

Olympic Community of Health
Agenda (Action items are in red)

Board of Directors
January 13, 1:00-3:00 pm | 7 Cedars Hotel & Casino

Key Objective: To collaboratively advance the work of Olympic Community of Health

#	Time	Topic	Purpose	Lead	Attachment
1	1:00	Welcome & introductions	Welcome	Heidi Anderson	
2	1:08	Consent agenda	Action	Heidi Anderson	1. DRAFT minutes November 11 Board meeting 2. January Executive Director report
3	1:12	Public Comments (2-minute max)	Information	Heidi Anderson	
4	1:15	Olympic Connect Updates	Information	Miranda Burger	
5	1:30	MCO Representation for 2025	Action	Heidi Anderson	3. SBAR
6	1:35	Conflict of Interest Policy (and annual review and signing process)	Action	Heidi Anderson	4. SBAR 5. Policy
7	1:40	Governance Policy (and new annual process to sign)	Information	Heidi Anderson	6. SBAR 7. Policy
8	1:45	Policy on Policies	Information	Celeste Schoenthaler	8. SBAR 9. Policy
9	1:55	Fiscal Policy	Action	Brent Simcosky	10. SBAR 11. Policy
10	2:00	Q3 2024 Financials	Action	Brent Simcosky	12. SBAR 13. Financial Statements 14. Financial Check-Up
11	2:07	Stronger Together Project Presentations (first half)	Information/ Discussion	Miranda Burger	
12	2:55	Good of the Order – Board member and public comments	Information	Heidi Anderson	
13	3:00	Next meeting & adjourn February 10, 1-3pm (12:30-1 for lunch), 7 Cedars Hotel	Information	Heidi Anderson	15. 2025 OCH Governance Schedule

Olympic Community of Health

SBAR: Policy on Policies

Presented to the Executive Committee on January 7, 2025

Situation

Olympic Community of Health (OCH) has a myriad of policies that guide the work and systems of the organization. To ensure consistency, shared understanding, and compliance, the executive director recommends that the Executive Committee adopt a “policy on policies” on behalf of the Board of Directors.

Background

Based on recent discussions about the purpose and structure of the governance of OCH, it makes sense for the organization to adopt a policy that clearly outlines each of the policies that guide the organization, their purpose, initial approval date, standard review schedule, and a clear system for review. Staff propose details on this in the attached draft policy. Agreement on this between the Board and the Executive Director will ensure clarity, consistency, and accountability moving forward.

Action

The Executive Committee reviewed and approved this policy at their January 7 meeting. They did so on behalf of the Board of Directors.

Recommendation

No motion required. The executive committee adopted the policy on behalf of the Board.

Board of Director's Meeting Minutes

Date: 11/11/2024	Time: 1:00 PM	Location: 7 Cedars Hotel, Jamestown S'Klallam
Chair Virtual: Heidi Anderson, Forks Community Hospital Members Attended In-Person: Bobby Stone, Olympic Medical Center; Brent Simcosky, Jamestown S'Klallam Tribe; G'Nell Ashley, Reflections Counseling; Jody Moss; Michael Maxwell, North Olympic Healthcare Network; Roy Walker; Susan Buell, YMCA of Pierce and Kitsap Counties (arrived at 1:16pm); Tanya MacNeil, West End Outreach Services Members Attended Virtually: Apple Martine, Jefferson County Public Health; Erin Hafer, Community Health Plan of Washington; Holly Morgan, Olympic Community Action Programs; Jennifer Kreidler-Moss, Peninsula Community Health Services (arrived at 1:12pm); Lori Kerr, St. Michael Medical Center; Stephen Kutz, Suquamish Tribe (arrived at 1:10pm); Stormy Howell, Lower Elwha Klallam Tribe Non-Voting Members Attended In-Person: Dunia Faulx, Jefferson Healthcare Non-Voting Members Attended Virtually: Dominica Fale, Peninsula Community Health Services; Jake Davidson, Jefferson Healthcare Guests and Consultants Attended In-Person: Laura Johnson, United Healthcare Community Plan Guests and Consultants Attended Virtually: Lori Fleming, Jefferson County Behavioral Health Consortium; Laurel Lee, Molina Healthcare; Nick Seedorf, Olympic Medical Center OCH Staff: Celeste Schoenthaler, Debra Swanson, Miranda Burger		

Minutes

Facilitator	Topic	Discussion/Outcome	Action/Results
Heidi Anderson	Welcome & introductions. Extended time for introductions to welcome new board members.		
Heidi Anderson	Consent agenda	-DRAFT minutes October 14 Board meeting -November Executive Director report	Consent Agenda APPROVED unanimously
Heidi Anderson	Public Comments (2-minute max)		
Miranda	Olympic Connect	Earliest HRSN (Health	

