



Meeting of the PHPDA Governing Council

Tuesday, August 11, 2020 5:30 - 7:00 PM

Meeting: <https://zoom.us> **Meeting ID** 847 1744 6920
<https://us02web.zoom.us/j/84717446920?pwd=dTJxMnhRby9KNG1jQmd2RUZ5dFhJQT09>
Phone Option: 1-253-215-8782
Password: ACCESS (Numeric Password for Phone: 592354)

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

Sue Taoka called the meeting to order at 5:35 PM. A quorum was present. There was no public comment.

Consent Calendar Minutes

The Governing Council approved the minutes for the July 14, 2020 Governing Council meeting (Moved/2nded by Doris Koo/Susan Crane, 6 of 6 in favor)

The Governing Council accepted as information:

- The Finance & Audit Committee minutes from July 1, 2020 and
- The Program Committee minutes from July 1, 2020.

Executive Director and Staff Report

The PHPDA Staff updated the Council on Executive Director and Staff activities.

- The three Health Equity Scholars and their projects were discussed: Amy Jan is working on a geomapping program; Gift Nwanne is developing tools and guidance for future applicants; and Maggie is researching access to women’s reproductive health services using technology.
- The Council discussed the Self-Assessment matrix and the two available Governing Council appointments by the end of this year. Two members are mayoral and eligible for reappointment. The PHPDA will begin looking for replacements.
 - Mike Heinisch, Susan Crane, and Ellie Menzies will assist the Executive Director with candidate selections.
 - Moving forward, meeting minutes will reflect vacancies.

Financial Stewardship

Q2 2020 Financial Statements

The Associate Director reviewed the Q2 2020 Financial Statements with the Council.

The Governing Council voted to accept Q2 2020 Financial Statements (Moved/2nded by Bob Cook/Ellie Menzies, 6 of 6 in favor)

Renewal of Audit Professional Services (Resolution 07-2020)

The Associate Director discussed renewing audit consulting services and recommended the PHPDA to continue working with Clark Nuber.



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Per policy, consulting services are reviewed by the Governing Council every three years. The Finance Committee did not vote since it was not an action item on the agenda but they all agreed to forward it to the Governing Council for approval.

The Governing Council voted to accept Resolution 07-2020 on Renewal of Audit Professional Services, retaining Clark Nuber as PHPDA's independent auditor for the next three annual external audits (Moved/2nded by Doris Koo/Susan Crane, 6 of 6 in favor).

Property and Real Estate

Update on PacMed and Master Plan

The Executive Director updated the Council on PacMed and Master Plan RFQ activities. He and the RFQ Subcommittee will review the five RFQ submissions. The Subcommittee unanimously agreed to interview one candidate and will decide whether to move forward now. They believe the process can be delayed up to two years if that seems more appropriate given the limitations during the pandemic.

- The Department of Commerce asked to waive the annual escalation of their rent for 2021 and 2022. After discussion, the PHPDA agreed to the waiver with rental payment to return to the original schedule at the beginning of 2023, and a lump sum payment of the total amount waived to be repaid later in 2023. Interest will only accrue if the payment is not made by a certain date.
- The PHPDA legal counsel will draft a lease document to present to the Finance Committee at their September meeting with final approval to be determined by the Governing Council.
- The Executive Director thanked Doris Koo, Sue Taoka, Michael Finch, and Denise Stiffarm for their work and guidance on property matters.

Update on N Lot

There was no update on the North Lot.

What Do We Mean by Health Equity

The Governing Council had generative conversations on Health Equity at the forefront of PHPDA's work. Some themes addressed were:

- Training events or consultants for board and staff.
- The Governing Council Chair prepared conversations on Equity vs Equality, Cultural Humility vs Cultural Competency, and Near Enemy.
- Members discussed services and access for the most disenfranchised and how the PHPDA can approach different qualifications for more equitable grantmaking.
- The PHPDA can offer more than grants (technical assistance, capacity building, etc.)
- Flexible grantmaking timeline: perhaps sustainable program support means five years instead of three eligible consecutive renewable years. Standards for this determination would need to be applied to all applicants.
- Other assistance such as outreach, operationalizing, and concept of cultural humility were discussed.



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- Funding priorities were discussed, particularly the impact of Covid on priorities in the coming years.

Adjournment

The meeting was adjourned at 7:01 PM.

Minutes approved _____

A handwritten signature in black ink, appearing to be "S. J. Smith", is written over a horizontal line.

9/8/2020
(Date)