



Meeting of the PHPDA Governing Council
February 14, 2012 5:30-7:00 p.m.
 Quarters 2 Building, Beacon Hill
 1200 12th Ave South Seattle, WA 98144

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT
Kevin Fox	Marc Provence	Lance Wilken	Rosemary Aragon
Linda Ruiz (from 6:35)	Dan Lessler		Christina Bernard
Marite Butners	Mike Heinisch (from 6:00)		Denise Stiffarm
Theresa Rambosek			

Kevin Fox called the meeting to order at 5:45 p.m. A quorum was present. There was no public comment.

Consent Calendar

The Governing Council approved the January 10, 2012 Governing Council minutes (Moved/2nded by Lessler/Provence. 5 of 5 in favor).

The Governing Council accepted as information the Finance & Audit Committee minutes from January 10, 2012 and the Planning Committee minutes from January 4, 2012.

Tower Update

The Governing Council Chair and Executive Director updated the Committee on recent communications with Wright Runstad.

2012 Strategic Planning update

Planning Committee Chair Marc Provence led discussion on the upcoming strategic planning process. He discussed the RFI for a strategic planning consultant, which was sent to firms and posted on the PHPDA website, as well as the questions that will likely be addressed by strategic planning. He stated that the Planning Committee should have a recommendation on a consultant by the March Governing Council meeting.

The Finance & Program Analyst gave a brief update on the background work on financial scenarios. The Council then briefly discussed what background work might be done in Committees and what would be discussed and completed by the Council as a whole.

Governance

Board Self Evaluation

Chair Kevin Fox discussed the board self-evaluation process. He sent out an electronic survey and is hoping to get feedback from Council members and staff for discussion at the March meeting.

Nominating Committee update

The Executive Director and members of the Nominating Committee updated the Council on the nominating process. They have compiled a list of candidates and have started meeting with several of them. They asked that Council members pass along any additional names of people they believe should be considered. Council members suggested a few additional names.



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Executive Director 2012 Salary Increase

Staff left the meeting at 6:40 and the Council discussed the Executive Director 2012 salary. They approved a 3% salary increase for the Executive Director (Moved/2^{nded} by Butners/Rambosek. 7 of 7 in favor). Staff returned to the meeting at 6:42.

Access to Care

2012 Project Access Northwest Grant (Res 01-2012)

Linda Ruiz discussed the Project Access Northwest 2012 grant proposal. She noted the grant budget, the deliverables, and additional information that Project Access will report to PHPDA, including information in development and earned income. Linda Ruiz moved to approve Resolution 01-2012, approving a \$150,000 grant to Project Access Northwest for 2012 (2nd Rambosek). Kevin Fox asked for clarification from staff on one of the budget items. The Council voted to approve Resolution 01-2012 (7 of 7 in favor).

Financial Stewardship

YE 2011 Financials

The Council reviewed and approved the 2011 Year-End Financials (Moved/2^{nded} by Butners/Lessler. 7 of 7 in favor).

Payment Authorization, Credit Card Charges, Electronic Transfer of Funds, and Checking Writing Operating Policy 01-2012, Res 02-2012

Finance Chair Marite Butners discussed the proposed Operating Policy 01-2012, which is a single policy covering payment authorization and the processes for all forms of payment. She also discussed Resolution 02-2012, which rescinds a previous resolution governing check writing.

The Council approved Operating Policy 01-2012 Payment Authorization, Credit Card Charges, Electronic Transfer of Funds, and Checking Writing. (Moved/2^{nded} by Butners/Heinisch. 7 of 7 in favor).

The Council approved Resolution 02-2012 (Moved/2^{nded} by Butners/Rambosek. 7 of 7 in favor).

Adjournment

The meeting was adjourned at 6:56 p.m.

Minutes approved _____ (Date)