



Meeting of the PHPDA Governing Council
April 12, 2016 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	Tony McLean	Jeff Natter
Ellie Menzies	Nancy Sugg		Christina Bernard
Doris Koo	Judy Tobin (from 5:32)		Rikka Dayao
Teresa Mosqueda	Susan Crane		Denise Stiffarm

Mike Heinisch called the meeting to order at 5:30 p.m. A quorum was present. There was no public comment.

The Governing Council approved the March 8, 2016 Governing Council minutes (Moved/2nded by Mosqueda/Sugg, 8 of 8 in favor).

The Governing Council accepted as information the Finance & Audit Committee minutes March 8, 2016 and the Program Committee minutes from March 2, 2016.

Executive Director and Staff Report

The Executive Director reported that the 2016 Renewal Grant Review Panel meeting on April 7 went very well. The review panel discussed 17 renewal applications and will go into further detail on the recommendations later on in the Governing Council meeting. The Executive Director clarified the recent public records request received by the PHPDA for general information.

Grantmaking

Renewal Major Grant Awards (Res 05-2016)

The Executive Director reported that the Renewal Grants Review Panel discussed 17 applications for the 2016-2017 year. The review panel consisted of Jeff Natter, Ellie Chopp, Rhonda Berry, Paul Feldman, Bob Cook, Mike Leong, Ellie Menzies, and Teresa Mosqueda. The Executive Director and Finance & Grants Manager reviewed the program summaries and addressed comments from Council members who asked questions about certain funding decisions. The Renewal Grants Review Panel recommended funding for the following 16 programs:

Organization Name	July 1, 2016-June 30, 2017 Funding
Asian Counseling & Referral Service	\$115,000
Chinese Information & Service Center	\$105,000
Country Doctor	\$200,000
El Centro de la Raza	\$81,527
Harborview Medical Center	\$160,000
HealthPoint	\$140,000
International Community Health Services	\$221,261
Mercy Housing NW	\$249,980
Navos	\$250,000
Neighborcare Health	\$130,000



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Project Access NW Dental	\$132,000
Project Access NW Medical	\$157,500
Planned Parenthood	\$122,000
Seattle Indian Health Board	\$130,876
Seattle-King County Dental Society	\$40,000
YWCA	\$99,822
Total=	\$2,334,966

The Governing Council discussed and accepted the recommended 16 Renewal Major Grant applications of the Renewal Major Grant Sub-Committee (Moved/2nded by Tobin/Menzies, 8 of 8 in favor).

Personnel

Proposed Executive Director Salary range

Board Member, Doris Koo, presented her compiled research for the Executive Director salary range with the assistance of the Finance & Grants Manager and Office Coordinator. Ms. Koo reviewed selected “comparable” salary studies for the region. Because of the unique nature and mission of the PHPDA, Ms. Koo noted that the Council on Foundations data is informative at best, but not entirely applicable, because the Executive Director is not required to perform fundraising as an explicit job responsibility. At the same time, the other PDAs in the City of Seattle, though charged with developing and managing valuable real estate assets for the City, do not require grantmaking as a primary function of the ED’s job description. Based on the review and analysis, Ms. Koo recommended to the Governing Council that the PHPDA set a salary range between 75 and 100 percent (\$116,250 to \$155,000) of City of Seattle PDA Executive Director salaries for the Executive Director position.

On behalf of the Finance Committee, the Governing Council reviewed and approved the proposed Executive Directory Salary range compiled by Doris Koo (Moved/2nded by Tobin/Sugg, 8 of 8 in favor).

Property Management

Additional Hazardous Materials Abatement

The Executive Director updated the Council on the recent allotment increase request from the Department of Commerce regarding the hazardous material abatement for the Tower windows project. The Council had questions regarding the costs and actual work performed to date before reaching a decision on the request. With further information the topic will be discussed at next month’s Governing Council meeting.

Professional Services

Renewal of contract with Greenwood Ohlund & Co for Accounting and Bookkeeping (Res 06-2016)

The Finance & Grants Manager advised that Greenwood Ohlund & Co became the PHPDA’s accountants through the RFP process in 2010. The Finance & Grants Manager discussed the different services Greenwood Ohlund & Co provides for the PHPDA and how it has been a solid working relationship. Resolution 06-2016 would continue the relationship with Greenwood Ohlund & Co for three years.



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The Governing Council discussed and approved the Resolution 06-2016 Renewal of contract with Greenwood Ohlund & Co for Accounting and Bookkeeping (Moved/2nd by Koo/Berry, 8 of 8 in favor).

Recommended Communications consultant (Res 07-2016)

The Executive Director updated the Committee on the process of hiring a communications consultant. The PHPDA sent out an RFI on two separate occasions with one candidate applying who then had to withdraw. A couple of members of the Board recommended potential candidates to the Executive Director: Team Soapbox and the Latina Creative Agency. The Executive Director and Grants Coordinator met with them and also the previous candidate, Jackie O’Ryan. After discussing the needs of the PHPDA with the candidates and following up with the references, the Executive Director recommended the Latina Creative Agency as the new communications consultant.

The Governing Council discussed and approved the Resolution 07-2016 Recommended Communications consultant (Moved/2nd by Tobin/Mosqueda, 8 of 8 in favor).

Continued Discussion of Current PHPDA Property Leases

Legal counsel Denise Stiffarm continued her presentation to the Council regarding PHPDA’s three main leases: Department of Commerce, PacMed, and Wright Runstad. Ms. Stiffarm clarified questions regarding the PHPDA Federal Deed, Charter, and Mission as well as the terms and premises of the three leases. The Council thanked Ms. Stiffarm for her time and highly important presentation.

Adjournment

The meeting was adjourned at 6:46 p.m.

Minutes approved _____

(Date)