

**Olympic Peninsula Healthy Community Coalition
Board Meeting
February 10, 2020**

Attendance: President Mark Ozias, Secretary Rebekah Miller, Treasurer Andra Smith, Director Donna Pacheco, Director Joe Sharkey (via phone), Director, Patty Lebowitz, and Executive Director Leslee Francis

The meeting began at 4:09 p.m. and was held at Olympic Medical Center in Port Angeles, WA.

Minutes

- Rebekah Miller moved to accept the minutes of January 13th, 2020. Andra Smith seconded. All in favor. Motion passed.

Treasurers Report

- Andra presented the treasurer's report. OPHCC's current bank balance is \$38,639.92
- Andra stated the insurance for 2020 has been paid. She also received a check for \$1250, from Walmart, for a Community Grant.
- Andra asked the board if she should re-bill the MOU invoices, as only two have been paid. The board designated Rebekah to contact Jamestown, Donna to contact Lower Elwha and Leslee to contact Forks Hospital to inquire about payments.
- Andra emailed Meyer and Co. to request a formal proposal for accounting and bookkeeping services for OPHCC. The proposal came back within the budgeted amount for 2020. Andra would like to proceed with M&C.
- Rebekah moved to hire Meyer and Company for OPHCC accounting, bookkeeping and tax services for 2020. Donna seconded. All in favor. Motion passed.

President's Report

- Karlena Brailey's contract renewal – Leslee presented a copy of Karlena's 2019 contract to the board and requested a renewal for 2020. Joe Sharkey noticed the time of 10 hours per week, that was agreed upon in 2019 was missing from the document. Joe requested a revision before being signed and the board agreed. Leslee will bring a revised contract to the March meeting.
- County Funding for Karlena Update - Mark stated that the commissioners have also allotted funds to support Karlena and are working on an arrangement that will advance OPHCC and WSU the furthest. Clallam County currently has a contract with WSU and they will revise the language to increase the scope of work and include OPHCC. Mark suggested the scope of work would show the county supporting the work of OPHCC in line with the healthcare MOUs, including the CHIP. Mark will work with Clea on verbiage to include deliverables from the Healthcare MOU that were discussed and agreed on in the meeting with Mark, Leslee, Clea and Karlena.
- Karlena business cards, name tag, rack card request -Update from meeting with Clea – Karlena is a contractor, not an employee of OPHCC. Clea does not want Karlena to have an OPHCC name tag or business card. Instead, they would like to make sure Karlena has

updated marketing materials with Leslee's business card. Clea would like to see a rack card with OPHCC information that Karlena can hand out. Donna will help create a rack card.

- The board would like to see where Karlena is representing OPHCC in her monthly report.
- Mark Ozias will hold a board recruitment session in March, during the regular scheduled meeting. Rebekah, Mark and Leslee met prior to the February board meeting to look over the OPHCC partner roster for possible new board members. They selected 10 possibilities. Mark and Rebekah will reach out to the first four on the list to inquire if they are interested in board participation and will schedule meetings with potential possibilities and Leslee.
- Mark and Rebekah will bring new board member recommendations to the March board meeting for discussion. Mark would also like to discuss the election process. Patty suggested a resume and interview questions for new board members and thought it would be a good idea if they attended a board meeting as a guest, to see the process and become involved.

ED Report

- Leslee presented her ED report and reported that her meetings in Forks were well received and Forks is excited to bring 5210 west!
- Leslee interviewed Kristina for the Event Coordinator position and will offer her the position on a trial basis, at Kristina's request. Kristina's first event will be Kids Fest in March.
- Brett, our current event driver, will be available until September when he starts school. We will need to replace his position.
- The board requested Leslee add background checks to all employees and contractors for OPHCC.
- Donna created a new PSE board for the coalition meetings and will present it at the February meeting. Leslee will print the PSE handouts.
- The board will finalize the ED package for Leslee at the March board meeting. Leslee will receive a performance review by the personnel committee.

Karlana Brailey Report

- Karlana emailed her report to the board and will be unable to attend the OPHCC board meetings, as she has another meeting scheduled on the same evening.
- Karlana's report included two meetings in Forks, WA.

Old Business

- Policy Statement Revisions
 - Policy Statement revision will be tabled until further notice
- Board of Health project with Dr. Unthank – Karlana wrote;
 - "Clea and I had a meeting with Clallam Health Officer, Dr. Unthank on 1/31/20. We discussed her perspective on priorities for 2020 and opportunities for collaboration and integration with both community-based and H&HS efforts. Dr. Unthank would like to collaborate on a Community Health Assessment in 2021 with Olympic Medical Center and other interested Health Providers to do a comprehensive CHA in Clallam. Because of this, we discussed forming a Chronic Disease Prevention Task Force to outline collaborative goals for the coming year which would set the foundation for strong community involvement in the CHA and wait for this updated data to complete a formal CHIP."

- Community Champion Award Update (Patty)
 - OPHCC will honor Eric Lewis as the first Community Champion. Donna will look at scheduling a time to present the award before he retires. Patty and Andra will work on award ideas and Leslee will order whatever is agreed upon. If Eric is not available to attend a coalition meeting, Donna will look at the possibility of an OMC board meeting.
- Sequim School District Banners
 - Banner designs are ready and will be presented to the school for approval. Leslee will request specifics for posters requested for the school health rooms and will get the ideas to Donna.
- DVLC Bazaar Funds Request
 - Leslee emailed Gwen in January to make the request for funds and has not heard back. Andra stated the meeting would be held next week, so we should hear something soon.

New Business

- Coalition Agenda Items
 - Partner Spotlight –Jim Stoffer, Prevention Works!, PSE project/format, partner updates,
- PSE Posters and Format (Donna)
 - Donna showed the new format to the board and they all loved it! The new format will begin in February.
- Amanda Bacon – 5210 schools (Donna)
 - Donna would like to ask for help with creating a 5210 song that Amanda Bacon could use while touring the elementary schools. Rebekah offered to work with Jessica and come up with song lyrics.
- YMCA request for 5210 art (Lee) –
 - Leslee is waiting on a request from Lee and the Sequim YMCA for new 5210 artwork to hang on the display boards. Leslee will work with Donna once the request is made.

Meetings

The regular meeting of the OPHCC is scheduled for February 19th 2020 at 1 p.m. at the Port Angeles Lincoln Center.

The next OPHCC Board Meeting is scheduled for Monday, March 9th 2020 at 4p.m. at Olympic Medical Center, Port Angeles.

Meeting ended at 6:09 p.m.
Respectfully Submitted,
Leslee Francis, Executive Director