

**Olympic Peninsula Healthy Community Coalition
Board Meeting
January 14, 2019**

Attendance: President, Mark Ozias, Secretary Rebekah Miller, Treasurer Andra Smith, Director Patty Lebowitz, Director Donna Pacheco, Dr. Monica Dixon, and Executive Director, Leslee Francis

The meeting began at 4:02 p.m. at Olympic Medical Center in Port Angeles, WA

Minutes

- Patty Lebowitz moved to accept the minutes of November 13th, 2018, as written. Rebekah Miller seconded. All in favor. Motion passed. Rebekah Miller will provide last names and titles of PBH staff members for the minutes.

Treasurers Report

- Andra Smith presented a treasurers report with a balance of \$51,985.73
 - Andra presented a breakdown of all donations received from different organizations for 2018.
 - OPHCC has crossed over \$50,000 in revenue, requiring a full tax return to be filed and fees to be paid. Andra suggested possibly hiring a book keeper if OPHCC continues to grow and requires additional accounting. Andra also requested compensation if she is preparing the tax returns.
 - Rebekah suggested using a budget for 2019. Andra will bring a proposal to the next meeting.

President's Report

- Monica has resigned as president of the board and Mark Ozias will be acting president at this time. Monica assured the board that she is not leaving, but is stepping back with her duties and has booked several vacations for 2019. Monica would like to see Leslee and Karlena take on the OCH work for the next 5 years.
- Monica will work with the board to develop a job description, hours and rate of pay for Leslee Francis. Mark is hopeful to have an offer ready at the February board meeting.
- Karlena Brailey has 10 hours per week available to work with OPHCC on work that was written into the CBOSS for the OCH. Clea Rome will write a scope of work for Karlena and Mark will work with Clallam County on the possibility of payroll for Karlena.
- Mark is hopeful to close the scope of work for both Karlena and Leslee as well as how to pay each of them by the next board meeting.

Old Business

- OCH funding update
 - Mark Ozias met with Clea Rome, Karlena Brailey and Leslee Francis to review the proposed OCH work and to make sure that OPHCC was only committing to work that OPHCC could handle.
 - The OCH has paid \$25,000 to OPHCC and is expecting to pay another \$25,000 in February of 2019.
 - Monica stated that she also sent a letter to Molina requesting \$20,000 in funding for 2019.
 - Mark stated the need for a clearly defined scope of work for both Karlena and Leslee that could be compared against the funding available. Mark would like to discuss how to employ both women as employees rather than contractors and would possibly use an MOU with Clallam County if needed.
 - Monica added that she would like to see a cheap laborer paid to help with the set up and heavy lifting at events.
 - Andra will create an addendum for Leslee's hours to increase to 25 per week and Monica will write a job description.
 - Mark stated that after reviewing the OCH scope of work he felt comfortable that OPHCC was committing to activities, not outcomes. OPHCC will be required to perform generic reporting through the OCH.
 - Mark would also like to look at how we communicate funds to the public.
 - Andra agreed to work on a budget, but requested employee compensation plans in order to complete it.
 - Andra will also check on the property coverage amounts with our insurance company to make sure OPHCC has the correct amount of coverage.
- Bylaws and Policy Statement Revisions
 - Andra presented a draft of the bylaws and policies for the board to review. A final draft will be presented in February and will be adopted in March. Leslee will email the revisions to the board once Andra and Rebekah complete them.
 - Andra suggested adding a section on employees and possibly a personnel committee.
 - Andra inquired if Monica Dixon was remaining on the board and suggested recruiting new board members. Monica asked for feedback from the board.
 - Mark suggested that during the next two months OPHCC will have employees, bylaws and budgets. He would like to see Monica participate in other ways, but would like the board to not be beholden to Monica's schedule.
 - Andra clarified that the board will need to have an Annual Meeting prior to June 30th, 2019 and that currently the board terms are all three years. She

also stated there is currently no limit on how many terms a board member could hold.

- Monica stated that she would think about a title and consider if she was going to remain on the board.
- Mark would like to start recruiting board members ASAP and would like to add to the board by July.
- PBH 5210 Integration update
 - Monica and Leslee went to a meeting with the doctors at Peninsula Behavioral Health and brought along 5210 educational material. Joe Rice, Medical Director of PBH scheduled the meeting and was pleased with the materials provided. The PBH pharmacy is also using the 5210 educational materials and has already requested more.
 - Rebekah suggested moving into the clinical side of PBH next.
- Means for Leslee to spend funds update
 - The previously suggested credit card and debit card options for Leslee to spend funds from the OPHCC account will not work with the banking system in place for OPHCC.
 - Andra moved to obtain a prepaid credit card for the Executive Director, Leslee Francis in the amount of \$500 for monthly expenses incurred. Rebekah seconded. All in favor. Motion passed.
- Clallam Gives Update
 - Mark would like to see OPHCC participate in Giving Tuesday again next year.
 - OPHCC received \$261.34 in donations from Giving Tuesday.
 - Leslee will attend the meetings and will stay in the loop throughout the year.

New Business

- OCH work for funds
 - See notes above under OCH Funding Update
- Healthy Snacks partnership with Sequim School District
 - Andra and Leslee have met with the SSD Assistant Superintendent several times to discuss a healthy snack partnership with the SSD.
 - Each school campus has established one contact person to reach out to the Food Bank and OPHCC with their needs.
 - The objective is to provide healthy snacks to children during class time.
 - Andra and Leslee would like to see OPHCC offer a snack food drive through the coalition using a list of 15 healthy snacks for purchase.
 - Rebekah would like make sure Port Angeles is also included in the drive.
- Coalition agenda items
 - The board discussed agenda items for the upcoming coalition meeting.
- 2019 Focus Plan

- Leslee will create a 2019 focus survey and will lead an activity at the next coalition meeting.
- Andra and Leslee will get together after the January coalition meeting to create a 2019 focus plan.

Meetings

The regular meeting of the OPHCC is scheduled for Wednesday, February 20th, 2019 at 1 p.m. at the Lincoln Skills Center, Port Angeles

The next OPHCC Board Meeting is scheduled for Monday, February 11th at 4p.m. at Olympic Medical Center, Port Angeles.

Meeting ended at 6:17 p.m.

Respectfully Submitted,

Leslee Francis, Executive Director