



**Meeting of the PHPDA Governing Council**  
**January 10, 2012 5:30-7:00 p.m.**  
 Quarters 2 Building, Beacon Hill  
 1200 12<sup>th</sup> Ave South Seattle, WA 98144

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT
Kevin Fox	Marc Provence	Lance Wilken	Rosemary Aragon
Linda Ruiz	Dan Lessler	Theresa Rambosek	Christina Bernard
Marite Butners	Mike Heinisch		Denise Stiffarm

Kevin Fox called the meeting to order at 5:31 p.m. A quorum was present. There was no public comment.

**Thank you and Recognition of former GC members Tom Wood and Wendy Watanabe**

Council members acknowledged the contributions of former Governing Council members Tom Wood and Wendy Watanabe and signed thank you cards to be sent to them.

**Consent Calendar**

The Governing Council approved the December 13, 2011 Governing Council minutes (Moved/2<sup>nd</sup>ed by Butners/Provence. 6 of 6 in favor).

The Governing Council accepted as information the Finance & Audit Committee minutes from December 13, 2011 and the Planning Committee minutes from December 7, 2011.

**Tower Update**

The Executive Director reported on recent communications with Wright Runstad.

**Governance**

*Report on revisions to Nominating Committee process*

Council members Marite Butners and Linda Ruiz led discussion on proposed revisions to the Governing Council Nominating Committee process. The draft document sets out the timeframe and the processes for collecting names for potential candidates, initial screening, interviews, and recommendations. The process would normally start in March, but will be different in the case of all interim vacancies. The Council discussed the process and how it would apply to both Governing Council members and strategic advisors. The Nominating Committee will make final changes to the document and bring it back to the Governing Council for approval.

*Appoint Nominating Committee & Skills desired in new GC member*

The Governing Council Chair appointed a Nominating Committee consisting of Finance Chair Marite Butners, Planning Chair Marc Provence, Council Secretary Linda Ruiz, Executive Director Rosemary Aragon, and himself. Council members went on to discuss the knowledge and skills they believed would be beneficial in future Council members. They also gave the Nominating Committee names of individuals they may want to consider.

*2012 Priorities (Planning, Finance, GC)*

Planning Chair Marc Provence and Finance Chair Marite Butners presented the draft priorities and goals for their respective committees. They discussed the major categories of work for each committee. Council members discussed the workplans, focusing particularly on the upcoming strategic planning process. The discussed the next steps, including the hiring of a facilitator, and some of the process steps that will likely be taken once the strategic planning begins.



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The Executive Director noted that Council members also received a calendar including the timeframe for several key Governing Council actions.

**Financial Stewardship**

On the recommendation of Finance Committee members, the Council voted to authorize the Executive Director, with the advice and approval of the Treasurer, to re-invest the CD currently held with Umpqua Bank for six months to one year upon its maturity (Moved/2<sup>nd</sup>ed by Butners/Heinisch. 6 of 6 in favor).

*Year 2 Navigator Grant Financial summary*

The Finance and Program Analyst presented the financial report from the second year of the Children's Navigator pilot. Children's did not spend the full amount of the grant and will be returning the unspent portion of the funding to the PHPDA. The Council voted to accept the report (Moved/2<sup>nd</sup>ed by Provence/Butners. 6 of 6 in favor).

**Executive Session-Personnel Matters**

*Executive Director Annual Review*

The Council entered Executive Session at 6:42 p.m. to discuss the Executive Director's annual review and noted that no actions would be taken in Executive Session. Staff left the meeting at this time.

**Adjournment**

The meeting was adjourned at 7:14 p.m.

Minutes approved \_\_\_\_\_ (Date)