



PHPDA Governing Council Meeting Minutes

Tuesday, December 9, 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>

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MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Douglass Jackson	Nancy Sugg	Doris Koo	Christina Bernard	Nicole Porcello
Martine Pierre-Louis	Bob Cook	Nick Ramirez	Denise Stiffarm	Michael Finch
Sue Taoka (arrived 5:47pm)	Paul Feldman		Diane Pietrowski	Whitney Regan
			Mallory Fitzgerald (arrived 5:48pm, left 6:42pm)	

Call to Order

- Douglass Jackson called the meeting to order at 5:36 pm. A quorum was present. There were no public comments.
- The Governing Council Chair explained that there would be a slight change to the agenda. The planned vote on Resolution 23-2025 appointing 2026 Committee Members would no longer be happening because the Treasurer/Finance Committee Chair has decided to step down from that role.

Meeting Minutes

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

- Governing Council Meeting – November 18, 2025
- Program Committee Meeting – November 5, 2025

Paul Feldman moved. Nancy Sugg seconded. 4 of 5 were in favor. 1 Council Member, Paul Feldman, abstained.

Finance & Operations

2026 Pacific Tower Operating Budget

The Acting Executive Director presented the 2026 Pacific Tower Operating Budget.

- She noted that the first portion of this budget is for the general monthly cost charged to the two tenants, Pacific Medical Center and Department of Commerce. It covers the regular operating costs of the Tower. She explained that for the Department of Commerce, for larger projects, they get billed directly for expenses that are incurred.
- With the second part of the budget, for the larger directly-billed costs, there were some projects projected to occur in 2025 that are now happening in 2026. The Acting Executive Director presented an email and a capital costs plan from the property manager summarizing the costs for 2025 and 2026.
- This budget gets voted on first and separately because there are two Governing Council members who work for the State of Washington who therefore must abstain from the vote related to costs



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charged to the Department of Commerce. Once approved, this portion becomes part of the full operating budget for everyone to vote on.

Douglass Jackson asked for a motion to approve the 2026 Pacific Tower Operating Budget. Bob Cook moved. Paul Feldman seconded. 3 of 5 were in favor. 2 Governing Council members, Douglass Jackson and Martine Pierre-Louis, abstained due to potential conflicts of interest.

2026 PHPDA Operating Budget (Res 22-2025)

The Acting Executive Director presented the 2026 PHPDA Operating Budget, *Resolution 22-2025*.

- This is the full PHPDA Operating Budget, incorporating the Tower Operating Budget, which was approved by the previous vote. She noted that this budget is similar to earlier drafts that both Committees have reviewed in the last two months, and what the GC discussed at the last meeting.
- She presented a cover sheet that explained items that changed from the draft reviewed at last month's meeting:
 - Interest rates were updated.
 - Salaries have been adjusted based on performance reviews.
 - Per discussion at the last meeting, the Executive Director search firm expense is included, and there is an adjustment to the HR Consultant cost, because they will not be assisting with the Executive Director search.
 - The Communications consultant budget, to be split among Pyramid Communications and Denise Rhiner Consulting, was finalized after the latest discussions with them and at the GC's last meeting.

Douglass Jackson asked for a motion to approve the 2026 PHPDA Operating Budget, Resolution 22-2025. Paul Feldman moved. Martine Pierre-Louis seconded. 5 of 6 were in favor. 1 Governing Council member, Paul Feldman, was opposed.

2026 Reserve & Savings Plan

The Acting Executive Director presented the 2026 Reserve & Savings Plan.

- The Reserve & Savings Plan reflects the PHPDA's planned savings goal for 2026. No updates have been made since the previous Committee and GC reviews in November.
- The Acting Executive Director noted that each month when she does the financial statements, there will be an update on the actual reserve and savings as compared to this goal.
- The Governing Council discussed where the money would come from if they chose to use some on campus expenses, as they anticipate potentially spending some money investing into the Quarters buildings. There is money noted in the plan for Campus Capital expenses. Because the plan represents both designated reserves and undesignated net assets that are available as savings, the Governing Council would not need to vote to release reserves to conduct this work. After any



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changes, both spending and updated needs, they will assess the reserve and savings goal again going into 2027.

Douglass Jackson asked for a motion to approve the 2026 Reserve & Savings Plan. Nancy Sugg moved. Sue Taoka seconded. 6 of 6 were in favor.

