



PHPDA Governing Council Meeting Minutes

Tuesday, May 12, 2026

5:30 PM – 7:00 PM

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

Virtual Location: <https://us02web.zoom.us/j/87010373058?pwd=XGmL8Y0AYbOxBHRk3lFvHTGLDqCext.1>

Phone Option: +1 253-205-0468

Password: 376083

Meeting ID: 870 1037 3058

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Douglass Jackson	Doris Koo		Nicole Porcello	Christina Bernard
Nancy Sugg	Martine Pierre-Louis (left 6:48pm)		Denise Stiffarm	Michael Finch (left 6:23pm)
Diane Pietrowski	Nicholas Ramirez		Whitney Regan	
Blishda Lacet	Bob Cook (arrived 5:37pm)			

Call to Order

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

Meeting Minutes

Douglass Jackson asked for a motion to approve the May 6, 2026 Special Governing Council Meeting minutes. Doris Koo moved. Nancy Sugg seconded. 7 of 7 were in favor.

Grantmaking

2026 Renewal Major Grant Awards (Resolution 03-2026)

The Governing Council Chair reviewed the 2026 Renewal Major Grant Awards. He explained how the review process was conducted. The PHPDA grants staff completed in-depth tech reviews, and two Governing Council members participated in the final review and discussion.

- There was no official scoring for the reviews conducted by the Governing Council, but rather they marked whether they agreed or disagreed with the staff’s recommendation. After review and discussion, the total amount recommended is less than what was budgeted.
- There were 18 proposals up for renewal. If approved, Resolution 03-2026 would authorize the Executive Director to negotiate and execute 2026 Renewal Major Grant contracts for the proposals identified in Attachment A of the Resolution, in contract amounts not to exceed those listed in Attachment A, for the period of July 1, 2026 to June 30, 2027.

Douglass Jackson asked for a motion to approve Resolution 03-2026. Diane Pietrowski moved. Martine seconded. 7 of 7 were in favor.

2026 New Major Grant Awards (Resolution 04-2026)

The Program Committee Chair and the Acting Executive Director presented a summary of the 2026 New Major Grant Awards panel and process. The Program Committee Chair briefly described the 6



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organizations and their projects that the review panel chose to recommend funding. She thanked PHPDA staff for the great tech reviews, as well as the committee members for diligently going through the grants and having a good discussion to reach a consensus.

Douglass Jackson moved to approve Resolution 04-2026. Bob Cook seconded. 7 of 8 were in favor. 1 member abstained, Doris Koo.

Personnel

Retention of Executive Director Search Firm (Resolution 05-2026)

The Program Committee Chair, who was part of the ad hoc committee to find and recommend an Executive Director Search Firm to assist with the Executive Director hiring process, shared the committee's recommendation.

- First, she reminded everyone of the process, in which the committee reached out to three search firms and two of them submitted proposals for the project. They interviewed both firms and then spoke to the references for the one that they planned to recommend, Valtas Group.
- She noted what stood out about this firm was that their purpose is to serve nonprofit, mission-based organizations, and they have a strong focus on DEI practices.
- After their evaluations, they believe this firm would be the best fit for PHPDA's Executive Director search.

Douglass Jackson asked for a motion to approve Resolution 05-2026, which would allow the Acting Executive Director to execute a consultant agreement with Valtas Group for the scope of work set forth in their proposal. Nick Ramirez moved. Douglass Jackson seconded.

There was discussion among the Governing Council about whether they should enter into a contract with the search firm yet, given that they have a Governing Council Retreat planned for June 10th, and if they do enter into a contract, when the work with the firm should begin.

- The Governing Council plans to discuss their Transformation plans in more detail at the Retreat, and therefore some Governing Council members think they would have a better idea of what they need and what they are looking for in an Executive Director after that.
- The Governing Council Chair and one of the ad hoc committee members explained that the intent of retaining the search firm was to get this part of the process completed ahead of time. Therefore, after the Retreat, when they know more of what they are looking for, the firm and the committee can get started on the Executive Director search work immediately. He also said that he hoped other members might think about whether they would like to serve on the search committee and work with the firm on the next steps in the process.



