



Meeting of the PHPDA Governing Council
January 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	Nancy Sugg	Judy Tobin	Jeff Natter	Michael Finch (until 6:14)
Ellie Menzies	Tony McLean	Rhonda Berry	Christina Bernard	Paul Feldman (until 6:15)
Doris Koo (calling in from 5:35)	Teresa Mosqueda		Rikka Dayao	Bob Cook (until 6:15)
Susan Crane			Ellie Chopp	Michael Leong (until 6:14)
			Denise Stiffarm	Cheryl Mauer (until 6:14)

Mike Heinisch called the meeting to order at 5:32 p.m. A quorum was present. There was no public comment.

Welcome new Governing Council member

The Chair welcomed newest Governing Council member, Teresa Mosqueda, to her first meeting. The Board and staff introduced themselves and Ms. Mosqueda shared her experience in health care services and policy.

After further research, it has been determined that Governing Council member, Susan Crane, does not have a conflict of interest with Tower-related voting. The Governing Council approved the consented December 8, 2015 Governing Council minutes (Moved/2nded by Menzies/Sugg, 7 of 7 in favor).

The Governing Council accepted as information the Finance & Audit Committee minutes December 8, 2015 and the Program Committee minutes from December 2, 2015.

Executive Director and Staff Report

The Executive Director updated the Council on December’s activities, which included the Grants Coordinator fully integrating the Major Grant Process online and the Communities of Opportunity contracts being finalized. Staff re-released the RFI for a Communications Consultant.

Property Management

Preliminary discussion of future reserve fund planning

Real Estate Consultant, Michael Finch, and Property Manager, Cheryl Mauer, attended the Council meeting to discuss preliminary planning for a future reserve fund amount. Mr. Finch emphasized that there is no absolutely correct amount or formula for the reserve and the issue should be revisited at least biannually. He did advise that there should be a determined bottom threshold amount that the reserve fund should not go under. After further discussion, it was agreed upon to compile the following:

- Sources/uses of the reserve fund for the PHPDA.
- A timeline of compounding growth of those sources/uses.
- Organizing the timeline into a schedule.
- Updating this comprehensive list when necessary and with new information and data.



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Mr. Finch will construct a preliminary list for the PHPDA detailing the specifics. The Board thanked the Real Estate Consultant and Property Manager for their time and helpful guidance.

Cable License Agreement

The Executive Director briefed the Council on the recent Cable License Agreement between the PHPDA and City of Seattle, Department of Technology. The agreement indemnifies the PHPDA against potential claims related to the installation of cable at the Pacific Tower. The cable functions will be used primarily by the Seattle College Allied Health Professions program. Such an agreement would normally require prior approval in the form of a Resolution from the PHPDA Governing Council. However, the College Foundation only recently found out that the City required such indemnification prior to installing the cable, and the project had to be completed prior to the beginning of the January school opening. After consultation with PHPDA legal counsel and the Governing Council chair, it was determined that the risk to the PHPDA was extremely low and that the time-sensitive nature of the request required immediate action on the Executive Director's part. As a result, the Executive Director had signed the agreement prior to full Governing Council approval. There is one final piece of the process still to be completed in the form of a side agreement with the College Foundation to further indemnify the PHPDA. Once that has been finalized, the Executive Director will present the Governing Council with a formal retroactive Resolution at the February meeting.

Personnel

Proposed Executive Director Salary range

Finance Committee Member, Doris Koo, presented her findings on the Executive Director Salary Range in collaboration with the Finance & Grants Manager. Ms. Koo reviewed select comparable salary studies for the region and performed an analysis of the current PHPDA Executive Director's compensation structure. After further discussion with the Finance Committee and Council, the following statements were made:

1. Based on preliminary research, the PHPDA Executive Director's current salary is within range.
2. It has been noted that Ms. Koo has begun the salary range process and determined that more review is needed due to the uniqueness of the PHPDA.
3. Ms. Koo will continue research and recommend a final range that will be competitive, reward talent, encourage longevity, and include a broader survey from a comparable set of data.

The Council thanked Ms. Koo for her time and thorough work spent on the salary range process.

Grantmaking

Nominations for 2016 Grant Review Panels

The Governing Council approved the following 2016 Grant Review Panels as they are and staff will report if amended:

- Letters of Intent: Sharyne Shiu Thornton, Michael Leong, Judy Tobin, and Mike Heinisch
- Nimble Fund Cycle 2 Review: Doris Koo, Nancy Sugg, and Paul Feldman
- Renewal Application Review: Rhonda Berry, Paul Feldman, Bob Cook, Michael Leong, and Ellie Menzies
- New Major Grant Application Review: Nancy Sugg, Tony McLean, Doris Koo, Doug Jackson, and Judy Tobin



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- Nimble Fund Cycle 3 Review: Doug Jackson, Judy Tobin, Rhonda Berry, and Bob Cook

(Moved/2nded by Sugg/McLean, 7 of 7 in favor).

Governance

Appointment of Treasurer (Resolution 02-2016)

Due to former Governing Council Member, Nate Dreon, not being reappointed to the PHPDA Governing Council by the King County Executive, there was a vacancy for the Treasurer position. The Governing Council appointed Tony McLean as Treasurer for the remainder of the current officer appointment term, through December 31, 2016 (Moved/2nded by Menzies/Crane, 7 of 7 in favor).

2015 Governing Council Self-Assessment

The Chair provided a modified Board Self-Assessment tool for the PHPDA Governing Council to anonymously complete for feedback. He thanked the Office Coordinator for compiling the ratings and comments for the Board to review and discuss. The Board viewed the Self-Assessment as a helpful tool to focus on the lower rated topics for future improvement and can elaborate on any of the topics at a possible Board Retreat. The Board also engaged in a preliminary discussion of the roles of Strategic Advisors and consultants as related to the PHPDA governance structure. The Executive Director thanked the Board for their time and thoroughness of the self-assessment.

Adjournment

The meeting was adjourned at 7:04 p.m.

Minutes approved _____

(Date)