Burger	Updates	Related Social Needs) services will begin next year. We will come back to this when we know more. Will it be Medicaid eligible? -Yes, this is the one criteria they will all share. There will be other eligibility requirements for each HRSN. The ability for Medicaid to pay for these services is one thing. Ensuring our community has these services available was the intention with the Resource & Services funding opportunity. This is about building the infrastructure and later it will be about billing Medicaid for the services, new Medicaid benefits. Building up the capacity is the goal. With post-election, the new administration coming in, are their concerns about funding being cut? We may need to be cautious with spending. -The first 1115 waiver was not altered by the Trump administration in the past. We are required to spend the funds received or we lose the funds. The 1115 waiver is a unique funding source. The HCA has the award and WA legislature has already authorized the use of those dollars. With the Expand and Enhance Access to Care funding opportunity, OCH received more applications from	
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		Clallam and they are receiving a higher proportion of the funding. The housing projects will soak up lots of dollars. Most applications were about food. For the Care Coordination partners, we have two models: Full service and Complex This is being done already, but will ideally be more sophisticated, investing in infrastructure and eventually an established network. The way it sounds is positive, but it can harden over time with structure and rigidity, take caution to avoid too much structure. Will the award recipient list be published? -Yes, at some point, not in the next couple weeks.	
Brent Simcosky	Federal Grants Management Policies	-SBAR Policies These are new requirements and regulations due to new funding sources. These are all aligned with what needs to happen. We will receive training internally and partners, who are receiving federal funds, will also receive	The OCH Board of Directors approves the Federal Grants Management Policies as presented by staff and the next steps as identified. APPROVED unanimously.

		training.	
Brent Simcosky	2025 Budget	-SBAR 2025 Budget This is a new kind of budgeting for us. \$76,000 is total budget for Cross ACH Association? -Yes, we have a cost sharing policy and pay 7% of the total coalition budget.	The OCH Board of Directors approves the 2025 budget as presented. APPROVED unanimously
Celeste Schoenthaler	Committee Membership	-SBAR Monica Bernhard is willing to join the Finance Committee (FC). Mike Maxwell does have capacity to come back on Executive Committee (EC) in 2025. If Apple has the desire to join in his place, he is willing to step off. Mike will stay on EC until June and Apple to stay on FC. For FC, it would be good to have 4 members, to ensure a quorum. Apple and Monica will be on the Finance Committee. Dunia available if needed in June.	The OCH Board of Directors approves Michael Maxwell to rejoin the Executive Committee. APPROVED unanimously. (Didn't use the SBAR text due to change in plans.)
Heidi Anderson	Good of the Order – Board member and public comments Housekeeping: Contact info google form	NOHN will learn about future funding opportunity in March to expand their services in Forks. They currently support the west end with their mobile unit. Jefferson County Public Health calls for round of	

		applause to Jefferson Healthcare, Dunia and Jake, for recent reproductive health convening. It was a powerful experience, amazing line up of speakers from across the state, discussing and learning about the difficulties and challenges hospital services providers are facing. As well, a Community Health Assessment reporting soon to be released, speaking to the needs in Jefferson County, including SDOH, climate change, resilience, lack of resources in rural areas etc. This will be relevant to the Care Coordination Hub and the recent RFPs. Jamestown S’Klallam asks that we encourage our 24th district legislators to get on the Health Committee to stop bills that could hurt rural medicine.	
Heidi Anderson	Next meeting & adjourn January 13, 1-3pm (12:30-1 for lunch), 7 Cedars Hotel		

Monthly Executive Director report to the OCH Board of Directors – January 2025

- Hot Topics:
 - The **OCH team attended a national social determinants of health conference in Washington D.C. in early December**. Many of the conference sessions focused on community care hubs and ways to bolster resources and services in communities. It was also a nice opportunity to build camaraderie across the team.
 - Celeste and Lauryn had an opportunity to **meet with Senator Murray's health policy staff while the team was in D.C. in early December**. This was a nice opportunity to share more about the Olympic region, Olympic Connect, and a general overview of Accountable Communities of Health.
 - **Eight Olympic Connect care coordination partners attended their required 18-hour training since the last board meeting**. The training was created by OCH staff and provides a deep overview of Olympic Connect, participants learn how to use the Connect2Coordinator technology, and practice talking about Olympic Connect. Additional training opportunities will be provided.
 - **We continue to wait for the Economic Development Authority to approve the initial list of subrecipients for the Recompete grant**. While the grant funds are obligated and protected from being “clawed back” when the new administration comes in, EDA is backlogged in getting approvals over. Staff deeply appreciate the patience of partners as we await their go-ahead to execute contracts.
 - **The Request for Proposals for a variety of data, analytics, and evaluation services has closed**. Bidders submitted proposals under all 4 project areas. Staff reviewed and top candidates participated in interviews in early December. Staff are now working to execute contracts so the work can begin.
 - **Staff have been meeting with a variety of partners across the region to share more about Olympic Connect**. Many partners who were not awarded contracts under recent funding opportunities have requested time with OCH staff to discuss and to learn other ways to engage with Olympic Connect.
- Subcommittee reports/updates
 - **Executive Committee** – Met in early January to discuss relevant updates and to plan for the January Board meeting.
 - **Finance Committee** – Met in early December to review quarter 3 financial statements and updates to fiscal policies and procedures.
- Upcoming meetings and events
 - We will be promoting learning and convening opportunities for 2025 very soon.
- Administrative & staffing updates
 - OCH warmly welcomes two new teammates to the organization. **Erin Hawkins and Jessica Peterson recently joined OCH as Community Program Coordinators**. Erin will focus on marketing and communications and Jessica will take a lead role in managing OCHs Recompete grant. We look forward to introducing them to partners in the coming months. Welcome Erin and Jessica!

- OCH has one staff vacancy at this time. We had a great candidate identified, however her childcare did not come through, so she withdrew her application at the last minute. Staff will re-post this position in early 2025.
- The staff team will be participating in federal grants management training in mid-January as we continue to learn how to comply with federal policies and rules and determine how best to adjust current systems and workflows to ensure compliance.

