

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

Attendance: Treasurer, Andra Smith, Director Donna Pacheco, Director Joe Sharkey (via phone), Director, Patty Lebowitz, Co-Founder Monica Dixon, and Executive Director Leslee Francis

The meeting began at 4:10 p.m. at Olympic Medical Center in Port Angeles, WA

**Minutes**

- Andra Smith moved to accept the minutes of October 7<sup>th</sup>, 2019. Donna Pacheco seconded. All in favor. Motion passed.

**Treasurers Report**

- Andra presented a treasurer's report. Our current bank balance is \$36,341.14
- Andra emailed a local accountant to schedule a meeting to discuss help with OPHCC bookkeeping and taxes beginning in 2020.
- Meeting rental spaces for 2020 are charging reservations fees now.
- OPHCC Tax Return is complete and has been submitted.

**President's Report**

- Mark Ozias was not in attendance.

**ED Report**

- Leslee presented her ED report.
- Leslee has scheduled all coalition meeting locations for 2020, including two meetings in Forks, WA.
- OCH Audit is complete and results will not be given until Nov/Dec.
- OPHCC was awarded a \$4000 grant from the Albert Haller Foundation.

**Karlana Brailey Report**

- Karlana emailed her report to the board.
- The board would like to brand OPHCC and would like Karlana to have a nametag, business cards and a Power Point template for presentations with the OPHCC logo.

**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) – Andra and Patty are working on the format and will bring ideas to the next board meeting.
- Sequim School District Banners
  - Leslee will work with Donna on this project over the next couple of months.
- Group Health Foundation Update (Monica)

- Monica submitted a grant request on October 26<sup>th</sup> for \$75,000 for general expenses. The funding would not be restricted, but she has not heard back from Group Health at this time.

## **New Business**

- Coalition Agenda Items
  - Partner Spotlight – PA Food Bank, Partner Spotlight signup for 2020, 2020 Meeting locations/dates handout.
  - Added – Employment opportunities, working on 2020 budgets, board retreat in December, brain storm activity on 2020 moving forward within a community and future funding.
- Board Retreat Planning (Monica)
  - Board retreat will take place at Monica Dixon's house on December 6<sup>th</sup> from 10 am to 2 pm. Monica asked Leslee to facilitate the retreat and research actions and successes of previous retreats.
  - Monica asked the board to be thinking about how to implement the healthcare MOUs, what resources, staffing, how to implement deliverables.
  - Karlena has availability to do work for OPHCC. The current \$18,000 is 25% of her time including benefits.
  - Strategic planning among board members will take place at the retreat.
  - Board agreed that only current board members will be invited to attend the retreat.
- 2020 Meeting Rooms and Lunch Fees –
  - Monica will ask Molina if they will continue to cover the lunch fees for OPHCC in 2020 and will also ask for the meeting room rental fees to be covered.

## **Meetings**

The regular meeting of the OPHCC is scheduled for January 15<sup>th</sup> 2020 at 1 p.m. at the Sequim KSQM Radio Station. There is no scheduled meeting in December 2019.

The next OPHCC Board Meeting is scheduled for Monday, January 13<sup>th</sup> 2020 at 4p.m. at Olympic Medical Center, Port Angeles. There is no meeting scheduled for December 2019. The board will attend their annual board retreat on December 6, 2019.

Meeting ended at 5:34 p.m.  
Respectfully Submitted,  
Leslee Francis, Executive Director