Mike Heinisch called the meeting to order at 7:31 a.m. A quorum was present. There was no public comment.

Lydia Assefa-Dawson introduced herself to the Committee. Lydia was appointed to the Governing Council by the King County Executive to fill the remainder of Teresa Mosqueda’s term. She will also serve as a member of the Program Committee. Lydia currently works as a Financial Educator and Coach to the YWCA in Renton, WA, and also works for the King County Housing Authority as a Family Self-Sufficiency Coordinator.

Minutes
The Committee voted to approve the December 6 2017 minutes (Moved/2nded, Judy Tobin/Doug Jackson, 5 of 5 in favor).

Update on North Lot and Finance Committee

The Executive Director updated the Committee on the Finance Committee Meeting and the progress of the North Lot project. The Finance Committee reviewed the financial section of the 2017 Workplan. The Workplan will come to completion with the final submission of the North Lot and Earthquake Risk Management scores. The Finance Committee also forwarded their recommendation to the Governing Council to approve the PHPDA Operating Budget.

The Executive Director announced that the Master Use Permit for the North Lot project has been recorded with the City of Seattle and is now in the public comment period. The contract with Barrientos LLC was concluded with the submittal of the MUP. At this time, the PHPDA does not have a development consultant, but will rely on Legal Counsel Denise Stiffland and Real Estate Consultant Michael Finch. The Real Estate Committee recommends that once the lessees are identified and contracted, an Owner’s Representative should be hired to represent the PHPDA during the design and construction phases.

The Executive Director met with Plymouth Housing to discuss a potential partnership to develop one of the buildings as veteran homeless housing, but it was determined that Plymouth’s intended program and timeline would not be appropriate for the North Lot project. The PHPDA will continue to explore options to partner with a public, non-profit, or other PDA to potentially develop the building partially or in full as work force housing. The PHPDA Real Estate Consultant Michael Finch is working with AIPACE and El Centro on negotiating contracts to site their programs on the North Lot.
Meeting of the Program Committee  
Wednesday January 3, 2018  
7:30-9:00 a.m.  
Quarters 2 Building, Beacon Hill Campus  
1200 12th Ave South, Seattle, WA

The Governing Council and the Finance Committee discussed the importance of keeping the PHPDA financially solvent, and ensuring that there is no negative impact on the grantmaking program. Market rate housing has the potential to increase grantmaking funds, while workforce housing is needed in the area and is also aligned with the PHPDA mission. The Governing Council will need to determine the nature of the housing on the North Lot.

Governance  
Draft 2018 Program Committee Workplan

The Executive Director reviewed the Draft 2018 Program Committee Workplan. He noted that the draft Workplan includes a section for the new Coalition Planning grants. The Committee discussed ways to improve on the Communications section by expanding the visibility of the PHPDA grantmaking program within the community. The Associate Director advised that the 2018 Operating Budget did not include funds for Aligned funding in 2018, so the Committee will make a determination on possible 2019 partnerships by October. The Committee also discussed potential topics and speakers for Educational/training sessions in 2018.

The PHPDA Strategic Plan runs through the end of 2019. Due to the significant changes in PHPDA projects and activities, the Executive Director recommended that 2018 be spent developing a new Strategic Plan for 2019 – 2021.

Strategic Planning  
Feedback on current Strategic Plan progress

The Program Chair and the Executive Director reviewed the current PHPDA 2016-2019 Strategic Plan. Overall, the Strategic Plan has been effective and is generally on target. The Committee discussed ways to improve Advocacy and Systems and Evaluation by utilizing PHPDA volunteer Marcie Rubardt and The Vida Agency.

Discussion of New Strategic Plan development

The Executive Director stated that the PHPDA staff will create an initial draft based on the current Strategic Plan and present it to the Committees and Governing Council for input. The Finance Committee and the Program Committee will review financial and grantmaking sections respectively, and forward their recommendations to the Governing Council. The new Strategic Plan will be for 2019 – 2021. Because Program Related Funding may not be possible due to the funds required to develop the north lot. The Committee suggested removing this section from the Strategic Plan, and adding a new one for Real Estate Development. The Committee also suggested updating the PHPDA mission statement to include real estate operations.

Adjournment  
The meeting adjourned at 9:00 a.m.

Minutes approved:  

(Date)