



## Meeting of the PHPDA Governing Council

Tuesday, April 14, 2020 5:30 - 7:00 PM

**Meeting:** <https://zoom.us> Meeting ID 201-394-965  
<https://us04web.zoom.us/j/201394965?pwd=Q0xSR2pBbGJKTWVOTUcyU1ZkOTFUQT09>  
**Phone Option:** 1-253-215-8782  
**Password:** EQUITY (Numeric Password for Phone: 676882)

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Sue Taoka	Ellie Menzies	Susan Crane	John Kim	Christina Bernard
Bob Cook	Mike Heinisch		Mallory Fitzgerald	Gene Yoon
Doris Koo	Gloria Burton		Michael Finch	Denise Stiffarm
Nancy Sugg (arrived 6:32 PM)				

Sue Taoka called the meeting to order at 5:39 PM. A quorum was present. There was no public comment.

### Consent Calendar Minutes

The Governing Council approved the minutes for the March 10, 2020 Governing Council meeting (Moved/2<sup>nd</sup>ed by Doris Koo/Ellie Menzies, 6 of 6 in favor)

### Executive Director and Staff Report

The Executive Director reviewed the Executive Director and Staff Report with the Council.

### Financial Stewardship

#### *February 2020 Financial Statements*

The Associate Director discussed the February 2020 Financial Statements.

- The Finance Committee did not meet to review this last month.

The Governing Council voted to accept the February 2020 Financial Statements (Moved/2<sup>nd</sup>ed Bob Cook/Mike Heinisch, 6 of 6 in favor).

#### *March Investment Update*

The Associate Director updated the Council on March Investments.

- She noted that interest income will likely come in lower than budgeted for 2019 with interest rates decreasing due to the current local COVID-19 outbreak.

#### *2019 Audit Update*

The Associate Director updated the Council on the 2019 Audit processes.

- The auditors are in the process of conducting their review remotely and are having regular conversations with PHPDA staff. So far, no issues have arisen in the process.
- The Audit Exit Meeting has been scheduled as a virtual meeting on Thursday, April 16. The PHPDA Treasurer and Chair were invited to the Audit Exit Meeting.

#### *Insurance Renewal Authorization*



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The Associate Director reviewed the PDA's insurance renewal coming up on June 1, 2020.

- The Finance Committee normally reviews the insurance renewal process in April but did not meet last month.

The Governing Council voted to approve the renewal of the PHPDA insurance policies, authorizing the Executive Director and Associate Director to renew the PHPDA's insurance policies in consultation with the Treasurer (Moved/2<sup>nd</sup>ed by Ellie Menzies/Doris Koo, 6 of 6 in favor)

### *Approach to Reserve Fund Planning*

Doris Koo updated the Council on the PHPDA's approach to planning for Reserve Funds. The Executive Director, Associate Director, Council Chair, and Council Treasurer discussed potential strategies around PHPDA Reserve Funds. They determined there are four pools of Reserve to consider: 1. Regular Operating, 2. Mission Continuity, 3. Legal Obligations, and 4. Capital Asset Management (which includes ADA Assessment).

- The Governing Council will further discuss the amounts to allocate into each pool.
- PHPDA Staff will consult with Clark Nuber and will develop a Reserve Funds Operating Policy.

### **Grant Management**

#### *Approval Grant Changes due to COVID-19*

The Associate Director discussed changes made to the PHPDA's grant management processes due to local program adaptations and reactions to COVID-19.

- Due to COVID-19, bigger budget revisions and programmatic changes were made under PHPDA Staff discretion in consultation with the Governing Council Chair. In normal circumstances, the Governing Council would vote to authorize PHPDA Staff to execute significant changes to grantee programs and budget, but the emergency nature of the changes required decisions to be made quickly.
  - Aurora Commons and YMCA made significant changes to their programs.
- Other less significant changes were approved directly by staff per normal PHPDA practice.
- The Governing Council considered ratifying the grant management decisions made by PHPDA Staff and unanimously agreed with Staff decisions.

The Governing Council voted to ratify the decisions made by PHPDA Grant Staff for changes made to Major Grant programs due to COVID-19 (Moved/2<sup>nd</sup>ed by Ellie Menzies/Doris Koo, 6 of 6 in favor)

#### *Update on 2020 Health Equity Scholars*

The Associate Director updated the Governing Council on 2020 Health Equity Scholars activities.

- The Executive Director and Associate Director reviewed ten applications and offered the internship opportunity to three Health Equity Scholars. The Associate Director described the three internship projects and their next steps.



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### Grantmaking

#### *2020 Renewal Major Grant Awards (Res 03-2020)*

The PHPDA Grants Staff presented the recommended 2020 Renewal Major Grant Awards (Resolution 04-2019) to the Governing Council.

- PHPDA Council Members and Strategic Advisors (Bob Cook, Susan Crane, Doug Jackson, and Mike Leong) and Staff (John Kim and Mallory Fitzgerald) were assigned to the 2020 Renewal Review Panel. Five out of six reviewers participated at the review meeting on April 8<sup>th</sup>.
- The Renewal Major Grant Review Panel reviewed fourteen proposals and recommended funding in varying amounts totaling \$1,997,753.
- The Renewal applications were submitted prior to the COVID-19 outbreak. The Council expressed general concern in the grantee’s ability to accomplish the program’s intended plans described in their applications. Staff confirmed that they would work with grantees on these issues as needed throughout the grant term.

