



Meeting of the PHPDA Governing Council
November 10, 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	Rhonda Berry	Nancy Sugg	Jeff Natter	Ellie Chopp
Ellie Menzies	Nate Dreon (called in at 5:55 until 6:25)	Judy Tobin	Christina Bernard	Denise Stiffarm
Doris Koo	Tony McLean	Rich Nafziger	Rikka Dayao	

Mike Heinisch called the meeting to order at 5:38 p.m. A quorum was present. There was no public comment.

The Governing Council approved the October 13, 2015 Governing Council minutes (Moved/2nded by Berry/Koo, 5 of 5 in favor).

The Governing Council accepted as information the Finance & Audit Committee minutes October 13, 2015 and the Program Committee minutes from October 7, 2015.

Executive Director and Staff Report

The Executive Director updated the Council on the staff’s activities over the past month which included continued work on the Communities of Opportunity proposals, final preparation for the All Grantees Meeting, and reviewing of grantees quarterly reports.

Financial Stewardship

Q3 Financial Report

The Governing Council reviewed and accepted the Q3 financial report (Moved/2nded by Koo/McLean, 5 of 5 in favor).

Continued discussion of 2016 PHPDA Operating Budget and 5-year Financial Projections

The Finance & Grants Manager presented the draft operating budget from the previous month’s Finance meeting since there were no substantial changes recommended by the Committee. Last month the Finance Committee requested to present the 5-year financial projections to the Program Committee’s November 4 meeting to discuss the allocation options for 2016 Major grant funding if it was only \$2 million or \$2.4 million instead of \$2.8 million. The Program Committee made the following recommendations for Reserve funding in 2016:

- All returned unexpended funds from 2015-2016 grants be placed in the reserve fund.
- Any funds not awarded from the renewal pool (current grants that are not renewed or are renewed at lower levels for the 2016-2017 grant period) be placed in the reserve fund.

The Executive Director added that the Program Committee recommended a discussion by the Governing Council regarding the appropriate amount needed for the reserve fund. The Treasurer expressed concerns regarding the planning process and communication of the budget and the proposal not to allocate funding into the reserve fund for 2016 and 2017. After further discussion, it was suggested that the Executive Committee convene to discuss the 2016 operating budget in regards to the grantmaking expense and reserve fund amount. Any proposed changes will be presented to the Finance Committee and Governing Council in December with the 2016 operating budget being voted on for approval.



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Grantmaking

Update on Communities of Opportunity (COO) aligned fund grants and Living Cities

The Executive Director updated the Committee on the COO and Living Cities projects. He provided summaries of each COO site's program and informed the Council how the PHPDA funds will be used. SeaTac/Tukwila is planning a food innovation district focusing on healthy foods, White Center will focus on healthy activity, and Rainier Valley will work towards youth development and gun violence. He reported that the Living Cities convening in Dallas was very useful in discussing means of gathering and reporting on community-based data.

Grant Management

Update on grantee audits

The Finance & Grants Manager advised that the four grantee audits have been completed. All organizations received follow-up letters summarizing findings and outlining needed changes.

Update on grantee meeting

The Office Coordinator noted that the All Grantees Meeting will be held at the Pacific Tower on the 8th floor on November 13. The event will be catered by FareStart and representatives from all Major and Renewal programs will be attending to present the successes, challenges, and learnings of the organizations.

Update on PHPDA evaluation projects

The Executive Director informed the Council that the PHPDA's summer intern, Joy Lee, has completed her final evaluation report on Community Health Workers and will present an overview to the Program Committee in December. PHPDA is close to finalizing plans with the UW Evans School in an evaluation project of the grantmaking processes.

Executive Session: Personnel matters RCW 42.30.1110(g)

The Governing Council went into Executive Session regarding personnel matters RCW 42.30.1110(g) at 6:40 p.m. The Governing Council went out of Executive Session at 7:00 p.m. to announce extension of the Executive Session to 7:05 p.m. Executive Session went back in at 7:00 p.m. and the Executive Session ended at 7:04 p.m.

Adjournment

The meeting was adjourned at 7:04 p.m.

Minutes approved _____

(Date)