MEMBERS PRESENT | NOT PRESENT | ALSO PRESENT
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Mike Heinisch | Judy Tobin | Jeff Natter
Ellie Menzies | Sue Taoka | Denise Stiffarm
Susan Crane | Lydia Assefa-Dawson | Christina Bernard
Tony McLean | Gloria Burton | Gene Yoon
Nancy Sugg | | Mallory Fitzgerald

Mike Heinisch called the meeting to order at 5:30 p.m. A quorum was present. There was no public comment.

Consent Calendar Minutes

The Governing Council approved the April 10, 2018 Governing Council minutes (Moved/2nded by, Sue Taoka/Judy Tobin, 9 of 9 in favor).

The Governing Council accepted as information the Finance & Audit Committee minutes from April 10, 2018. Since the Program Committee did not meet in May, there were no minutes to review.

Executive Director and Staff Report

The Executive Director discussed updates on the Staff Report. The Executive Director discussed upgrades to the PHPDA Offices. Due to the recent break-in at Quarters 2, the PHPDA purchased an alarm system from SimpliSafe. PHPDA is working with JLL to explore air-conditioning in Quarters 2. If costs are over $10k, the Finance Committee and Governing Council will need to approve the purchase. The Executive Director will meet with a local representative from the National African American Male Wellness Walk later this month to discuss possibly assisting with funds for the event scheduled for September in Renton. The finalized 2017 Annual Report printing is underway.

Grantmaking

2018 New Major Grant Awards (Resolution 05-2018)
The Grants Manager reviewed the 2018 New Major Grants. PHPDA invited thirteen organizations to submit applications and received eleven. From the eleven applicants, the Review Panel recommended eight applicants for a total of about $1 million in 2018-2019 funding.

The Governing Council voted to accept Resolution 05-2018, authorizing the Executive Director to negotiate and execute contracts for the 2018 New Major Grant Awards (Moved/2nded by Nancy Sugg/Judy Tobin, 9 of 9 in favor).

Financial Stewardship

Q1 2018 Financial Statements
The Associate Director discussed the Q1 Financial Statement. PHPDA is transitioning to a new credit
Meeting of the PHPDA Governing Council
May 8, 2018 5:30-7:00 p.m.
1200 12th Ave South, Quarters 2
Seattle, WA 98144

card. The income from the parking lot has increased. Travel and meal expenses were higher than usual in March due to the Grants Staff attending the 2018 Peak Grantmaking Conference.

The Governing Council voted to approve the Q1 2018 Financial Statements (Moved/2nded Susan Crane/Judy Tobin, 9 of 9 in favor).

2017 Audit Update
The Associate Director discussed the completed audit and the exit meeting statements provided by Clark Nuber. The only thing that was changed during the week of the audit was North Lot related finances because money spent with intent to lease suggests that these expenses should be capitalized. These expenses will be re-categorized as North Lot predevelopment costs for 2016. Auditors will check to see if the $1.7 million HSDPDA grant requires restrictions due to being dependent on AiPACE’S presence. Representatives from Clark Nuber will present the final audit summary during the next Finance Committee meeting.

Governance

Proposed Governing Council Rules & Regulations Change
The Executive Director proposed making a change in the PHPDA Governing Council rules and regulations to include requirements for participation on at least one grant review panel per year or on an ad hoc committee, such as the Real Estate Committee. This will ensure that newly appointed members are clearly made aware of their responsibilities of being active participants of the Program, Finance, or Real Estate Committee, or any of the Grant Review Panels. This addition will also clarify language for the City Council, the Mayor’s Office, and City Clerk’s Office. If members do not meet expectations, they would be considered to be removed which would be discussed and voted for by the Governing Council. The Council discussed the benefits of transparency in written rules and regulations for appropriate enforcement of standards. Several Council members expressed concerns over the lack of flexibility, possibly limiting the pool of potential members who may not be able to commit to a committee due to lacking time, and potentially losing diverse or younger perspectives. The Council commented on the importance of clearly written expectations where flexibilities can be easily arranged for case by case basis. The starting time in the rules and regulations for the monthly Governing Council meetings also needs to be corrected. Further discussion will be made in June and the Governing Council will vote on proposed revisions.

Potential Re-Branding of PHPDA Grants Program
The Executive Director discussed rebranding the grantmaking program as the "Health Equity Fund." PHPDA Legal Counsel does not recommend trademarking the program. This will be made an action item in the June Governing Council agenda to be voted on during the next Council meeting.

Real Estate and North Lot Project

Update on North Lot Project
The Executive Director updated the Committee on the North Lot Project. Continued meetings with SCIDpda are going well. Weber Thompson’s architect work is currently on hold. The Executive Director is waiting to hear from the City regarding the MUP. Sue Taoka, Gloria Burton, and Ellie Menzies met with Speaker Frank Chopp and wanted to discuss how the capital stack was coming together for
financing the North Lot. He had a conversation with King County Executive about converting the County loan into a grant for developing housing below market rate. If Building A is 40% AMI and Building B 60-80% AMI, then this will qualify the project for tax credit eligibility. If leasing is based on income averaging of both buildings, then this may enable leasing the entire North Lot Project as one entity.

Update on PacMed Conversations
The Executive Director informed the Committee on the clinics and quarters walkthrough with PacMed and the PHPDA Real Estate Consultant, Michael Finch. PacMed expressed interest to re-lease most of the clinic in 2021, with the exception of the basement. PacMed would like Quarters 10 to be ADA accessible. The current lease rate for the Tower space may be renegotiated.

Adjournment
The meeting was adjourned at 6:44 p.m.

Minutes approved [Signature] 4/12/17
(Date)