Program & Grantmaking

2026 Grant Calendar

The Acting Executive Director presented the 2026 Grant Calendar.

- She noted that this calendar is consistent with the grantmaking process from 2025. She said that GC members will likely get an email the next day asking which panels they are interested in participating in.
- She reminded the GC that the LOI review meetings will require an additional Governing Council meeting to move forward with the LOI review panel's recommendation of which organizations will be invited to submit a full proposal. This extra meeting will be held on February 25th. She noted that the PHPDA Office Coordinator would send a poll to vote on a time for that meeting.
- The Governing Council discussed the member expectations for the grant calendar and the panels. The Acting Executive Director clarified that they usually ask each GC member to serve on at least one panel. PHPDA staff will sit on panels as well. If they still have some spots to fill, they will reach out to past GC members or past staff.
 - She noted that numbers-wise, LOIs is where we will need more assistance. In 2025, they had 9-10 people reading LOIs. Renewal Grants are primarily reviewed by staff with 2-3 GC reviewers. For Major Grants, in addition to staff, we'd be looking for about 5 people. For Renewal and Major, everyone on each panel will read all the applications.

2026 Renewal Grant Guidance

The Acting Executive Director presented the 2026 Renewal Grant Guidance.

- She noted that the Renewal Grant Guidance was consistent with 2025. Currently they expect 18 applications for renewal in 2026.
- She said that they plan to do the process the same way as 2025, where the staff does an intensive review, a tech review, summarizing past reporting, and analysis of the application. The staff will make a recommendation and bring it to the panel.

Douglass Jackson asked for a motion to approve the 2026 Renewal Grant Guidance. Bob Cook moved. Nancy Sugg seconded. 6 of 6 were in favor.



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2026 Major Grant Guidance

The Program Committee Chair presented the 2026 Major Grant Guidance. She reminded the GC that they voted on two proposals at a previous GC meeting and the majority vote wanted to go with keeping the same process as past years but narrowing the focus for the grants going forward in 2026. The Program Committee was then charged with deciding what the focus areas would be for this year and how to change the Major Grant Guidance. They went through many options and narrowed down the focus areas and recommended a few other changes for the Major Grant Guidance from 2025. She outlined the various portions of the Guidance that were changed or updated from 2025:

- The Purpose of Funds section changed to include evidence of health disparities in King County.
- The Funding Priorities section was changed to include a third type of funding project, “evaluation of community-based health project.”
 - There was discussion about what types of projects this evaluation could be for, and whether it was written clearly enough for applicants. The Program Committee Chair explained that this evaluation of a project could be done on already existing and working programs, or on new pilot programs.
- The focus areas they decided on were also added: Gender Affirming Care and/or HIV Prevention and Care for LGBTQIA+ Communities; Trust-Based Approaches to Healthcare Delivery for Immigrant and Refugee Populations; and Access to Birth Control and Abortion Care.
 - The Trust-Based Approaches to Healthcare Delivery for Immigrant and Refugee Populations focus area might be re-worded before the final Guidance is sent out. The idea is that funds should be allocations to care that people in the community feel safe accessing.
 - PHPDA’s Communications consultants noted that “Trust-Based Approaches” may sound a bit vague, and they suggested possibly using different wording—i.e. community based, community rooted, community driven.
- The Program Committee Chair asked to hear other thoughts from the GC about the changes made to the Guidance, especially the focus areas.
 - There was some discussion regarding the Transformation work that PHPDA has underway for 2026 and whether these grants will impact that.
 - One GC member asked whether the grants being awarded will be for a 3-year grant cycle. The Program Committee Chair explained that this setup is not different than what they have done before, clarifying that the grants will be for 1 year of funding with the potential for renewal for up to a total of 3 years. She noted that they set it up this way because for most programs, a year is not enough to accomplish their goals.
 - The Program Committee Chair and the Acting Executive Director also reminded the Council that a larger cohort of major grants will be reaching the end of their three-year eligibility in 2027. Because of this, there will be a natural decrease in Major Grant funding after that, allowing for increases in other funding if the Governing Council so chooses.



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- The Governing Council Chair also reminded the GC that there might be an opportunity to put out more funding this year for transformation, using the extra money designated in the budget. Depending on PHPDA's Transformation work facilitated by the consultant, they might do some other types of funding throughout the year to launch those initiatives.
- The Program Committee Chair explained the other changes to the Guidance under the Funding Eligibility section. "Continuation Project" was updated to the definition "maintaining an existing project to sustain current service levels after the loss of existing funding or the end of another funding stream." They do not want this to be seen as gap funding. Therefore, they have also included a statement saying that Expansion and Continuation Projects must demonstrate prior success. They expect to see data presented from applicants applying for Continuation Project funding.

