



Meeting of the PHPDA Governing Council

Tuesday, October 13, 2020 5:30 - 7:00 PM

Meeting: <https://zoom.us> **Meeting ID** 886 9687 1866
<https://us02web.zoom.us/j/88696871866?pwd=eWxkVmxNTHhlcGhxbW1TQTlvYnMyZz09>
Phone Option: 1-253-215-8782
Password: ELECTIONS (Numeric Password for Phone: 466023318)

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Sue Taoka	Ellie Menzies	[GC Vacancy]	John Kim	Christina Bernard
Bob Cook	Mike Heinisch		Mallory Fitzgerald	Gene Yoon
Doris Koo	Nancy Sugg		Denise Stiffarm	Michael Finch (until 6:30 PM)
Susan Crane (arrived 5:40 PM)	Gloria Burton (arrived 5:40 PM)		Alex Withrow (until 6:25 PM)	Denise Rhiner (arrived 5:45 PM, until 6:30 PM)

Sue Taoka called the meeting to order at 5:37 PM. A quorum was present. There was no public comment.

Consent Calendar Minutes

The Governing Council approved the minutes for the September 8, 2020 Governing Council meeting (Moved/2nded by Bob Cook/Mike Heinisch, 6 of 6 in favor)

The Governing Council accepted as information:

- The Finance & Audit Committee minutes from August 5, 2020 and September 2, 2020;
- The Program Committee minutes from August 5, 2020 and September 2, 2020.

Executive Director and Staff Report

The Executive Director updated the Council on the Executive Director and Staff Report.

Property and Real Estate

Update on North Lot Project and PacMed Lease Renewal

The Executive Director provided an update on the North Lot Project and PacMed lease renewal:

- The Executive Director is working on bids with arborists on campus trees.
- SCIDpda is working with the PHPDA on Neighborhoods and SDOT discussions for upcoming bike routes on surrounding campus streets.
- The Executive Director and Associate Director met with PacMed’s leadership.
- Michael Finch is working with Ryan Walters on PacMed’s lease renewal.

Master Plan (Res. 10-2020)

The Executive Director discussed activities around the Master Plan and consultant services (Resolution 10-2020). The RFQ Subcommittee forwarded their recommendation to the Finance Committee on selecting Makers Architecture & Urban Design as PHPDA’s consultants.

- The Executive Director will be meeting with Makers to develop a contract.
- The PHPDA has notified all declined applicants on selection results.



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- The Resolution identifies the selection process and provides the ability for the Executive Director to enter into contract not to exceed \$60k.

The Governing Council voted to approve Resolution 10-2020, authorizing the Executive Director to negotiate consultant services with Makers Architecture & Urban Designs LLP (Moved/2nd by Doris Koo/Ellie Menzies, 8 of 8 in favor).

Department of Commerce Lease Amendment (Res. 11-2020)

The Executive Director updated the Council on finalizing the Second Lease Amendment with the Department of Commerce.

- The amendment outlines resuming the payment escalation as originally scheduled in 2023 with Department of Commerce's responsibility to pay the deferred amount by 2026, interest free if completed before August 2023.
- The Department of Commerce agreed to include affirmation in the resolution for continued partnership and collaboration.
- The approval of Resolution 11-2020 will authorize the Lease Amendment

The Governing Council voted to approve Resolution 11-2020, authorizing the Executive Director to sign the Department of Commerce Second Lease Amendment (Moved/2nd by Mike Heinisch/Nancy Sugg, 8 of 8 in favor).

Grantmaking

2021 Nimble Grant Cycle 1 Review Panel

The Grants Manager reviewed the 2021 Nimble Grant Cycle 1 Review Panel. The Nimble Grant Cycle 1 applications are due in November.

- Ellie Menzies and Mike Heinisch signed up for this Panel during the Council meeting, with Doris Koo having already volunteered. The Associate Director and Executive Director will represent PDA staff on the panel.
- The Council will appoint the rest of the review panels by the end of this year.

The Governing Council voted to appoint the five reviewers listed above to the Nimble Grant 2021 Cycle 1 Review Panel (Moved/2nd by Bob Cook/Doris Koo, 8 of 8 in favor).

Strategic Communications

PHPDA Strategic Communications Plan

The Executive Director updated the Council on ongoing activities on finalizing the Strategic Communications Plan and Messaging Plan provided by Pyramid Communications. Denise Rhiner from Pyramid provided a brief overview of their process and strategies:



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- The Executive Director thanked Paul Feldman for his involvement and thanked Denise Rhiner and Alex Withrow for their work performance. He reminded the Council that the Strategic Communications Plan and Messaging is to be living documents and not permanent.
- Denise Rhiner provided a summary of the processes: What PHPDA has, where are the gaps, and activities to continue moving in a direction of increasing viability and elevating grantee voices.
- Council suggestions:
 - Work with Federal representatives and with governmental administrative staff.
 - Involvement with national level coalitions and alliances.
 - Next year will be the 40th anniversary of the PHPDA, an opportunity for messaging.

Governance

Continued Conversations on GC Recruitment

Mike Heinisch led Governing Council discussions on Governing Council Recruitment and how PHPDA members can approach potential candidates. The Executive Director mentioned those who are involved in the GC Recruitment Subcommittee: Sue Taoka, Ellie Menzies, and Susan Crane.

- Tony McLean's seat is currently open. Mike Heinisch will term out beginning 2021. Susan Crane and Gloria Burton will be available for reappointment beginning 2021.
- The Subcommittee is primarily seeking young Black or Indigenous representation. They expressed optimism to meet with two potential candidates by next month.
- The Council suggested meeting with Seattle Works Board Recruitment.
- Mike Heinisch reminded the Council to send potential candidates directly to him.

Adjournment

The meeting was adjourned at 7:07 PM.

Minutes approved _____

11/11/2020
(Date)