



Meeting of the PHPDA Governing Council

Tuesday, January 12, 2021 5:30 - 7:00 PM

Meeting: <https://zoom.us> Meeting ID 815 7564 4179

<https://us02web.zoom.us/j/81575644179?pwd=NEIReXFKcmJtc0QwWnRTM0oyQXBRZz09>

Phone Option: 1-253-215-8782

Password: CONFETTI (Numeric Password for Phone: 74895494)

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Sue Taoka	Nancy Sugg	[GC Vacancy]	John Kim	Christina Bernard
Doris Koo	Ellie Menzies (until 6:21 PM)	Gloria Burton	Denise Stiffarm	Mallory Fitzgerald
Bob Cook	Virgil Wade		Michael Finch	Gene Yoon
Susan Crane (arrived 5:55 PM)				

Sue Taoka called the meeting to order at 5:32 PM. A quorum was present. There was no public comment.

Consent Calendar Minutes

The Governing Council approved the minutes for the December 8, 2020 Governing Council meeting (Moved/2nded by Bob Cook/Doris Koo, 7 of 7 in favor)

The Governing Council accepted as information:

- The Finance & Audit Committee minutes from December 2, 2020
- The Program Committee minutes from December 2, 2020

Staff Report

The Executive Director updated the Council on the Staff Report.

- PHPDA Staff has been working on launching the 2021 Letters of Intent. Staff has been assisting applicants with questions.
- The Council asked about partnering with Seattle University and seeking Health Equity Scholars.

Financial Stewardship

Update on State Audit

The Associate Director reviewed the 2018-2019 State Audit.

- The Exit Meeting was conducted successfully and resulted in a clean audit.
- The Auditors reviewed the PHPDA's Paid Time Off (PTO). PHPDA will use unpaid leave instead of allowing employees to have a negative PTO balance and will adjust the Employee Handbook to reflect this change. The revised Employee Handbook will be on the Finance Committee and Governing Council agenda to be considered for voting at their next meeting.

Professional Services

Renewal of Professional Services Relationship with Pacifica Law Group (Resolution 01-2021)

The Associate Director discussed Resolution 01-2021 on the Renewal of PHPDA Legal Counsel, Pacifica Law Group. Per the PHPDA Professional Services policy, the Legal Counsel relationship is up



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for review every three years. The Council unanimously agreed to continue working with Pacifica Law because of Denise Stiffarm's extensive experience, history, and knowledge of the PHPDA, as well as the additional expertise at the firm.

The Governing Council voted to approve Resolution 01-2021 on reappointing legal counsel Pacifica Law Group LLP (Moved/2nded by Nancy Sugg/Doris Koo, 7 of 7 in favor).

Grantmaking

2021 Grant Panels

The Grants Manager reviewed the 2021 Grant Panels. She reminded the Council that LOIs are due this Friday, January 15th. The full Program Committee will be reviewing 2021 LOIs.

The Grants Manager reminded Council members to sign up for the Renewal and Nimble Cycle 3 Review Panels. Additional panels will be appointed at the next Governing Council meeting.

Property and Real Estate

Update on North Lot Project

The Executive Director provided an update on the North Lot Project and Parking agreement.

- SCIDpda will likely stay on schedule and close mid-2021.

Update on Master Plan

The Executive Director provided an update on the Master Plan.

- The Executive Director and Makers Architecture & Urban Design, LLC reached final contractual agreements on scope of work and budget. A workplan will be set up to execute community feedback on the campus.

Update on PacMed Lease

Michael Finch discussed updates on PacMed recent lease activities, on Quarters deferred maintenance, and plans for future lease negotiations.

Governance

Program and Finance Committee 2021 Workplans

The Program Committee Chair and Finance Committee Chair facilitated discussions on their respective 2021 Committee Workplans.

Program Committee: Reviewed previous work plan during their last meeting.



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- Equity, Diversity, and Inclusion: What do we mean by this? Cultural competency. How do we measure this?
 - Deliver Tools to review operating policies and check for internal biases.
 - To be better advocates on behalf of community, the Council would like to be prepared.
 - What are the systemic problems of our processes? What are our reporting processes and how do they impact organizations and grantees?
 - PHPDA Staff plans to work with Pyramid to create messaging and will review available resources regarding equity in grantmaking and grant reviews.

Finance Committee:

- Deliver on PHPDA's mission regarding Financial Stewardship: Generate sufficient revenue to fund operating and grantmaking program, successfully close the purchase and sale agreement of the North Lot, monitor both the PacMed lease renewal and the Master Plan and timeline, work with Grant Seekers and Beacon Hill neighbors.

Strategic Planning

Ratification of Executive Director action regarding COVID Vaccine Access for BIPOC and Refugee and Immigrant Elders in Home Care

The Executive Director discussed a statement regarding the Covid Vaccine Access for home care. The statement was created and signed by several community agencies. The Executive Director signed on in support, after consultation with the Governing Council Chair.

The Governing Council voted to ratify the Executive Director's support and signing of the letter regarding the Covid Vaccine Access (Moved/2nded by Doris Koo/Susan Crane, 7 of 7 in favor)

Timely responding to community calls to action – When, Why, How, and What

The Executive Director and Governing Council Chair discussed responding to community action. The Executive Director provided three scenarios which the Council together worked through.

- Scenario 1: Many Communities of Color are dealing with senior caregiving. Covid vaccination did not prioritize for private home care.
- Scenario 2: Community hospitals and resignations. PHPDA is a current funder and former funder of many local organizations. Hearing news about racism allegations, the PHPDA may want to know what's going on as funders. The PHPDA may have a responsibility to state what is important to us and what we stand for.
- Scenario 3: Capitol Insurrection and riots in Washington D.C.

The Council discussed how to respond to such advocacy questions and concerns going forward:

- Build better communications using existing platforms. For example, our public facing website and grant application guidance can focus more on anti-racism.
- Respond quickly and timely. This means all staff and Governing Council members should have ears to the ground and bring urgent news or issues up to the PDA.



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- The PDA currently does not have existing policy for timely communication. This could be folded into the PDA's Advocacy Policy. The policy will lay out a process of actions the Executive Director can take, so as to respond in a timely manner, and how these would be reported to and managed by the Governing Council.
- If PHPDA reacts too impulsively or immediately, every message will be diluted and may weaken the PDA's voice.
- The message must be based on and centered on the PDA's mission of Health Equity.

Adjournment

The meeting was adjourned at 7:11 PM.

Minutes approved _____

Sue Taoka

2/10/21

(Date)