



**Meeting of the PHPDA Governing Council**  
**May 10, 2016 5:30-7:00 p.m.**  
 Quarters 2 Building, Pacific Tower Campus  
 1200 12<sup>th</sup> Ave South Seattle, WA 98144

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT
Mike Heinisch	Nancy Sugg	Tony McLean	Jeff Natter
Ellie Menzies	Judy Tobin	Rhonda Berry	Christina Bernard
Doris Koo	Susan Crane		Rikka Dayao
Teresa Mosqueda			Ellie Chopp

Mike Heinisch called the meeting to order at 5:30 p.m. A quorum was present. There was public comment from the Executive Director of Project Access Northwest, Sallie Nellie. Ms. Nellie presented the PHPDA with a recognition reward for being one of the first funders of Project Access which is celebrating their 10<sup>th</sup> year anniversary. The Council and staff thanked Ms. Nellie for the gracious award and all of the work that Project Access does for the community.

The Governing Council approved the April 12, 2016 Governing Council minutes (Moved/2<sup>nd</sup>ed by Tobin/Mosqueda, 7 of 7 in favor).

The Governing Council accepted as information the Finance & Audit Committee minutes April 12, 2016 and the Program Committee minutes from April 6, 2016.

**Executive Director and Staff Report**

The Executive Director updated the Council on the excellent preparation work by the Finance & Grants Manager regarding the independent audit by accounting firm Clark Nuber. The New Major Grants Review Panel Meeting went exceptionally well and work on the 2015 Annual Report is underway with the new communications consultant.

**Property Management**

*Additional Hazardous Materials Abatement*

The Executive Director updated the Committee on the revised Additional Hazardous Materials Abatement Resolution 08-2016 request from the Department of Commerce to increase the funding amount contained in Resolution 03-2016 from \$180,000 to \$300,000 due to the increased scope of abatement activities. As requested, the PHPDA received from Commerce the change of work order and invoices and receipts of work done. The Finance Committee recommended forwarding the Resolution 08-2016 to the Governing Council for further discussion. The Chair made note of the important language of the two “Be it further resolved” statements in Resolution 08-2016.

The Governing Council reviewed and approved Resolution 08-2016 Additional Hazardous Materials Abatement (Moved/2<sup>nd</sup>ed by Tobin/Menzies, 7 of 7 in favor).

**Grantmaking**

*New Major Grants (Res 09-2016)*

The Finance & Grants Manager advised the Council that the New Major Grants Review Panel Meeting was held on May 5. The review panel consisted of: Jeff Natter, Christina Bernard, Nancy Sugg, Doris Koo, Judy Tobin, Tony McLean, and Doug Jackson. The reviewers discussed 10 proposals and recommended the following six:



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AGENCY
<b>Chief Seattle Club</b>
<b>Downtown Emergency Service Center (DESC)</b>
<b>Open Arms Perinatal Services</b>
<b>Sea Mar Community Health Centers</b>
<b>Seattle Children’s Hospital Foundation</b>
<b>YWCA Seattle   King   Snohomish</b>

The Executive Director advised that the review panel recommended speaking to three of the four unfunded proposals directly to provide feedback from the meeting. The Finance & Grants Manager noted that the DESC program will be working with the Pioneer Square Clinic where Board Member Nancy Sugg is employed. However, Ms. Sugg will not be directly financially involved with the awarded PHPDA funding. Ms. Sugg also recused herself from the DESC proposal and review panel discussion. The Chair commended the review panel and staff for their good work.

The Governing Council discussed and accepted the recommended 6 New Major Grant applications of the New Major Grant Sub-Committee (Moved/2<sup>nd</sup>ed by Sugg/Koo, 7 of 7 in favor).

*Geographic client eligibility*

The Executive Director advised that the Program Committee recently discussed the geographic client eligibility topic at the May meeting for the purpose of adopting a more uniform standard for determining client eligibility for services funded by PHPDA grants. The Executive Director presented language from the PHPDA Charter, Grant Application Guidance, and the City of Seattle’s definition of “the greater Puget Sound area”. The Council discussed how to align the language of those documents and yet have the PHPDA remain flexible.

*Process for Potential Exceptional Fourth Year Grants*

The Executive Director advised the Council that the Program Committee discussed at the May meeting the process for potential exceptional fourth year grants. PHPDA currently does not have a formal process regarding potential exceptional fourth year grants. The grant application guidance currently states that major grants are able to renew for two years (three years total) with a possible fourth year invitation. There was discussion on what criteria would be considered for inviting a program for a fourth year and what grant funding pool it would need to be a part of. After discussion, it was recommended to discuss the process for potential exceptional fourth year grants at the PHPDA Governance Retreat agenda in September.

**Financial Stewardship**

*Q1 Financial Summary*

The Finance & Grants Manager advised that the Quarter 1 2016 Financial Report included more year-end details to the statements.



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The Governing Council reviewed and accepted the Q1 Financial Summary (Moved/2nded by Tobin/Koo, 7 of 7 in favor).

**PHPDA 2015 Audit**

The Finance & Grants Manager updated the Committee on the recent independent audit. The accounting firm performed field work at PHPDA for three days at the end of April on requested documents. The top accountants had a positive phone exit meeting with the Executive Director and Finance & Grants Manager. The auditor will present the final report to the Finance Committee at the June meeting which will then be forwarded to the Governing Council. The Executive Director reported that the auditors commended the Finance & Grants Manager on her thoroughness and attention to detail.

**Adjournment**

The meeting was adjourned at 6:56 p.m.

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

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