



**Meeting of the Governing Council Minutes**

Tuesday March 8, 2011

5:30-7:00 p.m.

Quarters 2 Building, Beacon Hill  
1200 12<sup>th</sup> Ave South Seattle, WA

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT
Kevin Fox	Marc Provence	Lance Wilken	Rosemary Aragon, ED
Tom Wood	Linda Ruiz		Christina Bernard, PA
Marite Butners	Wendy Watanabe		Denise Stiffarm, K&L Gates
Theresa Rambosek	Dan Lessler (from 5:43)		

Kevin Fox called the meeting to order at 5:36 p.m. A quorum was present. There was no public comment.

**Revised Agenda**

The Council voted to adopt the revised agenda for the meeting (Moved/2<sup>nded</sup> by Rambosek/Butners. 7 of 7 in favor).

**Consent Calendar**

The Governing Council approved the February 8, 2011 Governing Council minutes, as amended with the correct date (Moved/2<sup>nded</sup> by Rambosek/Provence. 7 of 7 in favor).

The Governing Council accepted as information the Finance & Audit Committee minutes from February 8, 2011 and Planning Committee minutes from February 2, 2011.

**Tower Update**

The Executive Director and Council Chair updated the Council on meetings with Wright Runstad.

**Governance**

*PHPDA 2011 priorities*

The Council discussed the 2011 priorities and related deliverables, with Finance Chair Marite Butners presenting the financial oversight tasks and Planning Chair Wendy Watanabe presenting the program-related work. The Council made a change regarding the description of the purpose of the Navigator Pilot work and voted to accept the priorities as amended (Moved/2<sup>nded</sup> by Ruiz/Watanabe. 8 of 8 in favor).

*Executive Director Job Description*

The Council reviewed the Executive Director job description used for the salary survey. The description will be kept on file, as indicated by the Emergency Executive Director Succession Plan (Operating Policy 04-2010). The Council discussed the level of specificity that should be included in the job description and suggested adding sentences regarding strategic planning responsibilities and internal policies. The Council voted to approve the job description with the recommended changes. (Moved/2<sup>nded</sup> by Ruiz/Butners. 8 of 8 in favor).

*Executive Director Salary Range*

The Chair reported the results of the Executive Director salary survey. He noted that the Executive Director is paid near the 50<sup>th</sup> percentile of the range established by the study. The Council voted to accept the report (Moved/2<sup>nded</sup> by Provence/Butners. 8 of 8 in favor).



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### **Increase access to care**

#### *Dental Program goals and metrics*

Linda Ruiz led discussion on the goals and metrics for the Dental pilot program between the PHPDA, Seattle-King County Dental Society (SKCDS) and Seattle-King County Dental Foundation (SKCDF), and King County Project Access (KCPA). She and the Executive Director have been working with SKCDS, SKCDF and KCPA to establish the measures. She noted that while most metrics will be collected monthly, PHPDA will receive quarterly reports, and that the timing of some of the metrics will depend on the funding and completion of the three dental operatories at the Swedish Community Specialty clinic (SCSC). Since this is a new program, the goals will be revisited and potentially revised after one year.

#### *Additional interpreter services contracting*

Planning Chair Wendy Watanabe reported on the Planning Committee's recent discussions surrounding expanded Medicaid Interpreter Services contracting. The Committee has been considering how best to use its matched funding, and what information they might need to make funding decisions in the future. The Committee has not yet reached consensus. Ms. Watanabe asked for Governing Council guidance regarding the timing and availability of the \$49,000 in 2011 budgeted undesignated program funding. Council members commented about timing and duration considerations for any new process/new subcontractors.

### **Financial stewardship**

#### *2011-2012 Insurance policy renewal ( D & O and Commercial)*

The Governing Council authorized the Executive Director to work with the Governing Council Treasurer and renew PHPDA's Commercial and D&O Insurance policies in late March/early April (Moved/2<sup>nded</sup> by Ruiz/Provence. 8 of 8 in favor).

#### *Revision of Operating policy 02-2005 Food and Beverage Policy*

The Council voted to approve the Revised Operating Policy 02-2005, as amended by the Finance Committee (Moved/2<sup>nded</sup> by Watanabe/Lessler. 8 of 8 in favor).

#### *Operating policy 02-2011 Reporting Theft to State Auditor's Office*

The Council voted to approve Operating Policy 02-2011, which outlines the procedure for reporting known or suspected loss or theft of public funds to the State Auditor's Office (Moved/2<sup>nded</sup> by Butners/Rambosek. 8 of 8 in favor).

### **Governance**

#### *Annual 2010 Report to the City of Seattle*

The Executive Director discussed the Annual Report to the City of Seattle, which all PDAs are required to file each March. Once the language regarding PHPDA's Crime Coverage Insurance Policy is changed, as suggested by the Finance Committee, the Report will be emailed to Council members for review. The Council voted to approve the report and forward it to the City Clerk's office, pending this review (Moved/2<sup>nded</sup> by Ruiz/Butners. 8 of 8 in favor).

### **Adjournment**

The meeting was adjourned at 7:07 p.m.



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