



Meeting of the PHPDA Governing Council
August 14, 2018 5:30-7:00 p.m.
 1200 12th Ave South, Quarters 2
 Seattle, WA 98144

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT
Mike Heinisch	Nancy Sugg (arrived 5:38 PM)	Tony McLean	Jeff Natter
Judy Tobin	Sue Taoka	Gloria Burton	Christina Bernard
Ellie Menzies	Susan Crane	Lydia Assefa-Dawson	Mallory Fitzgerald
			Gene Yoon

Mike Heinisch called the meeting to order at 5:31 p.m. A quorum was present. There was no public comment.

Consent Calendar Minutes

The Governing Council voted to approve the July 10, 2018 Governing Council minutes (Moved/2^{nded} by Judy Tobin/Ellie Menzies, 5 of 5 in favor).

The Governing Council accepted as information the Finance & Audit Committee minutes from July 10, 2018 and the Program Committee minutes from July 5, 2018.

Executive Director and Staff Report

The Executive Director reviewed the Executive Director and Staff Report. He discussed the Staff Retreat and the progress on the 2019 Strategic Plan and grant panel review processes. He also updated the Council on scheduling Major Grant technical assistance with Marcie Rubardt, connecting with Victoria Gardner from the UW School of Public Health for collaborative opportunities, the event cancellation of the African American Male Wellness Walk (AAMWW), as well as the decision to not award the Homeless Healthcare Coalition planning grant.

Financial Stewardship

Q2 2018 Financial Report

The Associate Director updated the Council on the Q2 Financial Report. She discussed the balance sheet and the new North Lot asset account. PacMed's Common Area Maintenance (CAM) charges have not been received so the PDA sent a check to cover what is believed to be owed. The state audit is scheduled to take place in October. The Council discussed the grant provided by the Historic South Downtown PDA (HSDPDA).

The Governing Council voted to accept the Q2 2018 Financial Report (Moved/2^{nded} by Sue Taoka/Ellie Menzies, 6 of 6 in favor)

Approval of Air Conditioning for Quarters 2

The Executive Director proposed air conditioning Quarters 2 with the Council's approval. He worked with JLL and Enviromech and they proposed scope of work details and cost estimates.



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The Governing Council voted to approve the proposal for Air Conditioning in Quarters 2, authorizing funding for contract work by Enviromech to install an air conditioning system (Moved/2nded by Judy Tobin/Susan Crane, 6 of 6 in favor)

Governance

Governing Council Membership and Officers

The Executive Director discussed Membership and Officers' appointment into the Governing Council. Governing Council Chair Mike Heinisch spoke to a few interested candidates for Officer positions: Tony McLean has expressed interest in being the Council Chair; Sue Taoka has expressed interest in being the Governing Council Treasurer, as well as the Finance Committee Chair; Vice Chair Nancy Sugg is not opposed to remaining seated as the Governing Council Vice Chair unless another Councilmember is interested in stepping from Vice Chair to Chair in the long run, and she agrees to remain seated as the Program Committee Chair; and Ellie Menzies has expressed interest in being Governing Council Secretary. The Council agrees that these membership processes should be completed as a resolution by December of this year. The Executive Director will send out a Governance Expertise and Background evaluation matrix for Councilmembers and Strategic Advisors to complete.

Real Estate and North Lot Project

Update on North Lot Project

The Executive Director updated the Council on the North Lot project. Seattle Chinatown International District Preservation and Development Authority (SCIDpda) is looking for more public funding sources. There is no lease to sign as of yet but SCIDpda has been provided with a terms sheet. The PDA has sent information to SCIDpda pertaining to property title and architecture and landscape consultant hiring. The Executive Director has been in contact with El Centro and AiPACE, who are agencies that will eventually work under SCIDpda's lease.

Strategic Planning

2019-2021 Strategic Plan

The Executive Director reviewed the Finance Committee and Program Committee input on the Strategic Plan. The Finance Committee focused on Property Management and Financial Stewardship sections and requested an addition of Goals. The Program Committee discussed some of the PDA's goals, mission, and vision within Grantmaking and Grant management sections. Both Committees commented on some wordings and suggested a variety of edits.

The Governing Council reviewed Personnel & Board Development for general staffing needs of the PDA, Governing Council, and Strategic Advisors. The Council recommended potential cross-training for the PDA Staff to be more ready for potential succession or staff turnover. Council Vice Chair Nancy Sugg requested better evaluation mechanism for staffing and the capacity at which work can be accomplished. The Council commented on the following: meeting timelines and incorporating goals in the Plan to tie back to staffing needs; setting Staff Retention and effective Grant Making as major goals;

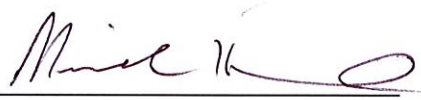


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editing the Plan with appropriate rewording for activities and outcomes; and organizing bullet points in priority order. The Council also discussed eliminating a Nominating Committee for a smaller Interview Committee and explored ideas around Exit Interviews. The Executive Director will incorporate changes and resubmit the draft plan to the Council.

Adjournment

The meeting was adjourned at 6:33 p.m.

Minutes approved  9/11/18
(Date)