Kevin Fox called the meeting to order at 5:33 p.m. A quorum was present. There was no public comment.

Kevin Fox welcomed new Governing Council member Tony McLean and congratulated Governing Council member Mike Heinisch on being named Kent Person of the Year.

The Governing Council approved the December 10, 2013 Governing Council minutes (Moved/2nded by Tobin/Provence. 6 of 6 in favor).

The Governing Council accepted as information the Finance & Audit Committee minutes from December 10, 2013 and the Planning Committee minutes from December 4, 2013.

Executive Director Update
The Executive Director presented his monthly update. The format has been changed to include activities of other staff, and to tie the report to the PHPDA’s strategic goals. Council members provided some feedback on the report. The Executive Director and Board Chair discussed some potential additional changes to the format that could more clearly tie work to strategic goals and workplans.

The Council voted to amend the agenda to add an item as the first topic under grantmaking to review a proposed change to the portion of the grant application previously approved by the Planning Committee at their January meeting (Moved/2nded by Tobin/Dreon. 6 of 6 in favor).

Professional Services
The Executive Director discussed four professional services relationships. Per PHPDA policy, all such relationships are reviewed every three years. A competitive process is not required.

The Executive Director and Council discussed each of the relationships being reviewed, all of which are recommended to continue:

- Real estate consulting – Century Pacific has worked as the PHPDA’s advisor and broker for several years and has a strong history and knowledge of the PHPDA property. Their role will be as advisor regarding real estate and property management issues.
- Government relations – Lynn Claudon provides advice about the PHPDA’s interaction with public and political entities, which will be important as the PHPDA continues the new relationship with the Washington State Department of Commerce.
- Communications – Rhodes Communication has a strong history working with the PHPDA for several years. While much of the 2013 communications work involved the Pacific Tower, the focus will likely shift to grantmaking in 2014.
- Graphic design and web design – Desktop Creations has worked on PHPDA’s graphic design and website for several years, including a major website re-design in 2013.
The Council voted to adopt Resolution 01-2014, authorizing the Executive Director to continue contracting with Century Pacific for real estate consulting (Moved/2nded by Tobin/Dreon. 6 of 6 in favor).

The Council voted to adopt Resolution 03-2014, authorizing the Executive Director to continue contracting with Lynn Claudon Consulting as government relations consultant (Moved/2nded by Dreon/Heinisch. 6 of 6 in favor).

The Council voted to adopt Resolution 03-2014, authorizing the Executive Director to continue contracting with Rhodes Communications as communications consultant (Moved/2nded by Heinisch/Dreon. 6 of 6 in favor).

The Council voted to adopt Resolution 04-2014, authorizing the Executive Director to continue contracting with Desktop Creations for graphic design and web design (Moved/2nded by Tobin/Heinisch. 6 of 6 in favor).

Grantmaking

Change to application questions
The Planning and Finance Committee each approved the relevant portions of the PHPDA Grant Application at their January meetings, as authorized by the Governing Council in December. Since the time of the Planning Committee meeting, some concerns have been raised about requested attachments. An additional question has been suggested that captures the purpose of one of the items, without raising the same concerns. The Council voted to modify the portions of the application approved by the Planning Committee to remove the request for aggregate board demographic information from the required board member list, remove letters of support as an additional required attachment, and add question 1C “Describe how the composition and skills of your organization’s Board and key staff are representative of the communities and target populations you serve.” (Moved/2nded by Tobin/Dreon. 6 of 6 in favor).

Update on RFP and upcoming process
The Executive Director reported that the RFP will be posted on the morning of Thursday January 16 and will be widely disseminated to mailing lists. Planning Chair Marc Provence discussed the planned pre-proposal conference, scheduled for January 23, and the Letter of Intent (LOI) review process. LOIs are due January 30 and will be reviewed by the Planning Committee and PHPDA staff. The Planning Committee will decide at their February 5 meeting which agencies will be invited to submit full applications. He also discussed the grievance process, which will allow agencies to grieve the process, but not the PHPDA’s decision, within a set time period.

Discussion of Review Panel member recruitment
Planning Chair Marc Provence discussed the options for the Review Panel, which will review the full proposals and make recommendations regarding which proposals to fund. The Panel could be comprised solely of Governing Council members and strategic advisors, or could also include outside individuals with appropriate knowledge and background to contribute to the process. In order to be in place by the beginning of April, the Governing Council will likely have to appoint review panel members on March 11.
The Council discussed the options for review panel membership, as well as whether there should be one or two panels. They discussed the importance of consistency in review and whether site visits or discussions with proposers could or should take place. They determined that more would be known once LOIs had been received and the number of full proposals (and their topics) was clear. They also acknowledged that there would be some unknowns since this is the first time the PHPDA has gone through this process, and that changes could be suggested for future years based on the experience this year. The Council then voted to add a sentence to the RFP Guidance stating that finalists may be invited to appear before the panel to discuss their proposals (Moved/2nded by Provence/Tobin. 6 of 6 in favor).

**Adjournment**
The meeting was adjourned at 6:50 p.m.

Minutes approved__________________________

(Date)