



**Meeting of the PHPDA Governing Council**  
**December 13, 2011 5:10-7:00 p.m.**  
 Quarters 2 Building, Beacon Hill  
 1200 12<sup>th</sup> Ave South Seattle, WA 98144

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Kevin Fox	Marc Provence	Lance Wilken	Christina Bernard, PA	Rosemary Aragon, ED
Linda Ruiz	Dan Lessler		Denise Stiffarm	Mike Heinisch
Marite Butners	Theresa Rambosek		Harvey Smith, PMC (until 5:40)	Mark Gary, PMC (until 5:40)
Tom Wood (until 5:45)	Wendy Watanabe			

Kevin Fox called the meeting to order at 5:04 p.m. A quorum was present. There was no public comment.

**Discussion with Pacific Medical Centers**

The Council welcomed two representatives from PMC to the Council meeting - Harvey Smith, CEO; and Mark Gary, PMC Board Chair.

Harvey Smith reported on PMC’s relationship and work with Project Access Northwest, who manage all of PMC’s charity care referrals. He also spoke about PMC’s actions surrounding their strategic plan, including looking at partnerships and joint ventures, and ways to look at technology and social networks as part of healthcare delivery.

Harvey Smith and Mark Gary discussed PMC’s EpicCare EMR installation and reported that it went well. They also reported that their Chief Medical Officer will be leaving PMC soon, but that a replacement had been recommended.

The PMC representatives left the meeting at 5:40 following this discussion.

**Consent Calendar**

The Governing Council approved the November 8, 2011 and December 1, 2011 Governing Council minutes (Moved/2<sup>nd</sup>ed by Butners/Watanabe. 7 of 7 in favor).

The Governing Council accepted as information the Finance & Audit Committee minutes from November 8, 2011 and the Planning Committee minutes from November 2, 2011.

**Governance**

*Planning Committee strategic Advisor*

Planning Committee Chair Wendy Watanabe reported that the Committee had voted to recommend that the Governing Council appoint Judy Tobin as a Strategic Advisor to the Planning Committee. The Council voted to approve the appointment, effective January 2012 (Moved/2<sup>nd</sup>ed by Watanabe/Ruiz. 7 of 7 in favor).

*Mayoral Appointment of Kevin Fox and Marc Provence (Res 14-2011)*

The Executive Director reported that the Mayor approved the recommendation to re-appoint Kevin Fox and Marc Provence to the Governing Council for three year terms beginning in January 2012. The Mayor’s office forwarded the appointments to the City Council. The Governing Council voted to adopt Resolution 14-2011, confirming the appointments (Moved/2<sup>nd</sup>ed by Rambosek/Butners. 5 of 5 in favor;



**Meeting of the PHPDA Governing Council  
December 13, 2011 5:10-7:00 p.m.**  
Quarters 2 Building, Beacon Hill  
1200 12<sup>th</sup> Ave South Seattle, WA 98144

Both Mr. Fox and Mr. Provence recused themselves from the vote).

*Process for Executive Director Evaluation*

Governing Council Chair Kevin Fox led discussion on the process for the Executive Director's annual review. After a discussion at a December 1 meeting, Council members recommend a process in which feedback is sought from several sources. The Executive Director will comment on her own performance relative to the job description and workplan, and will also provide the names of three people in the community who can speak to her work. These individuals will be asked to comment on what the ED does well, what she could do more of, and what she could do less of. The Council Chair will also ask for feedback on the ED's performance from other Council members and PHPDA staff. The Council intends to discuss the responses in executive session in January, after which the Council Chair will meet with the Executive Director. Documentation of the meeting and review will be part of the ED's confidential personnel file.

The Council voted to approve this process (Moved/2<sup>nd</sup>ed by Rambosek/Provence. 7 of 7 in favor). The Council also asked that staff update Operating Policy 03-2010 to reflect the processes discussed at this meeting and bring it to the Governing Council for approval in early 2012.

*Process for Governing Council Self Review*

The Chair discussed a plan for a Governing Council self-review. He will likely set up an online survey, seeking feedback on how the group is working as a board and what they could do better. They may also seek feedback on the performance of the Council Chair and the Committee chairs. Council members also discussed that it could be beneficial to begin with a structured survey instrument and to determine if there is a way to compare the Council's performance to that of other boards. The Council Chair asked that members share any additional ideas with him. He plans to conduct the review in the next month.

**Tower Update**

The Executive Director provided a brief update on events related to the Tower lease.

**Financial stewardship**

*2012 PHPDA Budget (Res 16-2011)*

The Council discussed the proposed 2012 PHPDA budget, both the revenue expectations and the proposed expenditures. Finance Committee members reported that they had discussed the undesignated funds included in the budget, and that in anticipation of strategic planning, the Committee would discuss designation of some portion of the funds for additional program funding, and some for reserves.

