



**Meeting of the PHPDA Governing Council**  
**July 14, 2015 5:30-7:00 p.m.**  
 Quarters 2 Building, Beacon Hill  
 1200 12<sup>th</sup> Ave South Seattle, WA 98144

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT
Mike Heinisch	Nancy Sugg from 5:42	Nate Dreon	Jeff Natter
Ellie Menzies from 5:40	Tony McLean		Christina Bernard
Doris Koo	Rich Nafziger		Rikka Dayao
Judy Tobin	Rhonda Berry		Denise Stiffarm

Mike Heinisch called the meeting to order at 5:34 p.m. A quorum was present. There was no public comment.

The Chair requested to amend the agenda to adjourn the meeting at 7:00pm as opposed to 7:20pm (Moved/2<sup>nd</sup>ed by Tobin/Berry. 6 of 6 in favor).

The Governing Council approved the June 9, 2015 Governing Council minutes (Moved/2<sup>nd</sup>ed by Tobin/McLean. 6 of 6 in favor).

The Governing Council accepted as information the Finance & Audit Committee minutes June 9, 2015 and the Planning Committee minutes from June 3, 2015.

**Executive Director and Staff Report**

The Executive Director reported that grantmaking over the past month by the Finance & Grants Manager and Grants Coordinator has been the main focus. The Executive Director also updated the Council on his Living Cities trip to Chicago regarding Communities of Opportunity and noted that recently the PHPDA was awarded a plaque by the Seattle College Foundation for their past efforts and continuing support to the Foundation. He also reported that the College Foundation’s tax credit transaction was close to being finalized.

**Financial Stewardship**

*Update to PHPDA PTO policy*

The Finance & Grants Manager presented the proposed changes and updates to the PHPDA PTO policy as forwarded by the Finance Committee. Per the Council’s request, the Finance & Grants Manager researched and compared the PHPDA’s current PTO policy to PTO benefits at other organizations. The Executive Director and Finance Committee recommended starting non-Executive Staff at 24 annual PTO days and increase accrual by one day at each work anniversary until reaching a maximum of 37 days at year 13 of service. Executive staff start at 36, increasing by one each year to a maximum of 40. Staff that currently earn more PTO than they would on this schedule will be grandfathered in at their current level until such time that they would receive an additional increase under this new schedule.

The Governing Council approved the amended PTO language and schedule (noted as Option #1 in the presented materials) for the Employee Handbook (Moved/2<sup>nd</sup>ed by Tobin/Sugg. 8 of 8 in favor).

*PHPDA Reserve Funds*

The Executive Director discussed a plan to designate the \$5 million received as consideration from PacMed in 2014 as part of the Pacific Tower and Property Reserve Fund. The discussion was previously tabled at last month’s Finance Committee meeting due to the request to wait for the



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Executive Director and Finance & Grants Manager's meeting with the City of Seattle Finance staff. After further discussion with the Council and wanting to obtain more information from the City's Facility Operations Division this week regarding allocation of reserve funds, the Council decided to table the PHPDA Reserve Funds topic for next month's meeting following an update from the Executive Director and Finance & Grants Manager.

**Grantmaking**

*Aligned Funding – Communities of Opportunity (Resolution 09-2015)*

After the Communities of Opportunity presentation by Alice Ito from The Seattle Foundation and Kirsten Wysen from Public Health - Seattle & King County to the Program Committee earlier in the month, the Executive Director is looking forward to the next step of contracting aligned funding for the CoO. The PHPDA will have authority over those aligned funds to ensure them being related to the organization's mission and contract individually with the three sites: Rainier Valley, White Center and SeaTac/Tukwila. With the approval of this aligned funding contract, the Executive Director commented on the PHPDA's success on doing three types of grantmaking along with Major and Nimble Grants. After further discussion and clarification of the contracts being similar to other PHPDA grant terms, the PHPDA Governing Council adopted Resolution 09-2015, authorizing an MOU with King County and the Seattle Foundation and authorizing PHPDA staff, with input from representatives from the PHPDA Program Committee and/or Governing Council and representatives from the CoO Governing Group, to make CoO funding decisions up to \$150,000 in 2015, and to execute grant contracts consistent with this authority (Moved/2<sup>nd</sup>ed by Tobin/Koo. 8 of 8 in favor).

**Strategic Planning**

*Approach to 2016-2019 Strategic Plan*

The Executive Director brought up for discussion a different approach to the PHPDA's 2016-2019 Strategic Plan: Strategic Thinking. He referenced an article, The Guide for Successful Nonprofit Management published by Third Sector New England, which compares Strategic Thinking vs Strategic Planning. Based off of the size of the PHPDA's staff, the Executive Director suggested using a Strategic Thinking approach in moving forward with the new Strategic Plan. The Council was in agreement with the Strategic Thinking approach and discussed ways to still include the Board and Advisor's expertise and ideas into the new Strategic Plan. The Governing Council accepted the PHPDA staff moving forward with the Strategic Thinking approach to the new 2016-2019 Strategic Plan (Moved/2<sup>nd</sup>ed by Tobin/Menzies. 8 of 8 in favor).

**Advocacy – Best Starts for Kids**

The Executive Director presented to the Council an advocacy opportunity regarding the upcoming initiative, Best Starts for Kids. Legal counsel, Denise Stiffarm, advised that the PHPDA will need a Resolution to take official position, whether that is in support of action by the County Council or endorsement of a potential ballot initiative; however, individuals of the Council are more than welcome to personally advocate Best Starts for Kids outside the PHPDA role. The initiative will provide the resources aimed at preventing negative outcomes in the community and put every child on a path toward lifelong success by focusing efforts on early development, carrying forward through a child's journey to adulthood. Staff will likely prepare a resolution outlining an official PHPDA position on the issue for Governing Council action in August.



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**Adjournment**

The meeting was adjourned at 6:36 p.m.

Minutes approved \_\_\_\_\_ (Date)