Meeting of the Finance Committee  
Wednesday, October 6, 2021, 9:00 – 10:30 AM

Meeting: https://zoom.us | Meeting ID: 872 8962 4229  
https://us02web.zoom.us/j/87289624229?pwd=bTI5SzRzUTJRd2pJTVRDckxLZ2dJZz09  
Phone Option: +1 253 215 8782  
Password: 300956

<table>
<thead>
<tr>
<th>MEMBERS PRESENT</th>
<th>NOT PRESENT</th>
<th>ALSO PRESENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doris Koo</td>
<td>Sue Taoka</td>
<td>Gloria Burton</td>
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<tr>
<td>Bob Cook</td>
<td>Paul Feldman</td>
<td>John Kim</td>
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<tr>
<td>AyeNay Abye</td>
<td></td>
<td>Michael Finch</td>
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<tr>
<td>(arrived 9:12 AM)</td>
<td></td>
<td>Denise Stiffarm</td>
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<tr>
<td></td>
<td>Gene Yoon</td>
<td>Whitney Gerlach</td>
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<tr>
<td></td>
<td>(until 10:00 AM)</td>
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<tr>
<td></td>
<td>Katy Saunders</td>
<td>Julie Bassuk</td>
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<tr>
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<td>(until 9:42 AM)</td>
<td>(until 9:42 AM)</td>
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Doris Koo called the meeting to order at 9:03 a.m. A quorum was present. Representatives from Makers were present. There was no public comment.

Consent Calendar Minutes

The Finance Committee voted to approve the Finance minutes from September 1, 2021 (Moved/2nded Sue Taoka/Bob Cook, 3 of 4 in favor, Paul Feldman Abstained)

Update on Program Committee and Grantmaking

The Executive Director updated the Finance Committee on Program Committee and grant activities.
- The Program Committee received Demographics from final June 2020 – July 2021 reports. The Committee is working on 2022 Guidance, Application Questions, and potentially emerging Focus Areas.
- The All Grantees Meeting will be held on December 2nd and 3rd.

Real Estate

Master Plan Update

The Executive Director introduced Makers to the Finance Committee. They presented on the purposes of the Master Plan with key recommendations.
- Makers conducted a Site Analysis on access and open space, engaged with neighborhood and community groups, and met with Advisory Group in developing the decision-making tool.
- Key Takeaways included the need for meeting space, mental health services, addressing larger social determinants of health for communities of color, and master lease arrangements of the Quarters building, and alignment with residential plans on the North Lot.
  - The PHPDA should consider residential neighbors to the south and SCIDpda’s residential programming plans.
- Recommendations to the Finance Committee:
  - Prioritize PHPDA’s mission around health equity and build on campus assets
  - Manage shared resources to increase access
  - Improve sustainability and address building needs
  - Address Campus sense of welcome
  - Parking and use of open spaces
- Potential Quarters Uses:
  - Residential: Affordable and/or supportive housing; Compatibility of service population with existing campus partners and residents.
  - Office/Admin/Education uses
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- Health/Wellness including mental health and open space with beneficial uses (therapeutic garden, recreation, etc.)
- Questions from Finance Committee:
  - Is there an existing inventory of current meeting spaces?
  - As part of our focus on place making, how do we incorporate adjacent parks and open spaces to strengthen the connections between PHPDA and these public amenities? Explore partnerships with Seattle Parks and Recreation, Seattle Indian Health Board, and other stakeholders to activate and enhance public safety of these open spaces.
  - Connecting other opportunities of existing assets such as the East Parking structure and potential for long-term affordable housing.
- The Finance Committee was asked to review the Master Plan draft and submit any questions and comments by October 15 for the November Governing Council meeting.

Updated on Quarters Leasing (Res. 10-2021)
The Executive Director first gave a short update on the North Lot.

The Executive Director updated the Committee on Quarters Leasing,
- It is likely that there will be a short-term extension for PacMed’s Quarters lease starting on November 25.
- Real Estate Consultant Michael Finch presented and discussed the current PacMed deferred maintenance and negotiation strategies.
- The Committee discussed how to approach the situation if a lease is not finalized by the end of the current lease.

The Finance Committee performed no action on Resolution 10-2021 on Quarters.

PacMed Clinic Lease Renewal (Res 08- 2021)

PHPDA Legal Counsel Denise Stiffarm discussed Resolution 08-2021 on PacMed Clinic Lease Renewal.
- The resolution will be deferred until the next Governing Council meeting if PacMed lease has been finalized.

Financial Stewardship

Investment Update

Associate Director reviewed the Investment Update with the Finance Committee. The Associate Director is working with Verdant Health for their investment strategies and contacted the PHPDA's Auditor at Clark Number for information on how their other public clients manage investments.

August 2021 Financial Statements

Associate Director reviewed the August 2021 Financial Statements.

The Finance Committee voted to accept the August 2021 Financial Statements (Moved/2nded by Sue Taoka/Paul Feldman, 4 of 4 in favor)
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Update to Employee Handbook (Donation of PTO between employees)

Associate Director provided updates on Employee Handbook.
  • Removed provision to allow a negative PTO balance earlier in the year, per State Auditor instructions.
  • The current proposed updates add a provision allowing PHPDA staff to receive donated PTO hours from other PHPDA staff.
    o Only allowed when not covered by Paid Family Leave, Short- Term or Long- Term Disability Policies.
    o Receiving staff has the option to donate the PTO hours back after they have sufficient accrual.

The Finance Committee voted to accept and forward the updated Employee Handbook to the Governing Council (Moved/2nded by Paul Feldman/Sue Taoka, 4 of 4 in favor)

2022 Draft Budget and Reserve Plan

The Associate Director discussed the 2022 Draft Budget and Reserve Plan.
  • JLL will take over the operations of the Quarters buildings. Draft contract will be brought to Governing Council in November.
  • The 2022 Draft Budget includes estimates based on current PacMed lease negotiations.
  • The property tax could change based on the North Lot sale.
  • Expanded partnership with Seattle University School of Law under Grants.
  • Salary increase for Executive Director pending Governing Council review and other staff salary increases based on yearly performance reviews.
  • A State Audit will occur next year.
  • Real Estate Expenses will be applied to brokerage fees when they are paid upon executed leases and sales.

Adjournment

The meeting adjourned at 10:37 a.m.

Minutes approved: Doris Koo by John Kim  
11/10/2021 (Date)
Thank you Whitney. I authorize John to sign on my behalf.

Hi Doris,

Please see attached for the amended Finance Committee’s 10/6 minutes which were approved at our 11/3 meeting.

John is cc’ed to this email. Let us know if you would like him to sign the minutes on your behalf.

Thank you!

Whitney Gerlach (she/her) | Office Coordinator
206.432.3027 | w gerlach@phpda.org | 2020 Annual Report

Pacific Hospital Preservation & Development Authority
1200 12th Ave S Quarters 2 Seattle, WA 98144

www.phpda.org

For all grant related matters, please email grants@phpda.org.