SBAR: 2025 MCO Sector Representative

Presented to the OCH Executive Committee on January 7, 2025

Updated and presented to the Board of Directors on January 13, 2025

Situation

According to the [OCH MCO Sector Representation Policy](#), Medicaid MCO representation on the OCH Board is limited to those health plans that successfully win bids under the HCA Request for Proposal (RFP) process and under contract with HCA in the Olympic region. Terms for the MCO sector cycle annually, on the January-December calendar. The sector is to nominate both a primary and alternate representative for discussion and approval by the full Board.

Background

Erin Hafer and Kate Jasonowicz of CHPW were the representatives in 2024.

The MCO sector nominates Beth Johnson from Coordinated Care as the primary representative, and Kate Mundell, also from Coordinated Care, as the alternate for 2025.

Action

Approve Beth Johnson and Kate Mundell to the Medicaid Managed Care sector seat effective January 13, 2025 for a one-year term.

This SBAR was reviewed by the OCH Executive Committee on January 7.

Recommendation

The OCH Board of Directors approves Beth Johnson and Kate Mundell as the MCO Sector Representatives to the OCH Board of Directors effective January 13, 2025 through the end of 2025.

Olympic Community of Health

SBAR: Conflict of Interest Policy

Presented to the OCH Executive Committee on January 7, 2025

Updated and presented to the Board of Directors on January 13, 2025

Situation

The OCH Conflict of Interest policy is reviewed annually by the Executive Committee and approved by the Board of Directors. It is then sent out for review and signature by Board members and alternates.

Background

No changes to the policy are recommended for 2025. This policy is reviewed each January.

Action

Staff recommend approving the policy without changes.

The Executive Committee reviewed the SBAR and policy at their January 7 meeting. They want to emphasize that most Board members have some sort of a conflict and ask that everyone carefully review the policy when it goes out for annual review, acknowledgement of potential conflicts, and signature. Board members are encouraged to be transparent about potential conflicts given the highly collaborative nature of OCHs work.

Recommendation

The OCH Executive Committee approves the conflict of interest policy without changes and recommends approval by the Board of Directors.

Conflict of Interest Policy and Procedure

Approved: November 7, 2016

Revised: January 8, 2024

Purpose: The purpose of this policy is to help inform Board members, Committee members, staff, and vendors of Olympic Community of Health (OCH) what constitutes a conflict of interest and assist them in identifying and disclosing actual and potential conflicts. OCH is a collaborative of interested parties and it is acknowledged that those involved in our work have personal, tribal, organizational and/or sector-specific self-interests.

Whether a disclosed interest constitutes a conflict or perceived conflict of interest is determined by OCH in its discretion by the process set forth in this policy. This policy enables individuals to understand, identify, manage, and appropriately disclose actual, potential, or perceived conflicts of interest. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Definitions:

Conflict of Interest: An actual conflict of interest occurs where an interested person's judgment could be affected because they have a personal interest in the outcome of a decision over which the interested person has control or influence. The conflict of interest is present when an interested person's stake in a transaction or decision is such that it reduces the likelihood that the interested person's influence can be exercised impartially in the best interests of OCH. This policy sets forth two types of conflicts of interest: financial and personal.

Determining Party: The OCH Board of Directors members, Committee members, or staff who will determine whether an actual, potential, or perceived conflict of interest exists. The Determining Party is based on the nature of the conflict and their relationship to OCH.

- a. A member of the Board: Members of the OCH Board of Directors who are not interested persons will determine whether a conflict exists.
- b. A member of a Committee: The members of the Committee who are not interested persons, or the Board of Directors if it is a Board appointed Committee, will determine whether a conflict exists.
- c. Staff, vendors: The executive director will determine whether a conflict exists. If the interested person is the executive director, the Board of Directors will determine whether a conflict exists.

Financial Conflict of Interest: A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which OCH has a transaction or arrangement, or
- b. A compensation arrangement with OCH or with any entity or individual with which OCH has a transaction or arrangement, or

- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which OCH is negotiating a transaction or arrangement, or
- d. An employment or contractual arrangement with an organization that stands to benefit financially from a decision or action of the Board.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

Interested Person: Any person whose judgement could be affected because they have a personal interest over a situation in which they have control or influence.

Personal Conflict of Interest: When an interested person, including the individual's spouse, domestic partner, child or parent, stands to directly or indirectly gain or be favorably impacted as a result of a decision.

Policy:

1. **Duty to Disclose:** Each interested person shall disclose all material facts regarding an actual, potential, or perceived conflict of interest promptly upon learning of such real or perceived conflict.
2. **Determining Whether a Conflict of Interest Exists:** After disclosure of all material facts, the determining party may determine if a conflict of interest exists for the interested person(s). The interested person(s) involved with the transaction shall not be present during the discussion or determination of whether a conflict of interest exists.
3. **Procedures for Addressing a Conflict of Interest:** The determining party may ask questions of and receive presentation(s) from the interested person(s) but may deliberate in their absence. The determining party shall ascertain that all material facts regarding the person's conflict of interest have been disclosed and shall compile appropriate data, such as comparability studies, or the fair market value of a transaction. After exercising due diligence, which may include investigating alternatives that present no conflict, the determining party shall determine whether the transaction is in OCH's best interest, for its own benefit, and whether it is fair and reasonable to OCH. It is up to the discretion of the determining party whether the interested person(s) may be permitted to participate in related discussions and decisions, and in the case of the Board of Directors, whether the interested Board member must abstain from voting.
4. **Violations of the Conflict of Interest Policy:** If a Board of Directors or Committee Member, or OCH executive director has reasonable cause to believe a person has failed to disclose actual or possible conflict of interest, they shall inform the person of the basis for such belief and afford them an opportunity to explain the alleged failure to disclose. If, after hearing their response and after making further investigation as warranted by the circumstances, it is determined that the person has failed to disclose an actual or possible conflict of interest, appropriate disciplinary and corrective action will be taken.
5. The minutes of meetings of the Board of Directors and all Committees with Board-delegated powers shall contain:
 - a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the

nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board of Directors' or Committee's decision as to whether a conflict of interest in fact existed.

- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

6. **Compensation:** No voting member of the Board of Directors or any Committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from OCH, either individually or collectively, is prohibited from providing information to any committee regarding compensation.
7. **Periodic Statements:** Each Board member, employee, intern, volunteer, or contractor shall annually sign a statement that affirms such person:
 - a. Has received a copy of the conflict of interest policy,
 - b. Has read and understands the policy,
 - c. Has agreed to comply with the policy, and
 - d. Understands that OCH is a charitable organization and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Certification:

The undersigned hereby acknowledges that the undersigned:

- (a) Has received a copy of the conflict of interest policy,
- (b) Has read and understands the conflict of interest policy,
- (c) Has agreed to comply with the conflict of interest policy, and
- (d) Understands that for Olympic Community of Health to maintain its federal tax exemption as a charitable organization, it must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

Please check one of the following boxes:

- ☐ I have no conflicts or potential conflicts to disclose.
- ☐ I have the following conflicts or potential conflicts to disclose (use the space below):
 - Disclose personal or professional affiliations, including those of immediate family members, with companies OCH does or might do business with.
 - Disclose any personal business dealings (including those of immediate family members) you have or have had with OCH in the previous twelve months.
 - List other corporate or nonprofit boards on which you (or an immediate family member) serve.

Dated: _____

Signed: _____

Print Name: _____

Title: _____

Olympic Community of Health

SBAR: Annual signatures: OCH Governance policy

Presented to the OCH Executive Committee on January 7, 2025.

Situation

The OCH Governance policy was approved by the Board in October of 2024. At that time, we agreed to revisit it each January and send out for signature by current Board members and alternates.

Background

This policy clarifies the purpose, principles, and structure of OCH governance. Board members and alternates are asked to sign it annually, each January.

Action

Staff will send out the policy for signature to all Board members and alternates following the January Board meeting.

Recommendation

No motion required. The policy will be sent to current Board members for review and signature.

Olympic Community of Health | Governance | Purpose, Principles, Structure | October 2024

Approved: October 14, 2024

Purpose	Vision	Mission
To tackle health issues that no single sector or Tribe can tackle alone	A healthier, more equitable three-county region	To solve health problems through collaborative action

In 2024, a shift in the focus and funding for OCH necessitating changes to the governance model. Members of the OCH Board of Directors commit to supporting the purpose, vision, and mission of Olympic Community of Health and agree to uphold the governance purpose, principles, and structure.

Governance Purpose:

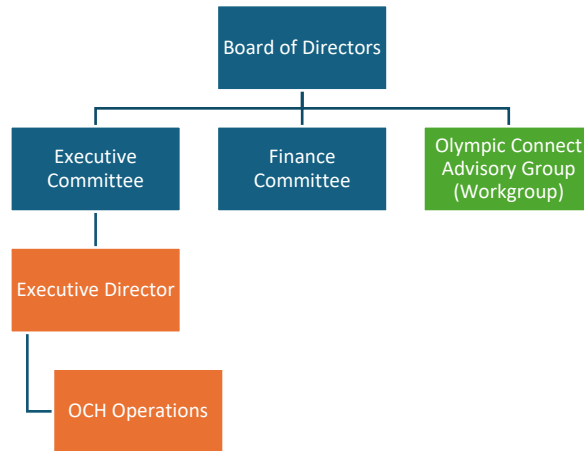
- To ensure success, fiduciary accountability, mission fulfillment, sustainability, accountability, and compliance of Olympic Community of Health.
- To provide operational leadership of the organization through recruitment, retainment, development, and oversight of an executive director.

Governance Principles:

The following principles guide the members of the OCH Board of Directors.

- **Collaboration:** All voices and perspectives are heard and aim for consensus in decision-making. Ensure that OCH adds value to the region and avoids duplication and competition with regional partners. Lead through collective impact, partnerships, and community engagement.
- **Responsiveness & Responsibility:** Honor partner capacity, prioritize depth over breadth, be accountable to the membership. Take a data-driven approach to setting priorities while embracing uncertainty.
- **Commitment to Mission:** Support the full three-county region and uphold the mission of OCH.
- **Community:** Honor Tribal sovereignty, center the work around the communities we aim to serve, advance equity through a targeted universalism approach.
- **Communication:** Ensure clarity of roles and lean into transparency.

Governance Structure:



- Relevant Policies:

- [New Member Board Policy](#) (Every 3 years, last reviewed in 2021)
- [MCO Sector Representation](#) (Every 3 years, last reviewed in 2023)
- [Tribal Collaboration & Communication Policy](#) (Annual, last reviewed in 2023)
- [OCH Bylaws](#) (Every 3 years, last reviewed in 2023)
- [Board Operating Procedure](#) (Every 3 years, last reviewed in 2024)
- [Conflict of Interest Policy](#) (Annual, last reviewed in 2024)

Dated: _____

Signed: _____

Print Name: _____



Policy on Policies

Approved: **DATE**

Purpose:

To ensure clarity and shared understanding about the purpose, review process, approval process, and storage of Olympic Community of Health policies.