Douglass Jackson asked for a motion to approve the 2026 Major Grant Guidance. Douglass Jackson moved. Martine Pierre-Louis seconded. 4 of 6 were in favor, 2 Governing Council members, Sue Taoka and Paul Fedlman, were opposed.

Update on Work with Transformation Planning Consultant

The Governing Council Chair gave a brief update on the work being done with Christina Hulet Consulting.

- He said that the Executive Committee has been meeting with Christina Hulet every two weeks, and most of the current GC members have already spoken with her or will be soon. He said that a large portion of the January GC meeting will be a summary of the interviews she has conducted and the themes that have emerged.
- Christina Hulet has noted that there are recurring names coming up in her discussions with GC members. (i.e. a former Executive Director, and former GC members). She inquired whether she should move forward now to interview these people with the same questions she has asked the other GC members. The Governing Council Chair asked if the GC was okay with her doing this. Multiple members expressed enthusiasm for the idea, and no one expressed any concerns with this approach.

Governance

2026 Committee Members (Resolution 23-2025)

- The Governing Council Chair noted that they were going to have a Resolution to vote on with the Committee Members and roster for 2026. However, the current Treasurer/Finance Committee Chair recently let him know that due to family commitments, she is going to stay on GC but will relinquish her seat as Treasurer/Finance Committee Chair in the new year.



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- The Governing Council Chair said they are looking to see if there is any interest among board members in becoming the Treasurer. If anyone is interested, he asked them to please reach out to him to let him know of their interest.
- The Acting Executive Director said that the GC will likely vote on a few action items in January for updated officers, Committee members, and appointing grant panels.
 - She noted that she already reached out to GC members to see which Committees they want to serve on for 2026. With that in mind, the PHPDA Office Coordinator will send out calendar holds for the Committee meetings and GC meetings for next year.
 - She said that the January Committee meetings will likely be cancelled as there are no anticipated agenda items to discuss. If anything comes up, they can discuss it at the regular GC meeting in January.
- The Acting Executive Director shared the news that Bishda Lacet's paperwork to become a Governing Council member was signed by the mayor. Additionally, Martine Pierre-Louis's reappointment and Diane Pietrowski's appointment were filed with the city. Diane and Martine's appointments were on the agenda for a City Council Committee meeting the next day.

Property Management & Real Estate

Quarters Update

Denise Stiffarm gave an update about the Quarters lease project.

- She said that last month they went through some Memorandum of Agreement (MOA) items with SCIDpda. Denise, Michael Finch, and the Acting Executive Director met with SCIDpda last week to talk about negotiation points, the timing related to various documents, and to get an agreed structure for both entities moving forward for review. They felt good about the meeting; they felt they were aligned in many places.
- SCIDpda has prepared an MOA, and Denise, Michael, and the Acting Executive Director have prepared some revisions. They plan to finalize that and send it back to SCIDpda. They hope that in first quarter of 2026, both PHPDA's and SCIDpda's GCs can review and take action on it.
- If the MOA is agreed upon and approved, the next step will be, based upon the principles, to draft a lease agreement later in 2026. SCIDpda is comfortable with the timing they have laid out. Denise said that Michael has done a lot of great work getting us focused on the pieces necessary to make certain decisions related to this matter. She thinks they are aligned and that things are moving forward well. She said that getting to an approved memorandum of agreement should be straightforward.

Adjournment

In closing, the Governing Council Chair thanked Sue Taoka for the work she has done over her time with PHPDA, as it was her last Governing Council meeting as a board member.



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- Sue thanked everyone for the opportunity to work with them and said she looks forward to seeing what the transformation work is going to bring. She believes it is a pivotal time and is excited about what is going to happen, how PHPDA will address the current climate in a way that is forward-looking and really highlights the word “transformation.”
- Other GC members shared their appreciation for Sue, her insights, and the knowledge and experience she brought to the Governing Council. GC members noted they learned a lot from her and will miss her contributions going forward.

The meeting adjourned at 6:52 p.m.

Minutes Approved:
Signed by:
Douglas Jackson
1/14/2026
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