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- The Program Committee Chair explained that the way Valtas Group set up their timeline, she believes there is a lot of initial background work they can start in their first few weeks, before jumping into the more formal search process.
- It was also confirmed that, as with all PHPDA consultant contracts, there is a termination clause if the PHPDA's needs change significantly and there is no longer an interest in pursuing work with the consultant.
- The Acting Executive Director and the Program Committee Chair said that they could speak with the Valtas Group about the timing of the contract and the start of their work. They noted that the firm seems to be very flexible with their planning and processes.

7 of 8 were in favor of approving Resolution 05-2026. 1 Governing Council member, Doris Koo, was opposed. The Governing Council Chair said that, based on this conversation and concerns raised, they can adjust the timeline so that major action will not occur until after the retreat.

Real Estate

Quarters Feasibility Study Update

Michael Finch presented an update on the Quarters Feasibility Study, which is being completed by Sarah Westneat, Rail House LLC. He explained that Sarah Westneat has already signed the consultant contract and been onboarded with PHPDA. She toured the Quarters and began a draft of a Feasibility study. Michael said that she will continue to work on that draft and then present it to the Finance Committee or the Governing Council at an upcoming meeting. He shared that he expects a full draft within the next two weeks or so, noting that she is already far along in the process.

Strategic Transformation

Christina Hulet, the Strategic Transformation Consultant, led a discussion about the next steps in the Transformation process. Her main goal was to debrief on the community panel from the May 6, 2026 Special Governing Council Meeting and to discuss ideas regarding the upcoming Retreat in June and how they might plan to structure it.

- Christina shared some of the themes she heard from the panel conversation, where the community members were asked what is distinctive about their approach, and how PHPDA can be most helpful.
 - She asked the Governing Council for their reflections and thoughts on what was shared. She reminded them that she and the Governing Council have spoken to a lot of people and gathered many options, opinions, and themes so far. She is starting to put together some summary documents with all this feedback.
 - Governing Council members shared some of the pieces of information and past conversations that have found insightful in considering PHPDA's future work.



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- Next, Christina Hulet discussed possibilities for structuring the Retreat.
 - Christina talked about PHPDA’s different types of investments, how the Governing Council will want to think about how they want to invest their resources, first in 2027 and then in the years that follow. One suggestion for the Retreat would be to have the Acting Executive Director share a financial overview of what they have to work with and how this could look in 2027.
 - Since there have been a lot of suggestions shared on how to invest, to prioritize, they can do different exercises at the Retreat about where they want to put weight. Christina pulled up synthesized themes/ideas they have heard from panelists, community leaders, etc. She labeled what we had heard and from who. She believes the Governing Council could use this to clarify some of the roles PHPDA might invest in.
 - Some Governing Council members noted that it might be beneficial to talk about the priorities piece before diving into the Financials, so they are not trying to force ideas to fit into the specific numbers right away.
 - There was a discussion about the Governing Council Retreat from 2024 and that some of the current Governing Council were not members in 2024 and did not attend. PHPDA staff would find the notes from this Retreat to share with all Governing Council members ahead of time.
 - One Governing Council member thought it would be beneficial to come out of the Retreat with a draft of an elevator pitch about what PHPDA is, what they do and why they do it—the who, the what, the why. Christina provided some examples of what this elevator pitch or synthesized sentence could look like—what PHPDA is and what they are focused on.
 - The Governing Council discussed whether there will be enough time at the Retreat to make these important decisions. Christina said that the timing might be tight, so there is a possibility they might need another half-day Retreat or a follow up at July meeting.
 - They decided that Governing Council members should prepare for the meeting individually. Christina committed to create a packet of summaries about the Transformation process thus far to send them before the Retreat date.
 - The Governing Council Chair emphasized that everyone should come to the Retreat prepared and noted that we will still have the regular June 9th Governing Council meeting to complete other business and action items, to devote all the time at the Retreat to community building and connection among the members and Transformation.

Adjournment

The meeting adjourned at 7:02pm.

Minutes Approved: Signed by:
Douglas Jackson
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(Date)