

**Olympic Peninsula Healthy Community Coalition
Board Meeting
January 15, 2018**

Attendance: President Dr. Monica Dixon, Vice President Michelle Rhodes, Secretary Andra Smith, Treasurer Kerry Wyman-Webb, Policy Chair Mark Ozias, joined by phone, Director Donna Pacheco, Director Patty Lebowitz and Director of Operations, Leslee Francis

The meeting began at 4:10 p.m. at Monica Dixon's residence in Sequim, WA.

Treasurer's Report

- Kerry Webb presented the treasurer's report stating a checkbook balance of \$19,638.14. Kerry is waiting on Molina to reimburse OPHCC for the event insurance paid for the Community Thanksgiving Dinner.
- Kerry is also expecting a \$500 check from Wal-Mart for their employee volunteer hours spent at the Community Thanksgiving Dinner.
- Kerry also asked the OPHCC Board to be looking for a replacement treasurer, as she needs to take a break by March 1, 2018.
 - Andra expressed interest in taking over as Treasurer and finding a replacement secretary for her current board position.
 - Kerry gave mail keys to Leslee and asked her to check the P.O. Box weekly. Leslee will deliver bills to Andra.
 - Several board members discussed asking Rebekah Miller if she may be interested in the secretary role on the OPHCC Board.

Introduction of Leslee Francis

- Monica thanked Michelle Rhodes for finding Leslee Francis and had Leslee read a small introduction talking about her background in administration.
- Monica stated that she has not had time to draft a contract, but there was a verbal agreement to pay Leslee \$25 per hour for an average of 11.5 hours per week. Some weeks will include more hours, but since August and December will have extremely limited hours, the overages should balance out. This position is budgeted for 1 year.
 - It was stated that recording of metrics would be a large part of Leslee's responsibility.
 - Leslee will be emailing meeting invites to the Coalition Partners and will track the RSVPs. She will turn in RSVPs for meeting lunches and will assist with meeting set up.
 - Leslee will maintain the list of partners and update as needed.
 - Leslee will record minutes at the board meetings and will file agendas and minutes in notebooks and on Dropbox.

Allocation of Current Funding Streams

- Monica asked Kerry to keep all of the Phillips Grant to pay wages
- Monica asked Kerry to use the Haller Grant as support for 5210 and to reimburse all receipts from the Haller Grant.
 - Michelle stated that we need to stay in compliance with becoming a 501c3 non-profit corporation. She suggested that we need to post agendas and approved minutes onto the website, as well as bring them in a notebook to public meetings.

Head Start Training

- There will be an upcoming Head Start training with Karen Obermeyer and Monica would like the metrics reported to Eric Lewis at OMC.
- 5210 Notebooks were printed by OMC and will be handed out to Head Start Teachers at the training.

Future Funding Possibilities

- OMC
 - Eric Lewis, CEO of OMC acknowledged to Monica that he owes her an email with the possibility of additional funding.
- OCH (Advocacy!)
 - We are starting over with the change plans originally submitted to the NCC. All of last year's work was flushed.
 - We need to come up with a new plan. The NCC will be spreading \$514 million over Clallam County and we will be expected to sign on as a partner by the end of February.
 - Elya held true to her promise – board approved under instructor goal – funding for Chronic Disease Prevention for 5210. Total was \$95K to be spread over 6 years if OPHCC received all of the money allotted to Clallam County.
 - What are the key elements OCH is using to operationalize the MTP in the region?
 - Signed Partners: A signed partner is an organization within the three-county OCH region that has committed to implementing transformational activities and reporting to OCH through 2021. This commitment includes an approved Change Plan, Signed Agreement, and a signed Share Change Plan with the Natural Community of Care. Signed partners are eligible to earn DSRIP payments from the financial executor if they meet contractual reporting requirements and eventually, targeted benchmarks. Signed partners are required to register their organization with the financial executor in order to receive payments and will be required to share reporting metrics with OCH as defined in the signed agreement and change plan. The financial executor, PCG, is a company contracted by the Washington State Health Care Authority that will distribute DSRIP funds to signed partners at the

direction of OCH. The financial executor is in the process of developing a web portal with the following functions: A registration process for signed partners, a payment distribution module for OCH to distribute DSRIP funds to signed partners, and reporting and monitoring capabilities.

- Phillips
 - Monica will email Mark Phillips to introduce Leslee.
- Kitsap County
 - Monica will check to see if OPHCC is still in the running
- Olycap
 - Employee changes are happening with Olycap. Their program is not functioning well. Our partnership will strengthen over time.

Thanksgiving Meal Update

- Monica has created 8 committee chairs for 2018 to divide up the work more evenly.
 - Andra, Judy, Wal-Mart Wendy, Leslee, Stephanie, Wal-Mart Lisa, Stephen, Monica
- The board agreed that the Thanksgiving meal was an important community function.
- Monica wants to make sure the event is included in our metrics as a public service and that Molina will stand behind it.
- Everyone agreed that Wal-Mart would also continue to support the event.
- 2018 will be a little different. Seating will be limited and anyone that RSVPs will have a seat for 2 hours and will enjoy a quality experience. This event is about forming relationships.

OPHCC Board Insurance

- Patty presented a quote for Liability insurance to the board of directors. Patty asked for a million dollar umbrella policy, property coverage and event coverage that would also cover Leslee when she is representing OPHCC
 - Michelle moved to purchase commercial/general and director/officer liability insurance from Insurance Services Group in the amount of \$1 million per claim with a 2018 yearly premium not to exceed \$1,859.97. Andra seconded the motion. All in favor. Motion Passed.

Donna - OMC

- Donna will rework the unreleased sponsor packet based on Monica's suggestions.
- All partners that belong on the event t-shirts need to be sent to Donna.
- Event sponsors will need to be listed on website, posters and press releases.
- Monica would like to see a Pay Pal donation button added to the website.
- Donna will track the interweaving between the Coalition and the partners.

Agenda for Wednesday's Coalition Meeting

- Andra and Michelle presented a draft copy of the 2018 Focus Plan to be finalized and presented at the January Coalition Meeting. The final draft was divided into mission focus, mission support, programs and events.
 - Mission focus – Food Access and Choices, Exercise, Mental Health
 - Mission support – Access to Medical Care, Housing, Substance Abuse
 - Programs – GRuB, Educational Kits Boxes, 5210, Leadership Challenge
 - Events – Farmer's Markets, Kiwanis Kids Fest, Field Days, Summer Challenge, Clallam County Fair, Back to School Fairs, DVHAW Fun Walk & Health Fair, Community Thanksgiving Dinner, 5210 Trainer Workshops.
 - Kerry will write up what goes into training boxes and will help gather all event displays.

Agenda planning for February & March

- Monica will send to-do lists to Andra and Michelle. They will meet for agenda planning for February and March 2018.
- Monica gave Leslee a to-do list for the January Coalition Meeting

The regular meeting of the OPHCC is scheduled for Wednesday, February 21st, 2018 at 1 p.m. at Nourish Restaurant.

OPHCC Board Meetings are the second Monday of each month at 4pm

Meeting ended at 6:43 p.m.

Respectfully Submitted,

Leslee Francis, Director of Operations