



**Meeting of the PHPDA Governing Council**  
**September 11, 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
Linda Ruiz	Nate Dreon (until 6:20)	Marc Provence	Rosemary Aragon
Mike Heinisch	Dan Lessler (phone)		Christina Bernard
Theresa Rambosek	Kevin Fox		Denise Stiffarm
Marite Butners	Judy Tobin		

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

**Consent Calendar**

The Governing Council approved the July 10, 2012 and August 23, 2012 Governing Council minutes (Moved/2<sup>nd</sup>ed by Tobin/Butners. 8 of 8 in favor).

The Governing Council accepted as information the Finance & Audit Committee minutes from July 10, 2012 and the Planning Committee Minutes June 6, 2012 and August 1, 2012.

**Tower**

*Update*

The Executive Director updated the Governing Council on recent events and discussions related to the Tower lease.

*June 2012 Tower annual CPI Lease rate adjustment*

The Executive Director reported that there would be no adjustment to the Tower Lease rent in 2012. While the CPI increased, the Class A Office Market rent in downtown Seattle is still below the June 2009 rate, when the current Tower base rent was set. The Council voted to accept this information (Moved/2<sup>nd</sup>ed by Butners/Tobin. 8 of 8 in favor).

**Governance**

*Advice to the nominating committee about potential GC members to succeed Linda Ruiz (2013-2015)*

The Executive Director reported that the Nominating Committee would begin meeting soon to find a replacement for Council member Linda Ruiz, who reaches her term limit at the end of 2012. The Executive Director asked for names of potential candidates, as well as areas of expertise or background that Council members would like to see in a new appointee. The Council provided several names and ideas to guide the recruitment work. The Committee will be meeting in a few weeks, with the goal of recommending a candidate by the November Governing Council meeting.

**Financial Stewardship**

*Quarter 2, 2012 Financial statements*

The Council reviewed and approved the Quarter 2 2012 Financials (Moved/2<sup>nd</sup>ed by Butners/Tobin. 8 of 8 in favor).



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*Resolution 10-2012 CD investments*

The Finance & Program Analyst discussed Resolution 10-2012, which provides authority for CD investments for the next year. She also provided some clarifications on the limits on PHPDA's investments as a public entity. Finance Committee members reported that they had discussed the investment strategy for upcoming investments at their meeting. The Council adopted Resolution 10-2012 (Moved/2<sup>nded</sup> by Butners/Heinisch. 8 of 8 in favor).

*Resolution 11-2012 Revised Employee Handbook*

Finance Committee Chair Marite Butners discussed changes to the Employee Handbook. The Finance Committee reviewed the changes in July. The Finance & Program Analyst outlined the changes from the previous version. Resolution 11-2012 formally adopts these changes and states that future changes can be made by Governing Council action without a resolution. The Council voted to adopt Resolution 11-2012 (Moved/2<sup>nded</sup> by Tobin/Rambosek. 7 of 7 in favor).

**Grant Stewardship**

*Final Year 1 PANW Dental Grant report and financial report*

Council member Linda Ruiz presented the final report on the year 1 Dental grant with Project Access Northwest. The report shows all of the required data, including the number of patients seen and dentists participating. The Executive Director noted that, though the project had a slow start, it is now taking off in year 2. Linda Ruiz reported that it is now getting national attention. The Finance & Program Analyst also briefly summarized the grant financial report. The Council voted to accept the Final Year 1 Dental Grant Report and Financial Report (Moved/2<sup>nded</sup> by Ruiz/Heinisch. 7 of 7 in favor).

**Topics the GC would like to discuss at future meetings**

Chair Kevin Fox led a discussion on topics that Council members would like to see covered in upcoming meetings. Several Council members noted that they would like to see occasional guest speakers to discuss relevant topics.

**Adjournment**

The meeting was adjourned at 6:45 p.m.

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