



Meeting of the PHPDA Governing Council
February 12, 2013 5: 30-7:00 p.m.
 Quarters 2 Building, Beacon Hill
 1200 12th Ave South Seattle, WA 98144

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT
Marite Butners	Diane Narasaki	Kevin Fox	Rosemary Aragon
Mike Heinisch	Nate Dreon	Judy Tobin	Christina Bernard
Marc Provence (from 5:38)	Theresa Rambosek (phone until 6:16)		Denise Stiffarm
Dan Lessler			Steve Wood (until 6:16)
			Michael Finch (until 6:16)

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

Consent Calendar

The Governing Council approved the January 8, 2013 Governing Council minutes (Moved/2^{nded} by Lessler/Heinisch. 5 of 6 in favor. Diane Narasaki abstained because she was not present at the January meeting).

The Governing Council accepted as information the Finance & Audit Committee minutes from January 8, 2013 and the Planning Committee Minutes from January 2, 2013.

Executive Session

Executive Session - to discuss real estate matters pursuant to RCW 42.30.110(c).

The Governing Council entered Executive Session at 5:35. Executive Session ended at 6:05. At that time the Council voted to enter Executive Session for an additional 10 minutes (Moved/2^{nded} by Provence/Lessler. 7 of 7 in favor). The Governing Council entered Executive Session at 6:06. Executive Session ended at 6:16.

Governance

Confirm appointment of ad hoc lease committee

Treasurer Marite Butners reported that she, Kevin Fox, Nate Dreon, and Executive Director Rosemary Aragon had been meeting regularly with Steve Wood and Michael Finch, CenturyPacific LP, regarding Tower leasing matters. The Council voted to confirm appointment of these individuals as an ad hoc lease committee (Moved/2^{nded} by Lessler/Heinisch. 6 of 6 in favor).

Approval of firm to conduct Executive Director Search (Resolution 01-2013)

Council member Mike Heinisch, who is chairing the Executive Director search committee, reported that the committee had narrowed the choice of search firms to two. They conducted numerous reference checks. They believe that the scope of work outlined in the two proposals is broader than the PHPDA needs, as much of the background work was already completed in PHPDA's 2012 strategic planning process. They, therefore, will be speaking to both firms about narrowing the proposed work and the budget. The proposed resolution directs the committee to come to a decision on one of the two firms and gives authority to contract with the chosen firm. While the committee did consider not hiring a firm and performing the search themselves, they reported that because of the potential amount of work involved and the potential benefits of having an outside firm, they are likely to hire a firm unless they cannot come to agreement regarding a reduced scope of work and fees appropriate to that reduced scope. The Governing Council adopted Resolution 01-2013 (Moved/2^{nded} by Heinisch/Dreon. 6 of 6 in



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favor).

*Executive Director reflections on the responsibilities and attributes of the next Executive Director
AND Generative discussions*

Staff left the meeting from 6:27-6:46. Mike Heinisch provided the Governing Council with an overview of the ad hoc Search Committee's efforts to date and plans for future discussion. The Governing Council reviewed the Executive Director's "Reflections about the PHPDA Executive Director Job" in order to frame the context of further discussions related to the Executive Director search effort. Mike Heinisch shared the staff (non-ED) feedback on the important aspect of the job from their viewpoint. The Governing Council then discussed, based the staff input and their own reflections, the skills, qualities, and attributes that the Governing Council believes are necessary for the next Executive Director.

Operating Policy 04-2010 re Emergency Executive Director Succession AND Designated Officer to hold files identified in Operating Policy 04-2010

The Finance & Program Analyst summarized minor changes to the Emergency Executive Director Succession Plan, primarily the requirement regarding a Governing Council member maintaining a copy of the necessary files. The Finance Committee previously reviewed the changes and recommended approval and also recommended that Treasurer Marite Butners be designated the officer currently in possession of the files necessary for emergency succession. The Council voted to adopt the revised Operating Policy 04-2010 and to designate Treasurer Marite Butners to be given a copy of the required files (Moved/2^{nded} by Provence/Lessler. 6 of 6 in favor).

Confirmation that officers met with Executive Director to give 2012 Evaluation feedback

The Executive Director reported that she met on January 8, 2013 with Kevin Fox and Terri Rambosek to discuss her 2012 performance evaluation.

Financial Stewardship

Agreement between PHPDA and eCityGov Alliance to subscribe to the Share Procurement Portal (for small public works purchasing roster and other rosters) (Resolution 02-2013)

The Executive Director discussed a resolution that authorizes her to subscribe to a shared procurement portal through eCityGov. The PHPDA is required to put in place a small public works roster. eCityGov has a shared procurement portal that is used by several cities and other public entities. If PHPDA joins, it would provide access to their roster, saving the time and costs associated screening and setting up a roster. The Governing Council voted to adopt Resolution 02-2013 (Moved/2^{nded} by Narasaki/Dreon. 6 of 6 in favor).

Year end 2012 Financials

The Council reviewed and approved the draft Year-end 2012 Financials (Moved/2^{nded} by Provence/Lessler. 6 of 6 in favor).

Grantmaking

PANW 2013 medical case management Grant Renewal (Resolution 03-2013)

The Finance & Program Analyst presented a 2013 grant renewal request from Project Access Northwest (PANW). The request is for \$150,000 and covers medical case management in King County, a program the PHPDA has funded since the PANW's founding. In addition to this work, PANW is



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working on several potential new projects that may expand their focus over the next several years (though the PHPDA will not fund any of this additional work with this grant). The Council reviewed the proposal and briefly discussed PANW's financials. The Council voted to adopt Resolution 03-2013 (Moved/2^{nded} by Heinisch/Narasaki. 6 of 6 in favor).

Adjournment

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

Minutes approved _____ (Date)