



Meeting of the PHPDA Governing Council

Tuesday, December 8, 2020 5:30 - 7:00 PM

Meeting: <https://zoom.us> **Meeting ID** 856 6924 8471

<https://us02web.zoom.us/j/85669248471?pwd=eTZYc3hxOUJkY0NndlBneUhGamxxZz09>

Phone Option: 1-253-215-8782

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MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Sue Taoka	Mike Heinisch	[GC Vacancy]	John Kim	Christina Bernard
Bob Cook	Ellie Menzies	Susan Crane	Virgil Wade	Mallory Fitzgerald
Doris Koo	Nancy Sugg		Denise Stiffarm (until 7:05 PM)	Michael Finch
Gloria Burton			Gene Yoon	

Sue Taoka called the meeting to order at 5:32 PM. A quorum was present. Mike Heinisch welcomed Virgil Wade and introduced him to the Governing Council. Virgil Wade provided public comment on his background, career, projects involved, and his interests on Tribal rights, indigenous healthcare, and community collaborations to the Council.

Consent Calendar Minutes

The Governing Council approved the minutes for the November 10, 2020 Governing Council meeting (Moved/2nded by Doris Koo/Nancy Sugg, 7 of 7 in favor)

The Governing Council accepted as information:

- The Finance & Audit Committee minutes from November 4, 2020
- The Program Committee minutes from November 4, 2020

Executive Director and Staff Report

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

- PHPDA Staff successfully concluded the 2020 All Grantees Meeting

Financial Stewardship

2021 Pacific Tower Operating Budget

The Associate Director reviewed the 2021 Pacific Tower Operating Budget. This was provided by JLL.

- The Council suggested inviting Cheryl Mauer from JLL to present at a Council meeting

The Governing Council voted to accept the 2021 Pacific Tower Operating Budget (Moved/2nded by Doris Koo/Ellie Menzies, 5 of 7 in favor) (Mike Heinisch and Nancy Sugg abstention due to remote interest).

2021 PHPDA Operating Budget (Res. 12-2020)

The Associate Director discussed Resolution 12-2020 on the 2021 PHPDA Operating Budget. The Finance Committee and Program Committee have previously reviewed the 2021 Operating Budget and forwarded it to the Governing Council for approval.

- Changes to this document since Council's last review: medical and dental insurance premiums updated, employer retirement contribution adjusted from 3% to 5% per action in November, and allocating \$10k for shifting job descriptions and salary adjustments in the upcoming year.



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- The Council acknowledged the Executive Director's 2021 salary will be higher than the range approved in 2020. However, (1) some salary was in consideration of waived health coverage so the coverage is not as large as it appears, and (2) the PHPDA does not complete salary surveys on an annual basis and acknowledge that if this was done, the 2021 salary would likely fall in an updated range.
- There is a small operating deficit, which the PHPDA and Council normally would not approve. The Finance Committee found the deficit less concerning in anticipation of upcoming lease renewals, the current Reserve and Savings Goal versus actual savings, and anticipated finalizing of the North Lot sale.
- 2020 unexpended Funds will not be entered into Reserves but potentially used for operations.

The Governing Council voted to accept Resolution 12-2020 adopting the 2021 PHPDA Operating Budget (Moved/2nded by Bob Cook/Ellie Menzies, 7 of 7 in favor)

2021 Reserve Fund and Savings Goal

The Associate Director discussed the 2021 Reserve Fund and Savings Goal

- The total reflects designated reserves and includes undesignated net assets.

The Governing Council voted to approve the 2021 Reserve Fund and Savings Goal (Moved/2nded by Doris Koo/Nancy Sugg, 7 of 7 in favor)

Update on State Audit

The Associate Director updated the Council on 2018-2019 State Accountability Audit activities:

- She and the Council Chair met separately with the Auditors for preliminary discussions.
- She and the Executive Director will be meeting the Auditors at the Entrance meeting and Council members are welcome to join.
- Expects completion by mid-December. Auditors will directly invite Governing Council members for the exit meeting. In the event of quorum, the Associate Director reminded Council Members to let PDA Staff know to if they wish to attend.
- The draft audit report will likely be available for review at the January Council meeting.

Grantmaking

2021 Grant Panels

The Grants Manager reviewed the 2021 Grant Panels. She sent out emails to sign up for 2021 Grant Panels and encouraged all members to continue signing up.

- The 2021 Major Grant LOI Review Panel consists of PHPDA Staff (Christina Bernard, Mallory Fitzgerald and Gene Yoon) as well as the full Program Committee (Nancy Sugg, Susan Crane, Ellie Menzies, Doug Jackson, Mike Leong, and Paul Feldman).
- The 2021 Nimble Grant Cycle 2 Review Panel consists of PHPDA Staff (Christina Bernard and Gene Yoon) as well as Council/Advisors (Sue Taoka, Doug Jackson, and Mike Leong).



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The Governing Council voted to approve the noted evaluators above for the 2021 Grant Review Panels (Moved/2nd by Bob Cook/Ellie Menzies, 7 of 7 in favor). The remaining panels will be appointed at a later meeting.

