

**Olympic Peninsula Healthy Community Coalition  
Board Meeting  
October 7, 2019**

Attendance: Secretary Rebekah Miller, Director Donna Pacheco, Director Joe Sharkey, Co-Founder Monica Dixon, and Executive Director Leslee Francis

The meeting began at 4:03 p.m. at Olympic Medical Center in Port Angeles, WA

**Minutes**

- Donna Pacheco moved to accept the minutes of September 9th, 2019. Joe Sharkey seconded. All in favor. Motion passed.

**Treasurers Report**

- Andra was out of town and will email a detailed report. Our current balance is \$42,921.25
- WSU Invoice process – The invoice process has been taken care of and the 1<sup>st</sup> invoice has been paid.
- Secretary of State Paperwork – All paperwork has been completed.
- Accountant for OPHCC taxes – Andra has the referral information and will work on taxes that are due 11/15/19.

**President's Report**

- Mark Ozias was not in attendance.

**ED Report**

- Leslee will email or combine her monthly report, due to meeting early this month.
- Leslee is working on meeting locations for 2020, including Forks. Leslee presented a 2020 schedule and the board asked for revisions on location dates. Leslee will work on a new schedule.
- Leslee discussed her hours with the board and they agreed the overages on hours was necessary and approved.

**Karlana Brailey Report**

- Karlana is on emergency family leave and will email her report.

**Old Business**

- Policy Statement Revisions
  - Policy Statement revision will be tabled until further notice
- Board of Health project with Dr. Unthank (Karlana) – Tabled until Karlana returns
- Community Champion Award Update (Patty) – Tabled until Patty returns

- Sequim School District Banners
  - Leslee will work with Donna on this project over the next couple of months.
- Thanksgiving Dinner Update
  - Kitchen help is not available so OPHCC will not host a Thanksgiving Dinner this year.
- NOHN request for target outcomes update (Monica)
  - Objectives for the MOU goal #2 will include one system change, two policy changes and three environmental changes.
- OMP Symposium – October 12<sup>th</sup> – handout (Donna)
  - Monica will present to OMC Physicians on October 12<sup>th</sup>. Donna created a booklet to hand out including RX pads, sugar math and 5210 challenge sheets

## **New Business**

- Coalition Agenda Items
  - The agenda was sent to Representative Kilmer's office for final approval. The meeting will begin with Mark Ozias's intro to OPHCC, Web We Weave, Questions & Answers with Kilmer, Group Photo, Challenges and Successes.
- Group Health Foundation Grant (Monica)
  - Monica asked for approval to submit an application for a Group Health Foundation Grant. The funds would be unrestricted and the application is due on October 25<sup>th</sup>.
  - Donna moved to have Monica apply for the GHF Grant. Joe Seconded. Motion passed.
- OCH Audit Questions – October 11<sup>th</sup>
  - Leslee and Karlana have been working on the OCH questions for the upcoming audit. The questions and hours involved have been extensive. October 11<sup>th</sup> is the phone interview date for the OPHCC audit.

## **Meetings**

The regular meeting of the OPHCC is scheduled for Wednesday, October 9th, 2019 at 3 p.m. at the Port Angeles, Lincoln Skills Center. Special date/time to accommodate Representative Kilmer's schedule.

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

Meeting ended at 5:40 p.m.

Respectfully Submitted,

Leslee Francis, Executive Director