

**Olympic Peninsula Healthy Community Coalition  
Board Meeting  
November 13, 2018**

Attendance: President Dr. Monica Dixon, Vice President Mark Ozias (via telephone) Secretary Rebekah Miller, Treasurer Andra Smith, Director Patty Lebowitz, Director Donna Pacheco and Director of Operations, Leslee Francis

The meeting began at 4:05 p.m. at Monica Dixon's residence in Sequim, WA

**Minutes**

- Patty Lebowitz moved to accept the minutes of September 10<sup>th</sup>, 2018, as written. Rebekah Miller seconded. All in favor. Motion passed.

**Treasurers Report**

- Andra Smith presented a treasurers report with a balance of \$26,797.67
  - Andra stated that the Phillips Grant check was received and is reflective in the financial balance.

**President's Report**

- Monica asked the board to consider offering Leslee Francis a new contract for 2019.
- Rebekah Miller moved to issue Leslee Francis a contract, offering 15 hours per week at \$25 per hour for 50 weeks, as the Executive Director for OPHCC, beginning in 2019. Donna Pacheco seconded as edited. All in favor. Motion passed.
  - Monica will type up a contact and get it to Leslee for signatures.
- Monica is helping the Shipley Center design a kitchen for the Health and Wellness Annex planned for the future.

**Old Business**

- OCH funding –CBOSS submitted
  - Monica submitted the CBOSS to the OCH and incorporated BPH & OMC into the plan. OPHCC is schedule to receive the first payment for services On December 28<sup>th</sup>, 2018. Mark Ozias will check in on the status of the payment while Monica is on vacation.
- Change Board Policy to include electronic voting

- Andra and Rebekah will meet to revise the Policies & Procedures (Policy Statements) as well as the Bylaws and will suggest edits to the board for approval next month.
- Andra stated she needed to look through the old minutes to find approved changes and amend the documents to reflect the changes.
- Women's Conference postponed to fall 2019
  - Monica postponed the planning of the women's conference to the fall of 2019.
- Thanksgiving Dinner Contributions
  - OPHCC received a \$500 contribution from Wal-Mart to be used for extras needed for the Thanksgiving dinner. The Sequim Food Bank is providing the turkeys and Molina provided \$200 to be used for paper products.
  - Monica stated that 30 home delivered meals have already been reserved.

## **New Business**

- PBH 5-2-1-0 Integration over 2019/Training 11/21
  - Rebekah introduced OPHCC to PBH with plans to integrate 5210. Joe (Medical Director), would like to bring 5210 to the PBH doctors.
  - Donna, on behalf of OMC, designed & printed 5210 log sheets, RX Pads, Sugar Math business cards and posters for the PBH integration.
  - The pharmacists at PBH will staple the sugar math business cards to prescription bags.
  - Norm asked Monica to create new menus for the residents' house, assisted living area of PBH.
  - Mark was very excited about the integration and asked how we could measure the impact of these changes. Mark asked Rebekah if PBH could help track the progress and asked if these changes would be written into the patient's care plans.
  - Rebekah stated that it is very hard to get data from the older systems at PBH and suggested that we ask Joe what data/information would be pertinent for the future.
  - Monica will deliver the new menus on November 14<sup>th</sup>.
  - The new menus will be used for the residents living with severe and persistent mental illness.
  - Monica will write a press release for the PBH roll out and will send it to Donna for revisions.
- Clallam Gives
  - Leslee will continue to attend the meetings for the nonprofit community effort titled Clallam Gives. Monica will contact Leslie Lauren to inquire where to donate since there is no web site set up for Clallamgives.org yet. Tuesday, November 27<sup>th</sup> will be the only day for donors to have the opportunity to receive the possibility of matching funds.

- During the board meeting all board member tried to locate where to donate on line and none of the searches were producing any results. Monica will get more specifics for us to provide our donors.
- Means for Leslee to spend funds
  - Andra would like to see Leslee be able to spend funds on behalf of OPHCC while Monica is away on vacation. Andra expressed the importance of being able to purchase items as needed for the coalition and would like to issue Leslee a debit card.
  - During the board meeting we were able to verify that a debit card cannot be issued to a non-signer on the bank account, but a credit card can be applied for.
  - There was a board consensus to for Andra to initiate an OPHCC credit card for Leslee.
- Winter board meeting discussion
  - Mark offered to book a conference room at the courthouse for the January, February and March meetings, while Monica is on vacation. There will not be a December meeting due to the holidays.
  - Leslee will create a draft agenda and will send it to Mark and Monica for approval.
  - The board would like to continue meeting on the second Monday of each month.
- School Snacks Meeting
  - Andra and Leslee are working with the new assistant superintendant of the Sequim School District to help change the nutrition in schools.
  - Andra said it has been brought to her attention that there are hungry kids at school and a snack program is needed.
  - Andra and Sam held a meeting to come up with a plan of action to move forward for the kids in need.
  - The Sequim Food Bank will offer a community snack drive to help the schools.
  - Monica will create a list of 15 healthy snacks that would be acceptable for kids to eat during school and will talk with Costco about carrying the snacks for purchase prior to the snack drive.
- Request
  - Monica would like Mark to set up a meeting with Dr. Unthank, Clallam County Health Officer, to introduce OPHCC as a prevention arm. Monica would like the meeting to be held during the last week of November.
- City of Sequim Stakeholder Summit
  - Leslee & Andra attended the stakeholder summit through the City of Sequim. The results from the summit will be presented tomorrow at 5:00pm and Andra suggested that anyone available should attend.

## **Meetings**

The regular meeting of the OPHCC is scheduled for Wednesday, January 16th, 2018 at 1 p.m. at the PUD Headquarters, Sequim

The next OPHCC Board Meeting is scheduled for Monday, January 14<sup>th</sup> at 4p.m. at Olympic Medical Center, Port Angeles.

Meeting ended at 5:30 p.m.  
Respectfully Submitted,  
Leslee Francis, Director of Operations