2021 Major and Renewal Grant Guidance

The Associate Director updated the Council on the 2021 Major and Renewal Grant Guidance.

- The Renewal Guidance has only made minor changes to 2021 calendar dates.
- The Program Committee reviewed the final New Major and Renewal Guidance drafts.
- The discussions at Program were mainly on approaching Focus Areas and Advocacy.
 - Focus Areas: The Committee recommended adding the Latinx population to be included in the Communities of Color population due to the additional health disparities of Covid-19. Other Focus Areas are otherwise maintained 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 advocacy and service delivery in one program, with applicants focusing on one or the other.
- PDA Staff adjusted application questions and re-balanced the point scoring system.
- Health Equity Scholar Gift Nwanne's project may be included in the application process to provide more support to potential applicants.

The Governing Council voted to approve 2021 Major and Renewal Grant Guidance (Moved/2nd by Mike Heinisch/Nancy Sugg, 7 of 7 in favor)

2021 Nimble Grant Cycle 1 Awards (Res. 13-2020)

The Associate Director reviewed Resolution 13-2020 on 2021 Nimble Grant Cycle 1 Awards. Evaluators were PDA Staff (John Kim, Christina Bernard), Doris Koo, Mike Heinisch, and Ellie Menzies.

- This was the first round (1 of 3) of 2021 Nimble Grants.
- In prior years, the PDA normally awarded about \$75,000 per cycle.
- Received twenty-nine (29) competitive applications and reviewed them on December 4, 2020
- Grant Staff thanked evaluators for providing many comments and for their work.
- The 2021 Nimble Grant Cycle 1 Review Panel recommended funding five proposals at varying amounts totaling \$100,000, with \$225,000 total in budget for all three Nimble Grant Cycles.

Downtown Emergency Service Center \$15,000	International Community Health Services \$22,500
Mary's Place Seattle \$25,000	Recovery Café \$15,000
Solid Ground \$22,500	

- Grant Staff will offer to provide feedback to applicants who were not recommended for funding.
- The Grants Manager requested that the Council to keep Nimble Grant award information to themselves until PHPDA formally announces Nimble Grant recipients.



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The Governing Council voted to accept Resolution 13-2020 on 2021 Nimble Grant Cycle 1 Awards (Moved/2nded by Doris Koo/Ellie Menzies, 7 of 7 in favor)

Property and Real Estate

Update on North Lot Project, including Parking agreement

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

- SCIDpda is working diligently to determine how to manage their early start.
- Denise Stiffarm prepared an amendment to the Parking agreement to allow for a shorter termination notice.

The Governing Council voted to approve the Parking lease amendment (Moved/2nded by Mike Heinisch/Bob Cook, 7 of 7 in favor)

Update on PacMed Lease

Michael Finch discussed updates on PacMed lease activities.

- Conversations are increasing. Base-rent negotiations have been getting closer to a final agreement. Addressing Deferred Maintenance issues with PacMed on the Quarters buildings has been challenging. Michael Finch offered extension proposals on some of the Quarters buildings.
- Q1 & Q2, Q6 & Q7, and Q10 may come back to PDA control at the end of their lease in November 2021.

Update on Master Plan

The Executive Director provided an update on the Master Plan.

- He and Makers Architecture & Urban Design, LLC reached final conclusions on scope of work and budget. He is anticipating a signed and executed consultant agreement, and plans to begin around January 2021 with about 9 months of work.

Governance

Governing Council Officers (Resolution 14-2020)

The Governing Council voted to adopt Resolution 14-2020 appointing Sue Taoka as Chair, Doris Koo as Treasurer, Ellie Menzies as Secretary, and Nancy Sugg as Vice-Chair as Governing Council Officers for 2021 (Moved/2nded by Ellie Menzies/Gloria Burton, 7 of 7 in favor).

Governing Council Appointments (Resolution 15-2020)



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The Governing Council Vice-Chair opened up discussions on Resolution 15-2020 on appointing 2021 Governing Council members. Mike Heinisch, Ellie Menzies, and Susan Crane were on the Sub-Committee. Diversity of the Council was prioritized.

- Virgil Wade is being considered for appointment to fill Mike Heinisch’s term expiring at the end of 2020. Virgil Wade’s first term would end December 2023.
- The Vice-Chair and Executive Director hope to fill Tony McLean’s vacancy with Charles Wright, but action will not be taken at this meeting. His term would end December 2022.
- In anticipation of Virgil Wade and his employment with one of our current grantees, any potential appearance of conflict will be reviewed PDA Legal Counsel’s help on a case-by-case basis.

The Governing Council voted to adopt the Revised Resolution 15-2020, appointing Virgil Wade as a new member of the Governing Council (Moved/2nded by Mike Heinsich/Bob Cook, 7 of 7 in favor)

The Governing Council and PHPDA Staff unanimously expressed gratitude for Mike Heinisch’s leadership, strength, balance, and resilience over nine (9) years in service to the PHPDA Council and thanked him for his unmatched talent, skills, and support.

Adjournment

The meeting was adjourned at 7:14 PM.

Minutes approved 

1/13/2021
(Date)