Mike Heinisch called the meeting to order at 5:32 p.m. A quorum was present. There was no public comment.

**Consent Calendar Minutes**
The Governing Council approved the February 13, 2018 Governing Council minutes (Moved/2nded by Ellie Menzies/Nancy Sugg, 8 of 8 in favor).

The Governing Council accepted as information the Finance & Audit Committee minutes from February 13, 2018, and the Program Committee minutes from February 7, 2018.

**Executive Director and Staff Report**
The Governing Council and the PHPDA staff welcomed Gloria Burton to her first Council meeting.

**Grantmaking**
**Nimble Fund 2018 Cycle 2 Awards (Resolution 02-2018)**

The Associate Director led the discussion on the Nimble Fund 2018 review panel. The following four organizations were recommended for funding by the decision of the Nimble Fund Review Panel:

- Food Empowerment Education and Sustainability Team (FEEST)
- Gay City
- Aurora Commons
- Parent Trust for Washington Children

PHPDA Grants Staff will reach out to the organizations whose programs they would like to learn more about. All applicants have the option to contact the PHPDA for feedback on their proposals.

The Governing Council voted to accept Resolution 02-2018, authorizing the Executive Director to negotiate and execute 2018 Nimble Fund contracts (Moved/2nded by Lydia Assefa-Dawson/Nancy Sugg, 8 of 8 in favor).

**Financial Stewardship**
**Year End 2017 Financial Summary**

The Associate Director reviewed the final statement balance sheets of 2017. In general, the PHPDA's budget is in line with what was expected. The Finance Committee also discussed capitalizing North Lot expenses. The Associate Director will check with the auditor to see if capitalizing is viable. If
capitalization is not an option, adding an exception column to run a pure income statement was suggested.

The Governing Council approved the Year End 2017 Financial Summary (Moved/2nded Susan Crane/Sue Taoka, 8 of 8 in favor to approve).

**Final Risk Management Plan**

The Executive Director led the discussion on the final draft of the Risk Management Plan. The Plan has been forwarded to the Finance & Audit Committee and the Program Committee. Staff turnover was scored as the highest rated risk. Compared to last version of the plan, the risks were overall scored much lower due to effectively responding to mitigation issues.

The Final Risk Management Plan was approved to adopt by the Governing Council (Moved/2nded by Ellie Menzies/Susan Crane, 8 of 8 in favor)

**Governance**

*Annual Report to the City of Seattle*

The Associate Director presented the Annual Report to the City of Seattle. The 2017 accomplishments were included in the annual report, such as grantmaking, the North Lot project and its direction, audits and finances, resolutions, insurance certificates, listed priorities of 2018, and other activities pertaining to the PHPDA.

The Annual Report was approved by the Governing Council to submit to the City of Seattle (Moved/2nded by Susan Crane/Ellie Menzies, 8 of 8 in favor)

**Strategic Planning**

*Discussion of CLAS standards – Focus on standards 2 – 4*

The Executive Director led the discussion of Culturally and Linguistically Appropriate Services (CLAS) standards as an attempt to infuse these discussions into the Governing Council meetings instead of holding a retreat. The Council discussed standards 2, 3, and 4:

1. Advance and sustain organizational governance and leadership that promotes CLAS and health equity through policy, practices, and allocated resources.
2. Recruit, promote, and support a culturally and linguistically diverse governance, leadership, and workforce that are responsive to the population(s) in the service area.
3. Educate and train governance, leadership, and workforce in culturally and linguistically appropriate policies and practices on an ongoing basis.

The Council identified strengths, challenges and actions related to the PHPDA's response to these standards. The next Council meeting will include discussions of additional CLAS standards.
Meeting of the PHPDA Governing Council  
March 13, 2018 5:00-7:00 p.m.  
1200 12th Ave South, Quarters 2  
Seattle, WA 98144  

Real Estate and North Lot Project  
Real Estate Committee Membership; Appointment of Doris Koo  

The Governing Council voted to approve the appointment of Doris Koo to the PHPDA ad-hoc Real Estate Committee (Moved/2nded by Susan Crane/Ellie Menzies, 7 of 7 in favor)  

Update on North Lot Project  

The Executive Director compared the assessments provided by Michael Finch, the PHPDA appraisers, and SCIDpda on the North Lot Project for shifting Building B from market rate to work force housing. The numbers turned out to be similar across the studies. A Memorandum of Understanding was proposed to SCIDpda to transfer the lessee responsibilities to SCIDpda. PHPDA Legal Counsel Denise Stiffarm is working with HSDPDA to finalize the grant of $1.7 million. HSDPDA provides funds only to those in their territory and the PHPDA will receive the grant dependent on AiPACE’s presence in the North Lot.  

The Executive Director and Michael Finch had meetings with PacMed to discuss renewal of the PacMed lease. Michael Finch commented that separating the non-clinic and clinic space in the Tower appeared challenging due to the arrangement of the spaces and leasing to a third party for the non-clinic spaces would most likely result in security issues. PacMed was also interested specifically in Quarters 10 and discussed the potential costs to remodel. Improvements will be further discussed with the PHPDA, JLL, and PacMed.  

Adjournment  
The meeting was adjourned at 6:58 p.m.  

Minutes approved /Signature/  

(Date)  
