



Meeting of the PHPDA Governing Council
June 14, 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	Judy Tobin	Tony McLean	Nancy Sugg	Jeff Natter	Michael Finch
Ellie Menzies	Susan Crane	Rhonda Berry	Rikka Dayao (PHPDA staff)	Christina Bernard	Denise Stiffarm
Doris Koo	Teresa Mosqueda (on phone from 5:53)			Ellie Chopp	

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

The Governing Council approved the May 10, 2016 Governing Council minutes (Moved/2nded by Tobin/Menzies, 5 of 5 in favor).

The Governing Council accepted as information the Finance & Audit Committee minutes May 10, 2016 and the Program Committee minutes from May 4, 2016.

Executive Director and Staff Report

The Executive Director highlighted the work of the staff over the past month, including preparation of new grant contracts and work with Latina Creative Agency, the PHPDA’s new communications firm, on the annual Report to the Community. The Executive Director then thanked Ellie Chopp, the PHPDA’s Grants Coordinator, for her many years of work with the PHPDA. Ms. Chopp will be leaving the organization in late June. Council members thanked Ms. Chopp and wished her luck at her new position.

Financial Stewardship

PHPDA 2015 Audit

Finance Committee member Doris Koo presented the PHPDA’s 2015 audit report to the Council. Andrew Prather of Clark Nuber attended the Finance Committee meeting and reported that it was a clean audit with no adjustments, findings, or internal control issues noted. He was very complimentary of the PHPDA staff, noting their strong financial management and preparedness for the audit. After presenting the report, Ms. Koo noted that the Finance Committee also discussed the importance of reading the footnotes in an audit report. The Executive Director thanked the Finance & Grants Manager for her work on the audit and with ongoing financial management and internal controls. Governing Council Chair Mike Heinisch also complimented staff and noted the importance of integrity to an organization like the PHPDA.

The Governing Council reviewed and accepted the PHPDA 2015 Independent Audit (Moved/2nded by Tobin/Menzies, 5 of 5 in favor).

Governance

Report on Governance Retreat Planning

The Executive Director reported that the subcommittee tasked with planning for the September Governance Retreat met and drafted an agenda for the meeting, including discussion of PHPDA’s grantmaking work and vision (including advocacy, whether the PHPDA is an innovator or sustainer, and 2017 funding focus). Additionally, some time will be devoted to discussions among the Governing



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Council without strategic advisors present on potential rebranding and Council membership. Background materials will likely include issue briefs prepared by staff and the overview of PHPDA's leases and property management prepared by legal counsel.

Grantmaking

Geographic client eligibility

The Council reviewed proposed language recommended by the Program Committee to update the PHPDA's grantmaking guidance on geographic client eligibility. The proposed language is:

Funding under this application is reserved for services located in King County. There is no geographic restriction on the residence of clients served or advocacy efforts provided under these funds, as long as the program can demonstrate that the use of the funds will address disparities in health care access and outcomes among residents of the Puget Sound region (King, Snohomish, Pierce and Kitsap counties).

The Governing Council discussed and approved the proposed geographic client eligibility language change to future PHPDA application guidance and grant contract documents (Moved/2nded by Menzies/Tobin, 6 of 6 in favor).

Strategic Plan Status – July

The Executive Director reported that the PHPDA staff would be completing a review/update of the Strategic Plan, to be reviewed in July. He asked that the Council members take time to focus on reviewing the document before the July meeting.

Executive Session for discussion of real estate matters pursuant to RCW 42.30.110(1)(b)

The Governing Council entered executive session for 15 minutes to discuss real estate matters pursuant to RCW 42.30.110(b) at 6:05. Executive session ended at 6:20. The Council voted to re-enter executive session until 6:30 (Moved/2nded by Koo/Tobin, 6 of 6 in favor). The Council entered executive session at 6:20. Executive session ended at 6:29.

North Lot Right of First Offer

The Council reviewed the Finance Committee's discussion focused on completing additional due diligence related to the North Lot Right of First Offer (ROFO) over the next month. The Council voted to establish an ad hoc Real Estate Committee for this purpose comprised of Doris Koo, Tony McLean, Paul Feldman, Teresa Mosqueda, and Jeff Natter (Moved/2nded by Tobin/Crane, 6 of 6 in favor). The Committee will bring their findings to the Finance Committee and Governing Council in July.

Adjournment

The meeting was adjourned at 6:35 p.m.

Minutes approved _____

(Date)