Policy:

Since its inception in 2017, Olympic Community of Health (OCH) has established a myriad of policies and procedures that guide the work of OCH. This policy aims to organize those policies into a seamless system for ongoing review, approval, and transparency of both policies that guide the governance and operations of OCH.

Current OCH Policies:

Policies approved by the OCH Board of Directors:

Policy Name	Brief Description	Initial approval date	Standard review schedule
Board Operating Procedure	Norms for Board members including participation, transparency, confidentiality	December 12, 2016	Every 3 years
Bylaws	Overarching policy to guide the governance and purpose of OCH	October 4, 2017	Every 3 years
Conflict of Interest	Updated annually by Board members, staff, and committee members to declare potential conflicts	November 7, 2016	Annual
Employee Handbook	Rules and guidelines for personnel	December 12, 2016	Every 3 years
Federal Grants Management	Guidelines for managing direct federal grants and contracts	October 14, 2024	Every 3 years
Fiscal	Rules for managing OCH finances	February 13, 2017	Every 3 years
Governance	Big picture overview of the role and purpose of OCH governance structures	October 14, 2024	Annual
Investment	Rules for making investments with OCH dollars	November 13, 2017	Every 3 years
MCO Sector Representation	Norms for Board representation for this sector	June 1, 2016	Every 3 years
New Board Member Policy	Outlines the representation of OCH and how Board members vote	January 8, 2018	Every 3 years
Tribal Collaboration & Communication	Guides the norms for engaging with Tribal partners and members	July 10, 2017	Every 3 years
Whistleblower	Outlines the procedure for whistleblowing	November 13, 2017	Every 3 years

Policies approved by the Executive Committee on behalf of the Board of Directors:

Policy Name	Brief Description	Initial approval date	Standard review schedule
Policy on Policies	Outlines the various policies of OCH, the type of policy, and the review process.	January 7, 2025	Every 3 years

Policies approved by the OCH Executive Director (operational policies):

Policy Name	Brief Description	Initial approval date	Standard review schedule
Anti-Harassment	Outlines definitions, rules, and procedures related to harassment	June 11, 2018	Every 3 years
Confidentiality Agreement	Agreement and conduct related to employee confidentiality	September 20, 2021	Every 3 years
Meetings	Guidelines for conducting external meetings	February 27, 2023	Every 3 years
Olympic Connect Policy Manual	A variety of policies that guide the work of Olympic Connect	October 29, 2024	Every 3 years
Petty Cash	Guidelines for managing petty cash	June 18, 2018	Every 3 years
Records Retention	Guidelines for managing records	February 6, 2019	Every 3 years
Suspension & Debarment	Process for checking for contractor suspension and debarment	June 12, 2020	Every 3 years
Telework	Guidelines and norms for employee remote work	January 16, 2020	Every 3 years
Travel	Policies and rules related to employee travel	September 13, 2017	Every 3 years

Policy Review Process:

The following steps will be taken to review, approve, and store each policy:

1. The executive director or their delegate conducts an initial review of the policy and notes:
 - a. If an external review is necessary (legal expertise, human resources expertise, partner expertise, etc.)
 - b. If any procedures, systems, or workflows have changed that necessitate policy change
 - c. If any roles or responsibilities have changes that necessitate policy change
 - d. Any other changes have happened since the last review that necessitate policy change
2. As needed, staff work with external consultants or partners to review the policy.
3. Staff create changes via track changes.
4. Staff summarize the policy purpose, current situation of the policy, and a summary of proposed edits in an SBAR (Situation, Background, Action, Recommendation)
5. If the policy is reviewed and approved by the Board of Directors, the policy is shared with the relevant governance committee for feedback and discussion.
6. If the policy is reviewed and approved by the executive director, the policy is reviewed and approved internally.
7. If the policy is reviewed and approved by the Board of Directors, the final version is brought to the Board meeting for review, discussion, and approval in alignment with Board Operating Procedures.
8. Once approved, the policy is formatted and saved in internal files. Policies approved by the Board of Directors are saved on OCHs website.
9. The internal tracker is updated to reflect the next review date.

Note: On occasion and as needed, policies are reviewed and updated outside of the standard review period.

Olympic Community of Health

SBAR:

Presented to the OCH Finance Committee on December 4, 2024

Updated and presented to the Board of Directors on January 13, 2025

Situation

OCH Fiscal Policies and Procedures were last updated in 2022. This policy is to be reviewed as needed or every three years. Given the recent addition of Federal Grants Management Policies, a few fiscal policies are in need of update to align with federal guidance. Staff see review and approval by the finance committee and approval by the Board of Directors.

Background

Fiscal policies guide the fiscal organization, workflow, and procedures at OCH. In light of new federal grants management policies, the following changes are proposed for review and discussion:

- Pages 8-10 – changes to procurement language to align with the federal grants management policy. Added language was copied and pasted directly from the federal grants management policy.
- Page 14 – added reference to the federal grants management policy to the equipment section to clarify how to manage equipment under a federal grant.

Action

Review, discuss, and finalize edited language in the fiscal policy. Staff do not recommend other changes at this time.

The OCH Finance Committee reviewed and approved the policy in December and recommend approval by the Board.

Recommendation

The OCH Board of Directors approves the updated fiscal policy as presented.



Fiscal Policies and Procedures Manual

Created January 23, 2017

Revised September 10, 2018

Revised January 13, 2020

Revised January 11, 2021

Revised March 14, 2022

GENERAL PURPOSE

The purpose of the Fiscal Policies and Procedures Manual is to establish guidelines for the Board of Directors and Olympic Community of Health (OCH) staff about standards and procedures to be applied when developing financial goals and objectives, making financial decisions, and reporting the financial status of OCH. In addition, these policies will provide guidelines to allow for an effective management of OCH funds. Olympic Community of Health is a Washington nonprofit organization.

