



**Meeting of the PHPDA Governing Council**  
**June 9, 2015 5:30-7:20 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	Nate Dreon	Nancy Sugg	Jeff Natter
Ellie Menzies at 5:45	Tony McLean	Judy Tobin	Christina Bernard
Doris Koo	Rich Nafziger	Rhonda Berry	Rikka Dayao
			Denise Stiffarm
			Betsy Lieberman
			Bob Cook

Mike Heinisch called the meeting to order at 5:45 p.m. A quorum was present. There was no public comment.

Treasurer, Nate Dreon, requested to amend the agenda by removing the topic “Reserve Funds” due to the Finance Committee tabling the discussion until July further discussion. (Moved/2<sup>nded</sup> by Dreon/Nafziger, 6 of 6 in favor).

The Governing Council approved the May 12, 2015 Governing Council minutes (Moved/2<sup>nded</sup> by Koo/Dreon, 6 of 6 in favor).

The Governing Council accepted as information the Finance & Audit Committee minutes May 12, 2015 and the Planning Committee minutes from May 6, 2015.

**Executive Director and Staff Report**

The Executive Director reported that real estate and property discussions have been the main tasks since the last update to the Governing Council. The Finance & Grants Manager and the Grants Coordinator continued working on Renewal, Major and Nimble Grants contracts and meetings.

**Financial Stewardship**

*PHPDA 2014 Audit*

The Treasurer presented to the Governing Council the presentation of Clark Nuber’s representative, Andrew Prather, of the PHPDA’s 2014 Audit that was conducted at the end of April. The Audit overall was clean and Clark Nuber had an unmodified opinion on the agency’s financial statements. The Treasurer announced the future events for external educational opportunities through Clark Nuber that might be of interest to our board members and grantees. More information on the events, descriptions and costs can be found on Clark Nuber’s main website. The Governing Council accepted the 2014 Audit for the PHPDA. (Moved/2<sup>nded</sup> by Koo/Dreon, 6 of 6 in favor).

*Strategic Advisor to Finance Committee*

The Treasurer discussed the interview of Paul Feldman, candidate for the second Strategic Advisor to the Finance Committee. The interview panel was Nate Dreon, Christina Bernard and current Finance Advisor, Bob Cook. The panel found Mr. Feldman a well-rounded candidate with a strong background in finance, philanthropy and health. A public comment by Betsy Lieberman, presenter later in the meeting of Housing/Healthcare Partnerships, shared that Mr. Feldman was previously on her board. The Governing Council approved Paul Feldman as the second Strategic Advisor for the Finance Committee, with voting rights on that Committee. (Moved/2<sup>nded</sup> by McLean/Dreon, 6 of 6 in favor).



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*Update to Employee Handbook – add section on intern/short-term employees (Res 08-2015)*

As the PHPDA Executive Director is considering hiring a paid intern for the summer of 2015, staff did research and consulted with legal experts to determine if and how PHPDA's policies should be amended to address benefits for short-term employees. The policies are currently silent on the matter. The Committee reviewed a resolution that would state that the PHPDA does not offer employer-sponsored benefits to short-term employees, defined as an employee hired for a term of four months or fewer. The Governing Council adopted Res 08-2015, amending the PHPDA's benefit plans to exclude short-term employees from all employer sponsored benefits, and to authorize staff to amend the Employee Handbook and take any other actions necessary to execute this change in policy. (Moved/2<sup>nd</sup>ed by Dreon/Menzies, 6 of 6 in favor).

**Grantmaking**

*Nimble Fund Grants (Res 07-2015)*

The Finance & Grants Manager reported this Nimble Grants Cycle 3 Panel was herself, Ellie Chopp, Doug Jackson, Judy Tobin, and Bob Cook. There were a total of 15 applications and the panel recommended funding six. There will not be a Quarter 4 of Nimble Grants for this year as the total funding of Nimble Grants as of Quarter 3 will already be overbudget for that category for 2015; however, this will be offset by other areas of grantmaking being under budget this year. The Chair commented on the good work of the staff and panel regarding the grants and discussions. The Governing Council adopted Resolution 7-2015, awarding the recommended funding for the Nimble Grants Cycle 3. (Moved/2<sup>nd</sup>ed by Menzies/Dreon, 6 of 6 in favor).

