

**Olympic Peninsula Healthy Community Coalition
Board Meeting
March 11, 2019**

Attendance: President, Mark Ozias, Secretary Rebekah Miller, Treasurer Andra Smith, Director Patty Lebowitz, Director Donna Pacheco, Grant Advisor, Joe Sharkey, Co-Founder, 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

- Andra Smith moved to accept the minutes of January 14th, 2019, as corrected. Donna Pacheco seconded. All in favor. Motion passed.

Treasurers Report

- Andra Smith presented a treasurers report with a balance of \$45,594.54
 - Andra presented a profit and loss statement for January and February 2019.
 - Andra is in the process of researching insurance on the enclosed trailer and will send the final numbers to the board.
 - Leslee was asked to track her event mileage for reimbursement.
 - \$500 was received from the Leadership Conference hosted by OVCF
 - The motion previously made for a pre-paid credit card did not work out, due to fees and restrictions.

President's Report

- Mark Ozias read and issued a letter of employment to Leslee Francis. The letter recognized Leslee as the Executive Director and an employee of OPHCC at 25 hours per week. A detailed job description was also attached.
- Mark Ozias stated that Karlana Brailey will be employed at 10 hours per week and will be paid by OPHCC through Clallam County.
- Rebekah Miller will head the new personnel committee. A review period for employees will be decided by the committee. Joe Sharkey and Monica Dixon will also be a part of the personnel committee.

Old Business

- OCH funding update
 - Leslee Francis presented to most recent document from the OCH with the proposed budget for funding through 2023.
- Bylaws and Policy Statement Revision
 - The board will review the current draft of the Bylaws and Policies and will submit any changes to Andra Smith by Friday, March 15, 2019.
- Healthy Snacks SSD

- Leslee and Karlena are working with the Sequim School District on a Healthy Snack Program to be implemented into the Sequim Schools.
- Bookkeeper
 - Andra Smith will update the board if a bookkeeper is needed in the future
 - Andra Smith would like to hire an accountant to do the tax return for OPHCC. Andra will explore options and bring them to the board.

New Business

- Coalition Agenda Items
 - Kidsfest, Molina Trailer, Near Science Training, Partner Spotlight, Leadership Conference
- Austin's Website Contract
 - Donna Pacheco moved to renew Austin's contract for website services at \$50 per month for 2019. Patty Lebowitz seconded. All in favor. Motion passed
 - Mark suggested the option to pay Austin more, if more work is needed as the coalition grows. Monica stated that the search engine work still needed to be complete.
- Budget
 - Andra Smith is working on a budget for board approval
- Board Meeting dates
 - At this time OPHCC will schedule board meeting dates year round, but will cancel July and December dates, due to low attendance, if necessary.
- Amendment to OCH contract –signature needed
 - Mark Ozias signed the amendment for the OCH contract.
- Email vote, signatures for enclosed trailer
 - Mark Ozias moved to purchase a 5 x 8 enclosed trailer, from Jet Chevrolet, not to exceed \$2600. Molina Healthcare will reimburse 100% of the cost, based on quotes sent in by Leslee Francis. Jet Chevrolet will deliver the trailer, once the purchase order is signed and funds are received. Andra Smith seconded the motion. All board members voted yes by email and signed their printed emails. Motion passed.

Meetings

The regular meeting of the OPHCC is scheduled for Wednesday, March 13th, 2019 at 1 p.m. at the Sequim PUD

The next OPHCC Board Meeting is scheduled for Monday, April 8th at 4p.m. at Olympic Medical Center, Port Angeles.

Meeting ended at 5:58 p.m.

Respectfully Submitted,
Leslee Francis, Executive Director