

**Olympic Peninsula Healthy Community Coalition
Board Meeting
September 9, 2019**

Attendance: President Mark Ozias, Treasurer Andra Smith, Secretary Rebekah Miller, Director Patty Lebowitz, Director Donna Pacheco, Co-Founder, Monica Dixon, Karlena Brailey and Executive Director, Leslee Francis

The meeting began at 4:04 p.m. at Olympic Medical Center in Port Angeles, WA

Minutes

- Andra Smith moved to accept the minutes of July 8th, 2019. Donna Pacheco seconded. All in favor. Motion passed.

Treasurers Report

- Andra presented a detailed treasurers report with a balance of \$53,562.18
- WSU Invoice process – Mark will check with Debbie Cook at Clallam County to make sure the invoicing procedure for Karlena is correct.
- Secretary of State Paperwork – Andra will submit the annual report with board changes.
- Accountant for OPHCC taxes – Andra/Monica will work on a referral asap. Taxes are due 11/15/19

President's Report

- Mark Ozias recommended Karlena Brailey for the OCH Chronic Disease Board Seat. Karlena was elected on September 9th

ED Report

- Leslee presented a one-page report of activities and duties she had worked on during the month of July/August.
- Leslee is working with a staff member at the Fork Hospital to secure meetings for 2020 further west.
- Leslee is working on documentation for the upcoming OCH audit.
- The board authorized Leslee to work an additional 5 hours per week as needed.
- Andra Smith moved to authorize Leslee Francis the option to work up to 30 hours per week, as needed, through the end of 2019. Donna Pacheco seconded. Motion Passed
- The board will consider looking at a salary position for 2020.

Karlena Brailey Report

- Karlena emailed her work report for the month of July/August.
- Karlena will present to the Board of Health on September 17th

Old Business

- Policy Statement Revisions
 - Policy Statement revision will be tabled until further notice
- Healthy Leader Challenge Wrap Up
 - Donna has submitted the wrap up information to the newspaper and will have a four page insert during the month of September.
- Board of Health Project with Dr. Unthank
 - Karlena will work with Dr. Unthank as she recommends starting a Chronic Disease task-force to develop a health improvement plan for chronic disease.
- Community Champion Award
 - Patty suggested using the agency that shows systems, policy and environmental changes as the recipient of the award.
 - The board asked if we would recognize individuals or organizations, if this was an on-going activity or annual and what the appropriate recognition piece would be.
 - Patty and Andra will work on an outline for the board and it will be discussed at the next board meeting.
- Sequim School District Banners
 - Leslee will work with Donna on this project over the next couple of months.

New Business

- Coalition Agenda Items
 - Partner Spotlight, DSHS Jim Weatherly, Back to School Fairs, Free Clinic Fun Walk, Web We Weave Activity, Request Thanksgiving Help
- NOHN Request for Target Outcomes
 - Monica proposed a verbiage change in the MOU to include system, policy and environmental changes each year. The board agreed this was a great idea. Monica will send the changes to Jennifer Burkhardt.
- OMC Symposium – October 12th
 - Monica will give a 30-minute presentation to 80 OMC physicians on October 12th.
- Event Specialist Driver Hired
 - Brett Davis has signed his contract and has provided a copy of his automobile insurance to Andra.
- OMC Commissioners Presentation
 - Monica and Leslee attended the OMC Commissioners meeting and presented Eric Lewis and Jennifer Burkhardt awards of appreciation. Pictures of the presentation were shown to the board.
- Free Clinic Fun Walk
 - Team 5210 will wear 5210 shirts and will walk on behalf of the Sequim Free Clinic. We are expecting 10 to 15 team members.

- Brett Davis Contract
 - Monica moved to accept the contract for Event Specialist Driver, Brett Davis and authorized Leslee to sign it. Patty Seconded. Motion Passed.
- Event Specialist Needed
 - Our current Event Specialist has resigned and we will need to hire a replacement. The board suggest asking Benji from WSU if he would be interested.
- Thanksgiving Dinner
 - We do not currently have the kitchen help needed to offer the Community Thanksgiving Dinner that OPHCC has offered in the past years.
 - Mark will check with Sunshine Café, Leslee will ask the coalition for chef recommendations and Andra will talk with Stephen.

Meetings

The regular meeting of the OPHCC is scheduled for Wednesday, September 18th, 2019 at 1 p.m. at the Port Angeles, Lincoln Skills Center.

The next OPHCC Board Meeting is scheduled for Monday, October 7th at 4p.m. at Olympic Medical Center, Port Angeles.

Meeting ended at 6:19 p.m.
Respectfully Submitted,
Leslee Francis, Executive Director