*Aligned Funding – Communities of Opportunity*

The Executive Director updated the Governing Council on the work of Communities of Opportunity (CoO) and discussed the proposal for deeper PHPDA involvement. His recommendation includes:

- The PHPDA will commit \$150,000 in PHPDA funds to community-based CoO planning and programs for the remainder of 2015. Funding may increase or decrease in upcoming years, depending on the nature of the community projects proposed.
- The funds must be used for purposes consistent with PHPDA's mission to provide services to programs that address healthcare access and outcome disparities among underserved populations in King County.
- The funds shall be considered "aligned funding," in that the PHPDA will retain control over the distribution of the funds with input from the CoO Governance Group.
- Each of the three sites that seek PHPDA funding must submit a brief proposal to the PHPDA detailing the proposed use of the funds, a brief outcome statement and a budget. PHPDA staff will meet directly with site representatives to discuss their proposed projects and offer technical assistance and referral resources, as necessary.
- Decisions about funding awards will be made by PHPDA staff with possible input from representatives from the Planning Committee and/or Governing Council.
- Sites receiving aligned funds will submit a brief, simple biannual progress and expenditure report to the PHPDA.
- PHPDA will work in collaboration with King County and the Seattle Foundation to ensure that funding is truly aligned with, but not duplicative, of other funds available to the projects.



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PHPDA staff will be working on a contract and resolution for action at the July Governing Council meeting.

**Governance**

*Renaming Planning Committee*

The Executive Director presented changing the name of the Planning Committee to the Program Committee, as previously reviewed and recommended by the Committee itself. The Finance & Grants Manager advised that only the Planning Committee Charter would be changed to show the new name and no other documents are affected. The Governing Council approved of the name change of the Planning Committee to the Program Committee, as well as the edits to the Committee Charter reflecting the change. (Moved/2<sup>nd</sup>ed by Menzies/Nafziger, 6 of 6 in favor).

**Property Management**

*Temporary use agreements with external parties*

The Executive Director updated the Governing Council about a current subtenant wanting to use the outside Tower facilities, which brought to the table that there is no standard agreement for temporary use of the property with external parties. After discussion of what the individual case will be using the property for and with further explanation of the temporary agreement by legal counsel, Denise Stiffarm, the Governing Council authorized the Executive Director to execute temporary agreements with external parties on a case-by-case basis. (Moved/2<sup>nd</sup>ed by McLean/Menzies, 6 of 6 in favor).

*Owner's Affidavit*

Legal counsel, Denise Stiffarm, presented to the Governing Council the current Owner's Affidavit requested by the Department of Commerce and First American Title Company. She advised that it is a standard form with tax credit transactions; however, it does create a low-risk liability for the PHPDA, and therefore requires Governing Council action. The Executive Director will provide any disclosures upfront to the best of his knowledge and attest that everything is up to date regarding certain property and title conditions. The Governing Council authorized the Executive Director to sign the Owner's Affidavit. (Moved/2<sup>nd</sup>ed by Nafziger/Koo, 6 of 6 in favor).

**Housing/Healthcare Partnerships**

Betsy Lieberman, a Leadership Consultant, presented on Housing and Healthcare Partnerships.

- 250,000+ residents of affordable housing fall within Medicaid/Apple Health income eligibility
- Stable housing is a necessary social condition for health
- To be part of the Triple Aim and address the Social Determinants of Health, housing needs to support healthy behaviors
  - Physical activity, healthy eating, management of chronic conditions, Interventions can include Community Health Workers/Promoters as a cultural bridge
- Housing stability now widely understood at the State level to be a component of achieving the Triple Aim
- Resident services increasingly integrated with broad range of community health programs

Funding from the PHPDA to grantees and programs has been able to scale opportunities and options between healthcare and housing.



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The Governing Council and staff thanked Betsy for her time, presentation and all of her hard work and dedication to the community.

The Governing Council briefly discussed scheduling of summer meetings. Staff will determine whether any summer meetings should be canceled based on Governing Council members' travel and other plans.

**Adjournment**

The meeting was adjourned at 7:11 p.m.

Minutes approved \_\_\_\_\_

\_\_\_\_\_  
(Date)