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ROLES & RESPONSIBILITIES

BOARD OF DIRECTORS

It is the responsibility of the Board of Directors to formulate financial policies, delegate administration of such policies to staff, and review operations and activities on a periodic basis. The Board of Directors adopts the annual budget by board vote. The Board of Directors oversees the general financial administration of OCH and delegates responsibility to the executive director for the day-to-day operations and financial decisions.

FINANCE COMMITTEE

The Finance Committee, chaired by the Board Treasurer, shall be responsible for the oversight and coordination of the duties outlined in the approved charter, including: annual budget presentation for Board approval, presentation of quarterly financial statements, management of fund investments, selection of the outside auditors, annual financial report, internal controls, and financial policies.

The long-term financial objectives for OCH are reviewed and approved by the Board of Directors following recommendations from the Finance Committee, presented by the executive director and/or the Board Treasurer. Expenditures and revenue objectives are recommended for OCH in accordance with Board-approved long-term plans.

The Board Treasurer, with oversight by the Board of Directors, shall have oversight over the accuracy of the accounting records. The executive director shall provide the Board Treasurer with detailed quarterly financial information, such as the Chart of Accounts, reporting formats, Accounts Payable processing, payroll input and processing, cash receipts input, journal entries for General Ledger, Form 1099 reporting, and Form 990 reporting as well as bank reconciliations and any other accounting as required.

STAFF

Under the direction of the executive director, OCH's operations manager implements general and daily financial management and reporting. The operations manager acts as the primary fiscal agent, implementing all financial policies and procedures. The executive director develops and presents personnel expenses to the Board of Directors each year for approval as part of the annual budget. The executive director is also responsible for preparing the annual operational budget for approval by the Board, financial reports analyzing performance to the budget, and periodic cost and productivity analyses.

BUDGETING & REPORTING

OCH regularly prepares both internal and external financial statements. OCH financial statements are prepared on the accrual basis. Presentation of the Financial Statements shall describe net assets and revenues, expenses, gains, and losses, classified based on the existence or absence of donor-imposed restrictions. Accordingly, the net assets of OCH and changes shall be recorded as unrestricted and restricted.

Unrestricted net assets include amounts that are not subject to imposed stipulations that are used to account for resources available to carry out the purposes of OCH in accordance with the limitations of its charter and bylaws. The principal sources of unrestricted funds are grants, contributions, and investment income.

Restricted net assets are those resources available for use only for purposes specified by the donor or grantor. Such resources originate from grants and contributions restricted for specific purposes or a specific future time frame or that are required to be maintained permanently, but which OCH is allowed to use up or to expend all or part of the income that is derived from the donated assets.

INTERNAL REPORTING

Financial Statements shall be prepared at least quarterly. The Financial Statements include information about OCH funds and cash position as of the end of each month and are reviewed by the executive director prior to submission to the Finance Committee. The Financial Statements are submitted to the Board of Directors by the Board Treasurer quarterly for final review and approval.

FRAUD AND EMBEZZLEMENT

The executive director will notify the necessary agencies, the Board President, and all major funding sources not later than one working day after the date any alleged fraud activity comes to their attention. Organizational personnel will develop the case and notify the proper authorities. If any fraud or embezzlement is identified as part of the annual financial audit and if the executive director is implicated, the auditor shall inform the Board chair immediately. After the investigation and resolution of the issue, the organization will make internal control changes to satisfy management and the Board of Directors.

REVENUE GOALS

The responsibility for reaching OCH's budgeted revenue goals on a yearly basis is shared by the executive director and the Board of Directors. The executive director and the Board Treasurer develop and propose revenue goals and objectives and submit them to the Board prior to discussion and approval.

The executive director prepares regular reports on the status of revenue generating activities and presents it to the Board and Executive Committee at regularly scheduled meetings. The Executive/Finance Committee reviews regular reports of revenues and expenditures and if necessary, makes recommendations to the Board and to the executive director of OCH related to managing expenditures relative to the results of fund development activities.

COST ALLOCATION

Costs not directly attributable to one program and one funding source are initially posted to a common cost center, which are then distributed proportionately to the variety of OCH cost centers. These costs may include office leases, utilities, cell phone plans, standard office supplies, or any other costs deemed to benefit multiple programs.

Allocation of costs are based on labor. Labor percentages are derived from the relative number of hours worked and documented on staff monthly timesheets for each OCH program. Most common costs are distributed to programs based on the hours worked in each program as a percentage of the total staff hours worked in a month. Allocation criteria are evaluated on a regular basis e.g. annually unless significant program changes occur more frequently.

BUDGETING PROCESS

The Finance Committee and executive director shall continuously plan for the long-term financial stability the organization in accordance with OCH's long-term plans that are reviewed annually and adjusted as necessary.

OCH's executive director and the Board Treasurer shall be responsible for preparing and presenting to the Finance Committee an annual operating budget draft for Board approval prior to the beginning of each fiscal year (January). Prior to submission to the Board, the executive director shall review the specific revenue goals tied to the fundraising activities of OCH and make recommendations to the Board Treasurer and Finance Committee. In addition, all relevant staff shall actively participate in the planning of upcoming program expenditures and formulate recommendations to the executive director as the annual operating budget is being finalized for presentation to the Board.

