is to work with Tan Mats, our IT consultant.
- The third Resolution in the packet is to continue working with our Communications Consultant, Pyramid Communications.
 - PHPDA used to work with Denise Rhiner on strategic communications within the Pyramid team. She has left Pyramid Communications and started her own consultancy firm. The Acting Executive Director has spoken with Denise and our current primary contact from Pyramid to discuss continuity of services, and both Denise and Pyramid would like to continue working with PHPDA.
 - The Acting Executive Director recommended continuing with Pyramid for our regular work—updates to the website, the annual report, graphic design, general communications



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messaging, etc., since the current contact there has managed those projects for several years now. She suggested Denise Rhiner come in for high-level strategic communications. She proposed to have a smaller contract with Denise for this targeted advice and to keep Pyramid as the primary Communications consultant.

- The contract with Denise would not be expected to exceed \$10,000 so we would not need a Resolution. The total budget line for Communications would cover both of those contracts.
- The Acting Executive Director reminded the GC that the Resolutions just allow PHPDA to continue to work with these consultants; they are not the official contracts, which are completed annually. It does not mean we are committed for three years, as all contracts have cancellation clauses, but the Resolutions must be done every three years to allow staff to continue the working relationships.

Douglass Jackson asked for a motion to approve all three resolutions:

- *Renewal of Professional Services Relationship with Century Pacific (Res. 19-2025)*
- *Renewal of Professional Services Relationship with Tan Mats (Res. 20-2025)*
- *Renewal of Professional Services Relationship with Pyramid Communications (Res. 21-2025)*

Bob Cook moved. Nick Ramirez seconded. 6 of 6 were in favor.

Finance & Operations

Q3 2025 Financial Statements

The Acting Executive Director presented the third quarter 2025 Financial Statements to the Governing Council. She explained that most items are as expected, with not much to call out or highlight.

- She noted that in the statement of activities, there was some fluctuation in month-to-month costs related to the Tower operating.
 - She reminded the GC that this tends to fluctuate from month-to-month, but it will be reconciled at the end of the year.
- The Acting Executive Director noted that one item that was not budgeted was the property assessment consultant line. This was for the Quarters appraisal and the survey conducted.
- She noted that because the Transformation planning money has not been used yet in 2025, they are doing better than budget. Other than that, the statements reflect what they would usually expect.

Douglass Jackson asked for a motion to approve the Q3 Financial Statements as presented. Nancy Sugg moved. Martine Pierre-Louis seconded. 6 of 6 were in favor.



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2026 Draft Budget & Reserve Plan

The Acting Executive Director explained that the 2026 Draft Budget & Reserve Plan has been reviewed by the Finance Committee twice and the Program Committee once. While the Finance Committee did not vote on it yet, the Program Committee did vote at their recent meeting to recommend the portion of the budget pertaining specifically to Program. The latest draft, included in the meeting packet, is the most updated version of the budget. The Acting Executive Director shared some highlighted items that may be updated based on more information coming in or more changes made by the Governing Council.

- The numbers for the Tower insurance, operating, and operating reimbursement costs from Pacific Medical Center and Department of Commerce are the second draft of these numbers. They could change, but the Tower-related numbers are not going to impact the bottom line of the budget, as they are passthrough.
- Interest earnings is also highlighted, as the rate may be updated before the final version in December.
- She explained that the budget for Grant and Program expenses was reviewed and recommended by the Program Committee by a vote.
 - The Major Grants number included in the budget is for renewals and new grants continuing with the same process, but Program Committee is still deliberating about focus areas for 2026, etc.
 - There is other money included for other program work, which will likely be based on the outcome of the transformation planning. The Governing Council Chair noted that pilot work during 2026 would come out of this number.
 - Since the last meeting, she also added in the budget stipends for community organizations that may participate in the PHPDA's planning process.
- There were a couple items highlighted to update under personnel expenses.
 - Staff salaries will be finalized after performance reviews and any updates to the Seattle Consumer Price Index for Cost-of-Living Adjustment increases this week.
 - Since the last budget was renewed, she has received renewal amounts for health insurance and dental. This number will also assume a new Executive Director hired mid-year.
- She reminded the GC about the auditing process: there is a full State Audit every other year, so that number increases every other year. In 2026 we will have a full State Audit that will cover 2024 and 2025.
- The Communications section is also highlighted. Since the Communications spending has varied significantly over the years, this number is guesstimated based on the prediction of what communications will be needed in 2026. This will cover both Pyramid and Denise Rhiner Consulting.



