



**Meeting of the PHPDA Governing Council**  
 Tuesday, November 10, 2020 5:30 - 7:00 PM

**Meeting:** <https://zoom.us> **Meeting ID** 860 9404 7804  
<https://us02web.zoom.us/j/86094047804?pwd=Z0ZsSVlxdjNseXRvZ0dvQzhoWG8rQT09>  
**Phone Option:** 1-253-215-8782  
**Password:** MAJORITY (Numeric Password for Phone: 77669289)

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 6:26 PM)
Susan Crane (arrived 6:23 PM)	Gloria Burton			

Sue Taoka called the meeting to order at 5:34 PM. A quorum was present. There was no public comment.

**Consent Calendar Minutes**

The Governing Council approved the minutes for the October 13, 2020 Governing Council meeting (Moved/2<sup>nd</sup>ed by Bob Cook/Gloria Burton, 7 of 7 in favor)

The Governing Council accepted as information:

- The Finance & Audit Committee minutes from October 7, 2020
- The Program Committee minutes from October 7, 2020

**Executive Director and Staff Report**

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

- The Executive Director informed the Council on participation with the Asian Pacific Directors Coalition and was introduced to the WA DOH and their Vaccination Prioritization Plan. Initially, they will be limited in vaccine supply and asked for community feedback. Common threads from their commentary were:
  - Prioritize both front line workers and vulnerable staff, or those who are likely to contact and pass it onto others. Many front line workers are also situated to be living with larger families and clients in shelters, etc.
  - Community history and addressing their issues of health system distrust.
- The Governing Council raised questions on Venture Funds, BIPOC Executive Network Alliance, and WA DOH's Vaccination Plan.

**Financial Stewardship**

*Q3 2020 Financial Statements*

The Associate Director informed the Council on Q3 2020 Financial Statements.

- The Finance Committee reviewed the Q3 2020 Financial Statements last week and forwarded them to this Governing Council.
- Unexpended funds will show up as negative Grant Expenses. The PHPDA received some refunds for travel and conferences.



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The Governing Council voted to accept Q3 2020 Financial Statements (Moved/2<sup>nd</sup> by Ellie Menzies/Mike Heinisch, 7 of 7 in favor)

### *Draft 2021 Operating Budget*

The Associate Director discussed the Draft 2021 Operating Budget. The Finance Committee and Program Committee have previously reviewed the 2021 Operating Budget. The Finance Committee will review this once more and forward it to the Governing Council for final consideration at their December meeting.

- The North Lot parking lot contract with Republic Parking may end early in the year.
- The Program Committee recommended the Health Equity Scholars budget increase from \$3k to \$3.5k for each Scholar, totaling \$12k to include payroll taxes, etc. PHPDA Staff will request tracking Scholar work hours even after internship completion when they are completing their related school requirements.
- South King County Coalition Grant will not continue next year.
- PDA Staff plans to shift and adjust job descriptions during the middle of next year, which may result in some mid-year salary changes.
- Communications budget will significantly increase due to anticipating a full website redesign.

### *Update to Employee Handbook*

The Associate Director reviewed the PHPDA Employee Handbook, addressing the Retirement Plan section of Employee Benefits.

- The Council considered increasing PHPDA employer retirement contributions to TIAA-CREF from 3% to 5% as of January 2021.

The Governing Council voted to approve the adjustments to the Retirement Plan in the PHPDA Employee Handbook, increasing PHPDA employer contributions for employee TIAA-CREF accounts from 3% to 5% of salary effective January 1, 2021 (Moved/2<sup>nd</sup> by Bob Cook/Nancy Sugg, 7 of 7 in favor)

### *Operating Policy 01-2020 Reserve Funds*

The Associate Director discussed the PHPDA Operating Policy 01-2020 on Reserve Funds.

The Governing Council voted to accept Policy 01-2020 on Reserve Funds, setting procedures on annual review of Reserve Fund balance and incorporating undesignated net assets into planning for liquidity purposes (Moved/2<sup>nd</sup> by Mike Heinisch/Gloria Burton, 7 of 7 in favor)

## **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.



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- Michael Finch discussed the PacMed Lease Renewal and their intentions regarding leasing their current space in the Tower and Quarters buildings. The Council discussed the deferred maintenance.
- PacMed spaces will require reviewing the Air Handling and energy efficiency issues.
- Denise Stiffarm updated the Council on North Lot activities. SCIDpda informed the PHPDA on potential timeline issues related to funding and would like to move quickly with site development beginning before closing. The Council discussed potential risks and liabilities.

### *Update on Master Plan*

The Executive Director discussed activities around the Master Plan and consultant services provided by Makers Architecture & Urban Design.

- Master Plan scope of work is being discussed and on-track for a contract.

### *Update on Department of Commerce Lease*

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

- The Department of Commerce signed and notarized their sections of the lease amendment. The PHPDA pledged to be good partners in future lease-related conversations.

## **Grantmaking**

### *2021 Grant Panels*

The Grants Manager reviewed the 2021 Grant Panels. Nimble Grant Cycle 1 applications are due at the end of this week.

- She encouraged members to sign up for more Review Panels. The most pressing need would be signing up for the Nimble Grant Cycle 2, as well as new and renewal Major Grants.
- Staff will reach out to former staff and Council Members if there are too many evaluator vacancies.
- PDA Staff plans to have the Governing Council review final appointments to Review Panels at their December meeting.

### *Update on 2021 Grantmaking Plans*

The Associate Director updated the Council on 2021 Grantmaking Plans.

- The Program Committee will be reviewing final New Major and Renewal Guidance drafts for Governing Council vote and approval.
- The discussions at the Program Committee was on approaching Focus Areas and Advocacy.
  - Added Latinx to be included in Communities of Color populations, but otherwise maintained focus areas from 2020.
  - Service Delivery vs Advocacy in Major Grants. The Program Committee agreed to allow advocacy through the Major Grant application process but will not allow a combination of



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advocacy and service delivery in one program, with applicants focusing on one or the other.

- The PDA Staff adjusted application questions and re-balanced the point scoring system. They will discuss these changes with the Program Committee in December.

**Governance**

*Continued Conversations on GC Recruitment*

The Governing Council Vice Chair provided updates on Recruitment activities.

- The Council discussed nominations and potential candidates.
- Council Officers: Sue Taoka agreed to continue as Council Chair in 2021. Doris Koo is willing to stay on as Treasurer (and Finance Committee Chair) as well as Ellie Menzies as Secretary. The Vice Chair position will be open. The Council Vice Chair asked members to reach out to him if they are interested in volunteering as next year's Vice Chair.

*PHPDA Program Impact looking forward*

The Program Committee Chair updated the Council on PHPDA programming and its impacts looking forward.

- The Council discussed Advocacy and Focus Areas.
- Discussions were had on bridge funding as members anticipate fewer available government funds next year. The Council also discussed potentially funding for general operating costs.
- She asked members to send their thoughts to her email. She will bring them forward to the next Program Committee meeting.

The Associate Director reported that she corrected a typo in the Employee Handbook found by a Council Member (per policy, typos can be corrected without action). The typo was related to Comp Time for exempt vs non-exempt staff. She reassured the Council that the PHPDA has been doing things correctly based on labor law and that the typo will be fixed.

**Adjournment**

The meeting was adjourned at 7:09 PM.

Minutes approved 

12/9/2020  
(Date)