CASH MANAGEMENT

Cash and cash equivalents include all cash balances and highly liquid investments with maturity of six months or less. OCH investments shall be reviewed biannually by the Finance Committee, led by the Board Treasurer. Investment policy is reviewed and updated as needed by the Board. The Finance Committee shall use due diligence in overseeing the investments of OCH funds, by establishing and monitoring an investment strategy that gives proper recognition to risk and return.

FUNDS AND BANKING

Funds of OCH shall be deposited in OCH's bank accounts designated by the Board of Directors. OCH maintains a checking account and savings account. These accounts may be changed as OCH's financial conditions and requirements change. OCH's CFO Contractor will receive and review all bank statements for the organization. The operations manager and the CFO contractor will assure the bank statements are reconciled monthly. The executive director shall maintain and oversee bank accounts and ensure OCH's day-to-day financial operations.

All checks, cash, money orders, and credit card deposits are deposited in the appropriate accounts. The executive director may transfer monies from the savings account into the checking account when necessary. Checks are written monthly based on staff completed check request forms and/or regular approved vendor invoices each month to meet monthly OCH financial obligations, or ongoing operational expenditures. Checking and savings accounts statements are reconciled monthly and serve as an internal control to assure all entries have been made to the general ledger system and possibly discover bank errors or theft.

FINANCIAL RISK

In order to reduce financial risk, staff will endeavor to ensure that no single banking institution will hold more than federally insured limits; in most cases, \$250,000. Staff will monitor accounts on a regular basis and will include account status updates in quarterly financial updates.

INVESTMENTS

Investments are made in accordance with the OCH Investment Policy and, if applicable, are reported with the financial statements at the market value. The Finance Committee evaluates the general investment strategy for organization to ensure the portfolio's proper diversification, security and return on investments. If applicable, the Finance Committee may recommend adjustments to the Board for review and revision.

FUND ACCOUNTING

In observance of limitations and restrictions placed on the use of resources available to OCH, the accounts of OCH are maintained in accordance with the principles of fund accounting. Under these procedures, resources for various purposes are classified for accounting and maintained for each fund.

SIGNATURE AUTHORIZATION

The executive director and at least two officers of the Board of Directors are authorized to sign all checks, drafts, or orders for payment of money issued in the name of OCH and have signed required documents at OCH's bank. The operations manager and the CFO contractor will maintain a record of all checks distributed and cashed through the OCH checking account to ensure that no checks are inappropriately issued.

All contracts, commitments for services in the name of OCH, and other legal obligations shall be signed by the executive director. The Executive Committee will review contracts over \$50,000 and, together with management, recommend approval by the Board of Directors. If this is not possible, then the Board authorizes the Executive Committee to approve these contracts with an immediate notice to the Board of Directors.

CASH OPERATIONS

OCH's bookkeeper and accountant maintain standard accounting records containing all aspects of OCH's financial operations. They include but are not limited to a general ledger, a check register, and a payroll register.

REVENUE RECOGNITION

All contributions shall be recorded in accordance with GAAP, with specific attention to standards ASC 958-605-25. Contributions are recorded as pledged or received in accordance with ASC 958-605-25, and must be credited to the appropriate revenue lines as presented in the annual budget and coded with the appropriate account number as designated in OCH's Chart of Accounts.

CASH RECEIPTS

The following procedures for cash/checks received through the mail or given to an organization representative shall be in place: mail is distributed to the operations manager, cash and checks

are deposited in OCH bank account by the operations manager or executive director, a log of deposits is included in the bank register which is given to the CFO contractor on a monthly basis for review and recognition in the financial statements.

A copy of the bank deposit slip is retained in chronological order with copies of the deposited checks. All cash and checks shall be deposited upon receipt.

The same procedures followed for cash receipts shall be followed when monies are received by employees as contributions during special events.

RECEIPTS TO DONORS

All donors and contributors shall be properly acknowledged of their contributions in accordance with IRS Guidelines. The executive director shall ensure proper recognition of contributors and grantors.

CASH DISBURSEMENTS

The Board shall authorize the executive director or their designee to make whatever purchases are needed for the day-to-day operation of OCH and in accordance with the approved annual organization budget and bylaws, which authorizes non-budgeted expenditures under \$5,000. All authorized expenditures shall be coded by account number using OCH's Chart of Accounts. All purchases are made in accordance with the OCH Procurement Policy. All expenditures are reviewed monthly by the operations manager and executive director. Expenditures greater than \$150 require the approval of the executive director. No purchasing agent may make purchases for their sole benefit without the prior approval of the executive director.

Invoices shall be forwarded to the operations manager for approval. Following the review and approval, the operations manager will forward to the CFO contractor to log into Quickbooks and prepare checks. Checks are forwarded to the executive director for signature. Upon payment of a bill, the original bill will be marked "Paid" with the check number or credit card payment date. The CFO contractor will provide a duplicate stub and copy of bills to be included with monthly financial reports.

Voided checks shall be marked "VOID" boldly written in ink across the face of the check and the signature portion of the check will be torn off. The voided check shall be filed with other canceled checks upon review of documentation by the Board Treasurer. A check outstanding for more than six (6) months will be voided with a stop payment request to the bank. All voided checks will be kept on file.