The Council then discussed, in the absence of staff, the salaries and benefits portion of the budget. They considered the potential and actual work to be accomplished in 2012, given real estate matters and potential program developments, and the value of the three skilled staffers.

Upon the staff's return to the meeting, the Council voted to adopt resolution 16-2011, approving the proposed 2012 PHPDA budget (Moved/2<sup>nd</sup>ed by Rambosek/Lessler. 6 of 7 in favor, with Kevin Fox voting against the motion).



**Meeting of the PHPDA Governing Council**  
**December 13, 2011 5:10-7:00 p.m.**  
Quarters 2 Building, Beacon Hill  
1200 12<sup>th</sup> Ave South Seattle, WA 98144

*TIAACREF Retirement Plan amendment (Res 17-2011)*

The Council voted to adopt resolution 17-2011, approving the Worker, Retiree, and Employer Recovery Act of 2008 Adoption Agreement Amendment to the PHPDA retirement plan documents (Moved/2<sup>nd</sup> by Butners/Lessler. 7 of 7 in favor).

*Retain Century Pacific, L.P. for 2012-2013 (Res 18-2011)*

The Council voted to adopt resolution 18-2011 retaining Century Pacific for strategic real estate advice for 2012 and 2013, with the dollar level of the contracts based on PHPDA's approved budgets (Moved/2<sup>nd</sup> by Butners/Rambosek. 7 of 7 in favor).

**Increase Access to care**

*2012 PHPDA-PMC Interpreter Services Contract renewal (Res 15-2011)*

The Council voted to adopt resolution 15-2011, approving a contract with PMC for Interpreter Services in 2012, with the same contractual terms as the current contract (Moved/2<sup>nd</sup> by Rambosek/Provence. 7 of 7 in favor).

*Grant to CHC Council (Res 19-2011)*

The Executive Director reported that she received an updated proposal from the CHC Council regarding funding of an awareness-raising event on November 30. After reviewing the proposal, the Executive Director decided to fund a small amount for preparation of an educational video. At their December meeting, the Planning Committee discussed the fact that they viewed the expenditure as a grant and asked that it be brought to the Governing Council for action.

Marite Butners moved to adopt resolution 19-2011, approving the grant to the CHC Council (seconded by Lessler). Governing Council members briefly discussed whether any further action was necessary since the process was different than most grant approvals in the past, but it was noted that the resolution included language to ratify actions already taken with regard to the grant. The Council voted to adopt the resolution (7 of 7 in favor).

*CMS Innovations Challenge Grant participation*

Council member Dan Lessler discussed plans among healthcare organizations in King County to respond to an RFP from the Center for Medicare & Medicaid Innovation. Public Health convened these groups to discuss a proposal to expand the King County Care Partners program, including incorporation of a community health worker/patient navigator-type role. The Planning Committee recommended that the Council approve PHPDA's participation in the group, including sharing the findings of the Children's navigator Pilot, working within the group to help develop the proposal and definition of roles, and providing a letter of support to the application if requested. The Governing Council voted to endorse and approve this participation (Moved/2<sup>nd</sup> by Watanabe/Fox. 5 of 5 in favor, Dan Lessler and Theresa Rambosek recused themselves because of the appearance of a conflict of interest).

*Seattle-King County Dental Foundation/Dental Society plan for expanded dental care*

Council member Linda Ruiz briefly updated the Council on the dental pilot and partnership with the Seattle-King County Dental Foundation/Dental Society. The Planning Committee recommends that the Governing Council endorse the Seattle King County Dental Society/Dental Foundation plans regarding the pilot project, including their plan to help fund a part-time dentist and part-time dental assistant at the



**Meeting of the PHPDA Governing Council**  
**December 13, 2011 5:10-7:00 p.m.**  
Quarters 2 Building, Beacon Hill  
1200 12<sup>th</sup> Ave South Seattle, WA 98144

clinic at Swedish in 2012. The Council voted to approve this recommendation from the Planning Committee (Moved/2<sup>nd</sup>ed by Ruiz/Watanabe. 7 of 7 in favor).

**2012 Strategic Planning and goal setting**

Planning Chair Wendy Watanabe led discussion on strategic planning for 2012. The Planning Committee discussed the fact that the planning should happen sooner rather than later, and that it could be centered on several possible scenarios. Council members stated that they would like the process to be focused and efficient. Council Chair Kevin Fox asked that the Committee Chairs focus on work that could be done by the committees ahead of time, such as the background development and discussion of which issues should be addressed in strategic planning.

**Adjournment**

The meeting was adjourned at 7:15 p.m.

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