The fourteen following organizations were recommended for renewal funding:

Aurora Commons	Boyer Children’s Clinic	Country Doctor Community Health Centers
Downtown Emergency Service Center	Encompass Northwest	Harborview Medical Center
International Community Health Center	Lahai Health	Northwest Health Law Advocates
Peer Seattle	Real Escape from the Sex Trade	Seattle Counseling service
Somali Health Board	YMCA of Greater Seattle	-

The Governing Council voted to approve Resolution 03-2020, authorizing the Executive Director to negotiate and execute the 2020 Renewal Major Grant contracts (Moved/2<sup>nd</sup>ed by Bob Cook/Ellie Menzies, 6 of 6 in favor)

#### *Extension of Major Grant Application Deadline*

The Associate Director discussed extensions to deadlines made to the PHPDA’s Major Grant processes due to COVID-19.

The Governing Council voted to ratify the decisions made by PHPDA Grant Staff to extend the Major Grant Application deadline by six days from March 18 to March 25 due to COVID-19 (Moved/2<sup>nd</sup>ed by Mike Heinisch/Doris Koo, 6 of 6 in favor)

#### *New Major Grant Review Panel*

The Associate Director discussed the New Major Grant Review Panel.



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- The Governing Council assigned PHPDA Council and Strategic Advisors (Nancy Sugg, Ellie Menzies, Sue Taoka, and Paul Feldman) and Staff (Executive Director, Associate Director, and Grants Manager) to the New Major Grant Review Panel at their December 10, 2019 meeting.
  - One of the assignees cannot participate in the Major Grant Review Panel scheduled for May 7, 2020. Program Committee Strategic Advisor Doug Jackson volunteered to join the panel as their replacement.

The Governing Council voted to accept and confirm the amended New Major Grant Review Panel to include Ellie Menzies, Sue Taoka, Paul Feldman, Doug Jackson, and the three staff members originally appointed (Moved/2<sup>nd</sup>ed by Ellie Menzies/Bob Cook, 6 of 6 in favor)

### Property and Real Estate

#### *Update on N. Lot, PacMed, and Master Plan*

The Executive Director updated the Council on North Lot activities, PacMed lease negotiations, and the Master Plan.

- The PHPDA will continue invoicing PacMed and the Department of Commerce.
- Michael Finch updated the Council on PacMed's lease negotiations.

### Strategic Planning

#### *COVID-19 Response and Suspension (Res 04-2020)*

The Executive Director and Legal Counsel discussed Resolution 04-2020 on COVID-19 Response and Suspension. The Governing Council considered suspending three processes/requirements outlined in Resolution 04-2020:

- The PHPDA charter requirement of in-person Council majority for quorum and subsequent action. Open public meetings will be conducted virtually with an accessible telephone method for public if they wish to participate.
- The requirement of ink or "wet" signatures on PDA documents such as Meeting Minutes and Resolutions. Instead, a complete electronic signature, or a written approval authorizing a designated signature from either the PHPDA Executive Director or Associate Director, will be allowed for continuation of operations.
- Major adjustments to grant programs will be made at the discretion of the PHPDA Executive Director and Associate Director due to the potential urgency in adjusting the grant program during COVID-19. PHPDA Staff will provide notice to the Governing Council Chair if Staff has the ability to do so. Staff will notify the Governing Council of any grant program major adjustments at the following Governing Council meeting.
- The three suspensions described above will be placed through the Governor's Stay Home, Stay Healthy order, in reference to Proclamation 20-28 on amending open public meetings.

The Governing Council voted to approve Resolution 04-2020 on COVID-19 Response and Suspension authorizing Governing Council members to attend Council and Committee meetings by remote access



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consistent with Proclamation 20-28, authorizing alternative signatures to original “wet” signatures for PDA documents, and authorizing PHPDA Executive Director and Associate Director the discretion to make adjustments necessary to address urgent needs or alternations to respond to the COVID-19 outbreak, effective through the Governor’s Stay Home, Stay Safe orders referenced in the amended Open Public Meetings Proclamation 20-28 (Moved/2<sup>nd</sup>ed by Bob Cook/Mike Heinisch, 7 of 7 in favor)

### *PHPDA’s Response to Health Inequities Revealed by Health Crisis*

Mike Heinisch opened up discussions on how the PHPDA can appropriately respond to local health inequities revealed by the COVID-19 outbreak. He mentioned local and national statistics on the observed social determinants of health and summarized the public health urgency by stating, “If you have good health, you have everything. If you don’t have good (population) public health, you don’t have anything.” Gaps in health equity appear to be getting wider by leaning on a system that already has existing barriers and those with power and money continue to have access first.

The Council had a generative conversation on:

- Inequities observed based on social determinants of health. The Council emphasized that public health should include everybody: the insured, uninsured, and undocumented.
- The Council would like to continue exploring advocacy and to potentially coordinate with PHPDA grantees.
- Re-exploring an Aligned-Fund stream to readily deliver funds for potential public health crisis.
- Communication and cultural awareness: Important Stay-Home information is not getting out to those who are non-English speakers. Culturally appropriate education and translation services are needed for accurate information, accessible testing, and care.
- Some more specific urgent needs were identified by the Council.
  - Gloria Burton highlighted the challenges that non-English speaking rural farmworkers are facing. She described the Washington State farmworkers the frontline of food supply and distribution. Their basic needs are not met. The Council was reminded on PHPDA’s geographic funding restrictions.
  - Nancy Sugg emphasized the need for accessible widespread testing and challenges met with test methods. She believes more rapid testing is needed, and is concerned about how first responder health care frontlines are spread thinly.
- The Executive Director proposed polling the Council on establishing a workgroup with Council members who are interested in continuing discussions.

### **Adjournment**

The meeting was adjourned at 7:13 PM.

Minutes approved \_\_\_\_\_

May 12, 2020  
(Date)