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- The rest of the budget was noted to be mostly straightforward, with PHPDA operating expenses that do not tend to change much from year to year.
- The Acting Executive Director brought up the question of having a search firm for the Executive Director search. The Finance Committee recently discussed the question of whether to hire an Executive Director search firm or to use our HR consultant for support work with GC members managing the overall process. The GC discussed this and opened it up for opinions from all members.
 - Everyone agreed that an Executive Director search firm would be useful and necessary. One member noted they had a positive experience with a firm when hiring a previous Executive Director. The firm was able to do a lot of background work and manage the overall process. Another member noted that it would be helpful to have someone that is in those networks they need to tap into, to get the right candidates. Another GC member said that not hiring a firm would lead to a lot of additional work for GC members, which may be a challenge with other projects in 2026.
 - The Acting Executive Director said that she will update the budget to reflect this reasoning.
- She then reviewed the Reserve Plan Fund 2026 draft document, which has not changed significantly in recent years, beyond updating the dollar amounts based on annual budgets.
- The final budget will be submitted for approval in December for vote with a Resolution.

Grantmaking and Program

Transformation Planning Discussion (Invited Participants: Current PHPDA Strategic Advisors)

The Governing Council Chair reminded the GC that at the last meeting, he shared that they had decided to hire Christina Hulet as the new Transformation consultant. He asked the GC to introduce themselves to her, explain what Committees they are part of in PHPDA, and share what they do for their day job if they wished. He asked the PHPDA staff to introduce themselves, as well. He then invited Christina Hulet to introduce herself to the GC and to explain more about what her plans for PHPDA. Christina thanked the GC for having her and engaging her on this project. She shared a bit about her background, which was mostly in the health and social services area.

- Christina then presented a bit of her Transformation process overview and timeline, highlighting the key steps and phases she plans on. This will be an initial outline that they can adjust together as they need to. The timeline consists of the following tasks:
 - Interviewing the GC Council members and strategic advisors
 - Community member & key informant reviews
 - Study Sessions – opportunity for additional learning
 - Governing Council retreat - strategic plan/developing our path forward
 - Communication strategy



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- Project management & Coordination with Executive Committee and Acting ED.
- She then went over her progress and next steps. Christina has interviewed the Executive Committee members and the Acting ED so far and has developed interview questions for other GC members and strategic advisors. She will reach out to schedule time with others. She encouraged them to give open and honest feedback and said that she plans to discuss the summary and themes from these interviews at the January Governing Council meeting.
- Governing Council members stated that they were excited to have a process, some steps, and to be able to begin engaging in the work.
- A Governing Council member asked what kind of communications and updates the GC could expect during this process. Christina said that she is available to attend any GC meetings to provide an update on where they are, based on how it works for the team, and other agenda items. She recommends having as many updates as works with the calendar. The Governing Council Chair noted that the Executive Committee also has plans to meet with Christina every two weeks, so he will be able to share updates from those meetings with the GC.
- There was also discussion about the interviews so far Overall, she thinks there is an enormous amount of deep care for this work and a sense of responsibility around it.
- She emphasized that it is okay if there are different opinions on the items discussed. The Governing Council Secretary said that the interview questions Christina has for them are deep and that the GC should take time to give the questions some thought.
- Christina reiterated that she would reach out to schedule the interviews and send the questions out in advance.

Property Management & Real Estate

Executive Session per RCW 42.30.110(1)(c)

- The Governing Council entered Executive Session at 6:38pm for 22 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.

Adjournment

The meeting adjourned at 7:01 p.m.

Minutes Approved: _____

Signed by:

Douglas Jackson

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12/10/2025

(Date)