



**Meeting of the PHPDA Governing Council**  
**March 10, 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
Tony McLean	Ellie Menzies	Rich Nafziger	Jeff Natter
Mike Heinisch	Rhonda Berry	Doris Koo	Christina Bernard
Nate Dreon		Nancy Sugg	Denise Stiffarm
		Judy Tobin	

Mike Heinisch called the meeting to order at 5:35 p.m. A quorum was present. There was no public comment.

The Governing Council approved the February 10, 2015 Governing Council minutes (Moved/2<sup>nd</sup>ed by McLean/Dreon. 5 of 5 in favor).

The Governing Council accepted as information the Finance & Audit Committee minutes from February 10, 2015 and the Planning Committee minutes from February 4, 2015.

**Executive Director/Staff Report**

The Executive Director discussed the work of the staff over the past month, largely focused on grantmaking and grant management, as well as work with the Department of Commerce.

He also noted two other items:

- The PacMed electrical project is complete and was not as complicated or expensive to PacMed as expected. Quarters 1 and 2 electrical systems were not affected by the project.
- The Department of Commerce submitted a request for either a grant or loan for the Tower project. The PHPDA's legal counsel is researching the legality of both options before further discussion or action.

**Personnel**

*Update on hiring of new position*

The Executive Director updated the Governing Council on the hiring process for the new Office Coordinator. Over 100 applications were received, with seven candidates slated to be interviewed. After the final interview, the Executive Director and Finance & Grants Manager will narrow the pool down to two or three final candidates for a second interview, after which they will make a selection. The new staff person will likely be on board by mid-April.

**Grantmaking**

*Nimble Fund Awards (Res 03-2015)*

The Nimble Fund Cycle 2 Committee, made up of Jeff Natter, Ellie Chopp, Doris Koo, and Nancy Sugg, reviewed 13 applications and recommended three for funding:

- Economic Opportunity Institute - \$25,000 to conduct a study of Affordable Care Act enrollment and utilization disparities with special focus on King County issues
- Lutheran Community Services Northwest - \$49,629 of start-up funds for mental health clinic services to immigrant/refugee populations in Kent
- Washington State Smile Partners - \$50,000 toward purchase of a mobile dental care van to provide services to low income elementary students in South King County



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The Council voted to adopt resolution 03-2015, authorizing the Executive Director to enter into grant contracts for these three projects (Moved/2<sup>nd</sup>ed by Berry/Dreon. 5 of 5 in favor).

The Council also discussed the fact that most of the amount allocated to the Nimble Fund this year had already been awarded. The Finance & Grants Manager noted that some of what was awarded in quarter 2 (and some future awards in quarter 3) would carry over as a 2016 grant expense. She will review the accounting and determine an estimate of the funds remaining for 2015. Council members agreed that while there may be some additional underspent funds from Major Grants or Pooled Funding, it was unlikely there would be any funding remaining for a fourth round of Nimble Fund awards this year.

*Grants Update*

The Executive Director reported that all renewal grant applications had been received and sent to the panel for review. New major grant applications are due March 23.

The Finance & Grants Manager reported that Planning Committee Strategic Advisor Sharyne Shiu Thornton had to withdraw from the renewal panel and would not be reviewing applications.

*Topics in Future PHPDA Funding*

The Executive Director gave a presentation to the Council on future PHPDA funding, focused on a recommendation regarding pooled funding. The 2015 PHPDA budget allocates \$250,000 for pooled funding, which will allow the PHPDA to combine resources with other funders to focus larger amounts of funding for targeted work, but the project or partnership still needs to be determined. The Executive Director recommends that the PHPDA work with the Communities of Opportunity project, joining the Seattle Foundation and King County as funders.

The Executive Director provided an overview of Communities of Opportunity. The project has chosen three place-based communities to target funding across sectors to develop policy and system changes. Each of the three sites will receive \$150,000 per year for planning, policy, and other work. Each community is represented by a lead agency with large and small community partners. The plans and work will be directed by the community rather than the funders. The Executive Director believes that the project, with which he has been involved for over a year, provides the opportunity for the PHPDA to be the primary health funder in an already-established cross-sector collaboration. Chair Mike Heinisch, who is also familiar with the work, noted that the project is well-connected with other projects in the County and it is the main project that is this far along in planning and execution. While no action will be taken at this point, the Executive Director will likely bring forth a proposal for action in April or May that will allow the PHPDA to explore the partnership opportunity and join if appropriate.

**PHPDA Governance**

*2015 Nominating Committee*

While there are no immediate vacancies, it is likely that a Nominating Committee will need to be established later in the year. They will work on recruitment for potential Governing Council expansion or unexpected vacancies.

In the meantime, the Finance Committee is in need of an additional strategic advisor. Marite Butners, a former Governing Council member who left after two terms at the end of 2013, has expressed some



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interest in this role. Staff and Council members who worked with her in the past expressed that they would be happy to work with her again. Staff will have further discussions with Ms. Butners regarding her interest and will bring the information to the Finance Committee and Governing Council for discussion and potential action in April.

*Governance membership in relation to PHPDA-funded programs*

The Council reviewed a document outlining Governance membership in relation to PHPDA-funded programs, as updated to reflect the Governing Council's discussion in February. This document will serve as guidance to the Nominating Committee and grantmaking review panels rather than a formal policy, and therefore does not require action. When a potential conflict of the sort outlined in the guidance may arise, it will be noted in Committee or Council minutes.

*Planning and Finance Committee 2015 Workplans*

Finance Chair Nate Dreon outlined the Finance Committee's 2015 workplan. He noted that it is similar to that of previous years, but that the Committee would likely spend more time this year on financial management and investment options, looking at what can be done within the PHPDA's charter and other regulations, as well as the Council's tolerance for risk. The Finance & Grants Manager noted that one item had been added, a rent adjustment for PMC, as outlined in their lease.

The Executive Director summarized the Planning Committee workplan, which is largely focused on 2015 grantmaking and preparations for 2016 grantmaking. They will also start the process for an update to the strategic plan.

*Annual Report to the City of Seattle*

The Council reviewed the draft report to the City, which outlines several specific aspects of the PHPDA's work and finances. It is submitted annually in March and covers the previous year. Chair Mike Heinisch noted that it was rewarding to see a summary of the significant amount of grantmaking the PHPDA completed in the last year. The Council approved the 2014 Report to the City of Seattle (Moved/2<sup>nd</sup>ed by McLean/Berry. 5 of 5 in favor).

**Adjournment**

The meeting was adjourned at 6:45 p.m.

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