

**Olympic Peninsula Healthy Community Coalition  
Board Meeting  
January 13, 2020**

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

The meeting began at 4:00 p.m. and was held via Zoom telephone conference call, due to extreme weather.

**Minutes**

- Rebekah Miller moved to accept the minutes of November 11th, 2019 and the board retreat minutes of December 6<sup>th</sup>,2019. Andra Smith seconded. All in favor. Motion passed.

**Treasurers Report**

- Andra presented the treasurer's report. OPHCC's current bank balance is \$49,370.53
- Andra emailed Meyer and Co. to request a formal proposal for accounting and bookkeeping services for OPHCC. Andra would like to proceed with M&C if the proposal is fair.
- MOU invoices have been mailed and two of the six have been paid. Andra inquired if she should invoice a second time for the outstanding MOUs. The board agreed to wait until the end of January before invoicing a second time. Donna will follow up with the Lower Elwha Tribe for a signature on their MOU after staffing and board changes.
- Andra presented a 2020 budget with highlighted areas for discussion. Mark pointed out that the money from the county to support Karlena's work has not been added to the budget yet. He wanted to make sure that the board knew there was additional funding offered to support Karlena's work. Andra added the Event Coordinator position for 2020 to the proposed budget. The board also discussed raising the budgeted amount for Trainings/Conference and Registration from \$200 to \$300.

**President's Report**

- Mark Ozias will hold a board recruitment session in March, during the regular scheduled meeting. Rebekah, Mark and Leslee will get together prior to March to look over the OPHCC partner roster for possible new board members.
- Mark will contact Ken Stringer as a possible partner. Rebekah will reach out to Jim Weatherly. Lynn Keenan and Jim Stoffer were also brought up as possibilities.
- Mark would like to consider key partners being represented and hold a conversation about evolution on the board.
- Patty would like to resign from the OPHCC board, but will remain on the board through March.
- Mark and Rebekah will bring new board member recommendations to the February board meeting for discussion. Leslee will coordinate the meeting in February. 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.
- Karlena Brailey's contract – Mark stated that the commissioners have allotted funds to support Karlena and he will sit down with Clea, Karlena and Leslee to see how to best move forward. Mark suggested that OPHCC renew Karlena's current contract "as-is" for the OCH work she is currently in charge of, to be renewed for 2020. Mark suggested a separate MOU with OPHCC

to increase Karlena's time and show the county supporting the work of OPHCC in line with the healthcare MOUs for additional work, including the CHIP.

## **ED Report**

- Leslee presented her ED report and reported that all OCH requirements for 2019 have been completed and OPHCC will receive payment in full.
- Leslee has received a job application for the Event Coordinator position and will schedule an interview when the weather clears.
- Leslee is scheduling meetings with the Forks School District and Forks Hospital for 2020 programming.

## **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. Mark will discuss this with Clea and Karlana.

## **Executive Session**

- The board entered into executive session at 5:00pm and returned at 5:10pm.
- Monica and Joe will work on a performance review for Leslee Francis. Monica will be the point of contact. Rebekah and Joe will perform the review since Monica will be out of town. Each board member will fill out a section of the review for feedback. There will be an independent meeting in March prior to the board meeting. The ED package will be finalized at the March board meeting. Leslee is currently approved to work 35 hours per week.

## **Old Business**

- Policy Statement Revisions
  - Policy Statement revision will be tabled until further notice
- Board of Health project with Dr. Unthank
  - Mark will meet with Karlana and Dr. Unthank for an update on starting this project.
- Community Champion Award Update (Patty)
  - Patty wants to make sure that the award is not used as a way to make someone feel responsible for funding. Patty would like to see the award go to "someone", not an organization, that goes above and beyond. Patty would like to see the award given whenever someone is identified, at random, with no set time of year or event attached. The board has identified an individual for the first award. Donna will look at scheduling a date for Eric to attend a coalition meeting in the spring.
- 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.
- Molina funding for 2020 lunches and meeting locations
  - The board would like to sign thank you cards to Molina, as well as, Walmart & The Haller Foundation for 2020 funding. Leslee will bring thank you cards to the next board meeting.

## **New Business**

- Coalition Agenda Items
  - Partner Spotlight –Minnie Whalen Clallam Resilience Project, PSE project/format, partner updates, board retreat update
  - Coalition meeting was cancelled, due to weather. Partner Spotlight will reschedule.
- PSE Posters and Format
  - Donna and Leslee are working on a new format for the coalition to track PSE work. Donna created a header for an easel pad, for partners to share each month on PSE. This new format will also help document the Web We Weave project. Donna will bring the sample to the next board meeting.
- DVLC Bazar Funds
  - Monica has been asked to apply to be considered for funding, from the DVLC Bazar, on behalf of OPHCC. Andra suggested emailing Gwen at DVLC and Donna suggested including the OPHCC “one sheet”. Leslee will email a request to Gwen.

## **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.

The next OPHCC Board Meeting is scheduled for Monday, February 10<sup>th</sup> 2020 at 4p.m. at Olympic Medical Center, Port Angeles.

Meeting ended at 5:54 p.m.  
Respectfully Submitted,  
Leslee Francis, Executive Director