

Olympic Community of Health Interim Leadership Council Meeting February 29, 2016

Date: 02-29-2016

Time: 10:00 – 4:30 p.m.

Location: Port Gamble - Pavilion

Members Attended: Rochelle Doan; *Olympic Community of Health*, Katie Eilers; *Kitsap Public Health District*, Chris Frank; *Clallam County Public Health*, Eric Lewis; *Olympic Medical Center*, Adam Marquis (for Peter Casey); *Peninsula Behavioral Health*, Joe Roszak; *Kitsap Mental Health Services*, Caitlin Safford; *Coordinated Care*, Andrew Shogren; *Quileute Nation*, Brent Simcosky; *Jamestown Tribe*, Justin Sivill; *Harrison Medical Center/Harrison Health Partners*, Kelly Sullivan; *Port Gamble S’Klallam Tribe*, Kerstin Powell; *Port Gamble S’Klallam Tribe*, Roy Walker; *Olympic Area on Aging*, Doug Washburn, *Salish Behavioral Health Organization*.

Other: Scott Daniels; *Kitsap Public Health District*, Kayla Down; *Washington State Health Care Authority*, Sandra Durbrow; *Amerigroup*, Elizabeth Gilje; *Clariot*, Karen Holt; *Kitsap Public Health District*.

Person Responsible for Topic	Topic	Discussion/Outcome	Action/Results
	February Focus:	1. Review Governance recommendations, including update of Charter, backbone review and Coordinating Entity discussions. 2. Website, Communications Plan & Implementation. 3. Regional Health Improvement Plan & Medicaid Waiver Status/Timeline. 4. Interview and recommend OCH Program Director.	
Council	Approval of January 11, 2016 Minutes	Katie Eilers indicated she had been in attendance at the January minutes, but was not included as an attending member in the minutes.	Eric Lewis moved and Katie Eilers seconded approval of the minutes. The minutes were approved noting the addition of Katie Eilers as an attendee. Andrew Shogren abstained as he was not in attendance in January.
Rochelle Doan Roy Walker	OCH Project Management	Olympic Community of Health Work Plan – 1st Quarter, 2016 • Deliverables Timeline and Milestones Rochelle Doan discussed the Work Plan indicating we were meeting our major milestones and stated regionally we are on track. The 1st Quarter Work Plan was provided in the meeting materials. • State Committees: OCH Representation ✓ Appoint Public Health Improvement Plan Representative ✓ March 8th & 9th Quarterly ACH Gathering Opportunity	Katie Eilers appointed as OCH Representative.

Scott Daniels		Olympic Community of Health Work Plan – 1st Quarter, 2016 cont. Budget Updates The 2016 Operating Budget was provided to the members. There was discussion in regard of the pursuit of other revenue to ensure sustainability in years two and three of the contract. A potential funding source could be a membership fee for the participating entities and to identify potential outside revenue sources. This would be work of the Sustainability Committee and would require defined deliverables to estimate a projected budget moving forward.	Eric Lewis moved and Brent Simcosky seconded to approve the budget as presented; unanimously approved.
Karen Holt		Staffing & Director Hiring Process Karen Holt, Kitsap Public Health District Staff, provided interview packets for Director. The hiring of a program coordinator for the OCH has been put on hold until the Director is onboard and will be considered after a time moving forward.	Interviews with three candidates scheduled for afternoon Feb 29.
Rochelle Doan Scott Daniels		Communication Planning/Website Development The members discussed the website and the hope to make it more clear and professional as soon as possible to address community engagement deliverables. Scott Daniels indicated hiring a designer may require at RFP under the guidelines of the use of federal funding.	Scott asked for recommendations for quality designers and that he already had a list of eight that were adequate and of good value. Scott will post RFP for designer.
Rochelle Doan		End of Year Report The OCH Summative Document was included in the packet which included CCHE Year 1 Evaluation of ACHs. Rochelle discussed the Work Plan indicating we were meeting our major milestones and that we are on track regionally.	
Kayla Down	HCA/ACH Update:	- State Conversation: HCA Waiver Process, ACH Messaging, Coordinated Entities, Practice Transformation Hub, Other - HCA/DBHR: re BHO/Full-Integrated Care Letter Critical Milestones was provided as an attachment. Kayla explained the HCA would be providing technical assistance including evaluation tools, and an update on the State Medical Waiver on Monday, March 7, and Tuesday, March 8th. Discussion followed as to what projects will be recommended. Kayla explained up to four members of the OCH could participate. The meeting would be in SeaTac.	It was agreed Rochelle should attend, and Scott Daniels, as a representative of the backbone agency, should also attend. It was also recommended if possible, the new OCH Director should attend. Doug Washburn indicated he would attend on March 8 th . Kerstin Powell and Andrew Shogren also indicated they would be willing to attend. Elizabeth Gilje also indicated an interest in attending.

Council	Governance Subcommittee Report	- Review/Discuss Governance minutes. Documents Governance Minutes: ACHs at-a-glance; Backbone Functions Materials were included in the packet. - First Review of Draft ILC Charter Changes, including sector representative changes Council discussion followed.	The Charter Changes were received positively by the council. Major changes included 1) addition of a tribal seat for each tribe, to total 23 sector seats, 2) removal of 'Interim' from the council title throughout the document. Other discussion: Two new suggestions came forward, one to add a quorum and definition thereof, and to include language addressing voting other than by in person. These suggestions will be incorporated in a revision for next review.
Council	Community Assessment/Planning Subcommittee Report	- Discussion Coordinating Entity next Steps - Overview subcommittee work/PHIP Progress Meeting notes and materials were included in the materials. - OCH Charter Focus Areas and Link to Project opportunities - Stakeholders & possible OCH action groups - Update on Medicaid Waiver	Community Assessment/Planning subcommittee to finalize next steps in presenting materials to stakeholders March 22.
Doug Washburn Scott Daniels	Other Business	- Presentations: BHO on ACH February 11, KPHB March 1. Scott Daniels reported that Roy Walker and Rochelle Doan were scheduled to provide and OCH presentation to the Kitsap Public Health Board at their regularly scheduled meeting on March 1. - Additional Member Reports - Stakeholder Meeting Agenda March 22 - Calendar ILC Meeting March 22, select time - Public Comment There was no other business discussed. Scheduled OCH Director interviews to follow ILC meeting.	No ILC meeting in March, defer to April when new OCH Director is hired.
Rochelle Doan	Adjourn	The meeting was adjourned at noon with interviews to begin at 12:30 p.m.	Lunch was provided.
Karen Holt	Interviews	Interviews began at 12:30 for the three candidates. Scripted questions were provided. The interviews ended around 4:00. Council discussion followed. The group concluded at 4:30 p.m.	Following the interviews, the members selected their top candidate by consensus. KPHD will complete reference and background checks and make an offer as soon as possible. KPHD will check back with the membership to inform them of progress of the hiring process.