



Meeting of the PHPDA Governing Council
December 8, 2015 5:30-7:00 p.m.
 Quarters 2 Building, Beacon Hill
 1200 12th Ave South Seattle, WA 98144

| MEMBERS PRESENT | | NOT PRESENT | ALSO PRESENT |
|------------------------|--------------|-------------|-------------------|
| Mike Heinisch | Rhonda Berry | Nate Dreon | Jeff Natter |
| Ellie Menzies | Nancy Sugg | | Christina Bernard |
| Doris Koo (calling in) | Tony McLean | | Rikka Dayao |
| Judy Tobin | Susan Crane | | Ellie Chopp |
| | | | Denise Stiffarm |

Mike Heinisch called the meeting to order at 5:32 p.m. A quorum was present. There was no public comment. The Chair welcomed the PHPDA's newest Board Member, Susan Crane, who will be filling out the remainder of Rich Nafziger's term.

The Governing Council approved the November 10, 2015 Governing Council minutes (Moved/2nded by Tobin/Berry, 8 of 8 in favor).

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

Executive Director and Staff Report

The Executive Director updated that staff have been working on finalizing the Communities of Opportunity contracts and that the grant review panel met for the first cycle of Nimble Grants for 2016.

Executive Session: Personnel matters RCW 42.30.1110(g)

The Governing Council went into Executive Session regarding personnel matters RCW 42.30.1110(g) at 5:42 p.m. The Executive Session ended at 5:50 p.m.

Financial Stewardship

2016 Pacific Tower Operating Budget

The Finance & Grants Manager received the Tower figures from the Property Manager for the Tower Operating Budget and the Committee reviewed and discussed the document.

The Governing Council accepted the 2016 Pacific Tower Operating Budget (Moved/2nded by Tobin/Menzies, 6 of 6 in favor). Mike Heinisch and Nancy Sugg recused themselves due to conflict of interest with Pacific Tower tenants. Legal counsel recommended that Susan Crane recuse herself at this time pending determination of potential conflict of interest with Pacific Tower tenants and subtenants.

Adoption of 2016 PHPDA Operating Budget (Resolution 14-2015) and Discussion of 5-year Financial Projections

The Executive Director reported that the Executive Committee (minus Secretary Judy Tobin, who was out of town) met to discuss the 2016 budget and the planned reserve transfer for the year. They recommended allocating a minimum of \$225,000 in fiscal year 2016 to the Pacific Tower and Property Reserve Fund via a reduction in the previously-planned grantmaking budget for the year (elimination of aligned funding for one year and reduction in major grant renewal funding for the 2016-2017 cycle). Additionally, they recommended that all unexpended or unawarded grant funds during the year be



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transferred to reserve. Finally, additional work will be done in 2016, with assistance from PHPDA’s property management and real estate advisors, to determine an appropriate goal for total reserve funds. The Council discussed this recommendation, with some members disagreeing with the reduction in grant funding. They discussed the need to clarify the purpose of the reserve fund and concerns with allowing it to grow too large at the expense of grantmaking. They noted that it is important to balance fiscal responsibility with the PHPDA’s responsibility to the community. The Pacific Tower Operating Budget figures have been incorporated into the Operating Budget with no other major changes besides the recommendations from the Program Committee regarding the grantmaking areas.

The Governing Council accepted the 2016 PHPDA Operating Budget (Resolution 14-2015) (Moved/2nded by Tobin/McLean, 7 of 8 in favor, with Judy Tobin voting against the motion).

Grantmaking

2016 Grant Guidance/RFPs for New and Renewal Major Grants

The Grants Coordinator updated the Council on the Program Committee’s recommendations for the New and Renewal Major Grants Guidance documents. The Program Committee recommended the following changes: (1) lowering the upper limit for New Major grants to \$200,000; (2) making sure to change Planning Committee to Program Committee throughout the guidance, and (3) clarifying that the deadline time for all submissions is 12:00pm noon throughout. The Grants Coordinator noted a few other changes from previous years, including new use of a grants@phpda email address to allow grantees to contact the staff as a whole.

The Governing Council accepted the 2016 Grant Guidance/RFPs for New and Renewal Major Grants (Moved/2nded by Tobin/Sugg, 8 of 8 in favor).

Quarter 1 2016 Nimble Fund Grants (Resolution 15-2015)

The Executive Director shared that the Nimble Fund Review Panel on December 4 went well and the panel reviewed 19 applications. The Council reviewed the summaries of the following organizations for which the panel recommended funding:

| Organization Name | January 1, 2016 – December 31, 2016 Funding |
|-----------------------------------|--|
| Downtown Emergency Service Center | \$29,733 |
| WithinReach | \$20,000 |
| IAF Northwest | \$8,000 |
| Housing Development Consortium | \$15,000 |
| Building Changes | \$10,000 |
| Total | \$82,733 |

The Governing Council accepted the 2016 Quarter 1 2016 Nimble Fund Grants (Resolution 15-2015) (Moved/2nded by Sugg/Menzies, 8 of 8 in favor).

Grant Management

Update on grantee meeting



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The Grants Coordinator provided an overview of the Grantee meeting held on November 13, including some of the discussion topics from the roundtable discussions and a survey of attendees. Overall, the feedback was very positive and attendees found it valuable. She noted that next year, likely with additional grantees, the PHPDA will consider having a full day meeting and handing out project summaries ahead of time so that less presentation time is devoted to outlining each agency's work. Staff acknowledged the Office Coordinator for her work and execution of the event.

Strategic Plan

The Executive Director presented to the Board the final draft of the 2016-2019 Strategic Plan. He advised that staff have incorporated most of the feedback into the strategic plan with others being worked into future committee workplans. The Chair commented that he is excited about the progress the PHPDA has made over the years and that the new strategic plan reflects that.

The Governing Council approved the 2016-2019 Strategic Plan with changes to be made as amended during discussion (Moved/2nded by Tobin/Menzies, 8 of 8 in favor).

Reflections on 2015

The Executive Director reflected on the PHPDA's past year with in a presentation highlighting the Board's accomplishments and identifying future directions for the upcoming year. He thanked everyone for all of their hard work and commitment to the organization, its mission, and to the community.

Adjournment

The meeting was adjourned at 7:01 p.m.

Minutes approved _____

(Date)