



Meeting of the PHPDA Governing Council
October 13, 2015 5:30-7:00 p.m.
 Quarters 2 Building, Beacon Hill
 1200 12th Ave South Seattle, WA 98144

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT
Mike Heinisch	Nancy Sugg	Tony McLean	Christina Bernard
Ellie Menzies	Nate Dreon	Rich Nafziger	Rikka Dayao
Doris Koo	Rhonda Berry		Ellie Chopp
Judy Tobin			Jeff Natter (on phone until 6:20)

Mike Heinisch called the meeting to order at 5:33 p.m. A quorum was present. There was no public comment.

The Governing Council approved the September 8, 2015 Governing Council minutes (Moved/2nded by Tobin/Berry, 7 of 7 in favor).

The Governing Council accepted as information the Finance & Audit Committee minutes September 8, 2015 and the Program Committee minutes from September 2, 2015.

Executive Director and Staff Report

The Finance & Grants Manager discussed last month’s activities performed by staff which mainly consisted of working on the draft operating budget, Communities of Opportunities grant application process, further planning for the All Grantees Meeting, the draft Strategic Plan, and paperwork for Governing Council’s upcoming member reappointments.

Update on Strategic Thinking/Planning Process

The Grants Coordinator reorganized the list of feedback from board members and strategic advisors in order to focus the points for each area of the draft Strategic Plan. The Executive Director commented that while some of the comments are appropriate for the Strategic Plan others are geared more towards committee work plans. He also sent the draft to external parties for feedback and received positive comments overall regarding the new direction PHPDA is going with the strategic plan. Staff will continue to work through the feedback and implement the appropriate changes. An updated version will be brought to board members and strategic advisors for further discussion.

Governance

Governing Council Self-Assessment Process and Timeline

The Chair proposed to the Council completing a self-assessment by the end of the year. He advised that it would be a helpful tool for the Council to review the performance of the Board as a whole and also how each individual member performs on the board. Each question will include a scoring scale and comments to be compiled by staff and forwarded to the Chair for review.

2016-2018 Governing Council Appointments (Res. 11-2015, 12-2015, 13-2015)

The Finance & Grants Manager advised that there will be three Governing Council members up for reappointment for another three-year term: County Executive appointee, Nate Dreon, PHPDA Council appointee, Judy Tobin, and Mayor appointee, Ellie Menzies.



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The PHPDA Council recommends that the County Executive reappoint Nate Dreon as a member of the PHPDA Council (Moved/2nded by Tobin/Sugg, 7 of 7 in favor).

The PHPDA Council confirms the appointment of Judy Tobin to serve a three-year term beginning in January 2016 as a member of the PHPDA Council (Moved/2nded by Sugg/Dreon, 7 of 7 in favor).

The PHPDA Council recommends that the Mayor reappoint Eleanor Menzies as a member of the PHPDA Council (Moved/2nded by Tobin/Sugg, 7 of 7 in favor).

Staff will complete and submit the appropriate paperwork for the Governing Council reappointments.

Grantmaking

Appointment of Nimble Fund Cycle 1 2016 review panel

The Grants Coordinator advised the Council that the first cycle of Nimble Fund Grants for 2016 are coming up. Applications are due to the PHPDA November 20, with the review process taking place over the following 10 days. The Governing Council will review the panel's funding recommendations at the December meeting. The Governing Council appointed Mike Heinisch, Ellie Menzies, Nate Dreon, Christina Bernard, and Jeff Natter to serve as the Nimble Fund Quarter 1 review panel (Moved/2nded by Tobin/Dreon, 7 of 7 in favor).

Grant Management

Update on grantee audits

The Finance & Grants Manager reported that two out of four of the grantee audits have been completed. Overall, the program and financial audits have gone well and that the remaining two will be completed by the end of October.

Update on Grantee meeting

The Grants Coordinator updated the Council on the All Grantees Meeting for November 13. The Office Coordinator has sent out invitations to the grantees with RSVPs due by next week. Staff received positive feedback regarding last year's grantees meeting and will send out the round table discussions decided by the Program Committee to the grantees soon and seek first and second choices from all participants. All Board and Strategic Advisors are invited to the event.

Personnel

Planning for Annual Executive Director performance review

The Chair informed the Council of the upcoming annual performance review of the PHPDA Executive Director. The Chair will send staff, Council, Strategic Advisors, and external parties a survey regarding the Executive Director's annual performance with the feedback only going back to the Chair. The Executive Director will also write a general self-assessment to go along with his review. There was discussion on which external parties should be a part of the Executive Director's annual review and the Chair will discuss further options with the Executive Director. The plan is to discuss all the feedback on the Executive Director's performance in an Executive Session of the Governing Council during the November 10 meeting from which the Chair will prepare a final annual performance document to share with the Governing Council at its December 8 meeting. The Chair will discuss the compiled participants' feedback and final document with the Executive Director at the end of the year.



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Adjournment

The meeting was adjourned at 6:50 p.m.

Minutes approved _____

(Date)