The executive director will have sole access to debit cards linked to the OCH bank account. The executive director may designate employees to have access to OCH credit cards. Credit cards will have a daily and monthly spending limit and may only be used for the express purposes designated for that specific cardholder. The cardholding employee is responsible for retaining receipts from credit card purchases and will prepare a report of expenses monthly. The executive director will review the reports prior to payment of the credit card bill. Monthly debit card expenditure reports are prepared by the operations manager. The operations manager will

send the debit and credit card spending reports for review and approval by the CFO Contractor. Appropriate corresponding receipts will be attached for each expenditure. These monthly checking account statements reconciliations serve as an internal control to assure all entries have been made to the general ledger system and possibly discover bank errors or theft.

REIMBURSEMENTS

Expenses pre-approved and directly related to OCH business activities (mileage, meals, hotel, supplies, etc.) will be reimbursed to employees upon submission of an Expense Reimbursement Form.

PETTY CASH

OCH will maintain petty cash funds in accordance with the Petty Cash policy.

PROCUREMENT

All purchases must be previously budgeted, and all purchases over \$150 require the advance, written approval of the executive director. Employees of OCH will honor the community we serve by supporting local and minority owned businesses whenever possible and not in violation of this policy. Purchasing agents will avoid a conflict of interest or the appearance of a conflict of interest and avoid any situation where they may gain personally.

PURCHASE REQUESTS

Any employee requesting a purchase must make a clear and accurate description of the technical or professional requirements of the material, product, or service to be procured, including the minimum quality or performance requirements of such purchase. Purchase requests may be made via email to any employee authorized to make a purchase on behalf of OCH. If an employee with purchasing authority wishes to make a request for their sole benefit, such request must receive the advance approval of the executive director.

PURCHASE ORDERS

All purchase requests over \$500 will require a purchase order form, to be completed by the purchasing employee. Forms will contain the following information:

1. Whether the purchase has been previously budgeted
2. Revenue source to be charged
3. Detailed description of the item needed
4. Approximate cost of the item (must be within 10% or \$500 of the final purchase price, whichever is lower, including tax, shipping, handling and other costs)
5. Vendor information
6. For grant-funded purchases, certain purchases may require advance grantor approval in writing
 - a. Purchases of this nature must be tracked in the grant documents and the grantor contacted for disposal instructions when the asset is retired.

RECEIVING PURCHASED ITEMS

Items received by OCH via mail or courier will be checked in by an employee who did not make the purchase and compared to the receiving slip (packing slip). If the package does not contain a receiving slip, the employee opening the package will complete a Record of Receipt form. The employee will then give the items and the receiving slip or completed Record of Receipt to the purchasing employee to be verified against the original purchase request or purchase order.

INVOICE APPROVAL

When invoices are received from vendors, the executive director or their designee will verify the accuracy of such invoice, including comparison to the original purchase request or purchase order and receiving slip if applicable. Approved invoices are paid via credit or debit card or sent to the CFO Contractor to be paid via check. Payments will be made based on original invoices only. Once paid, the invoice will be marked "Paid" with the credit card or check detail and filed with supporting documentation as applicable.

PURCHASING THRESHOLDS

There are five available methods of procurement for each purchase. These methods shall be as restrictive as the Uniform Grant Guidance or more restrictive according to the Fiscal Policy of the OCH. Purchases may not be separated into a series of requisitions or purchase orders from the same vendor for the purposes of avoiding the threshold limit.

1. Micro-purchases (<= \$10,000).

- The aggregate amount of the procurement transaction does not exceed \$10,000.
- To the maximum extent practicable, Olympic Community of Health should distribute micro-purchases equitably among qualified suppliers.
- Micro-purchases may be awarded without soliciting competitive price or rate quotations if Olympic Community of Health considers the price to be reasonable. A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. Reasonableness is based on research, experience, purchase history or other information, including comparing the price to past purchases; comparing price to other online or available prices; and/or requesting prices from more than one vendor. Price reasonableness should be documented accordingly.
- Purchase cards may be used as a method of payment for micro-purchases.

2. Simplified Acquisitions (\$10,001 - \$250,000).

- The aggregate dollar amount of the procurement transaction is higher than the micro-purchase threshold but does not exceed the simplified acquisition threshold.
- If simplified acquisition procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources, as determined by Olympic Community of Health for the procurement.
- Prices may be obtained in written, verbal, or online search methods.

3. Formal procurement methods. (> \$250,000)

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- Formal procurement methods are required when the value of the procurement transaction under a Federal award exceeds the simplified acquisition threshold of the recipient or subrecipient. Formal procurement methods are competitive and require public notice. The following formal methods of procurement are used for procurement transactions above the simplified acquisition threshold, or a value determined appropriate for the procurement by Olympic Community of Health:

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Proposals

- Procurement method in which either a fixed price or cost-reimbursement type contract is awarded. Proposals are generally used when conditions are not appropriate for the use of sealed bids. They are awarded in accordance with the following requirements:
 - Requests for proposals must be publicized and identify all evaluation factors and their relative importance.
 - Proposals must be solicited from an adequate number of qualified offerors.
 - Any response to publicized requests for proposals must be considered to the maximum extent practical.
 - Olympic Community of Health must have a written method for conducting technical evaluations of the proposals received and making selections.
 - Contracts must be awarded to the responsible offeror whose proposal is most advantageous to Olympic Community of Health, with price and other factors considered.
- Olympic Community of Health may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby offeror's qualifications are evaluated, and the most qualified offeror is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms that are a potential source to perform the proposed effort.

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4. Noncompetitive procurements (>\$10,000).

- There are specific circumstances in which noncompetitive procurement can be used. Noncompetitive procurement only be awarded if one or more of the following circumstances apply:
 - The acquisition of property or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold.
 - The item is available only from a single source.
 - The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation.
 - The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from Olympic Community of Health.
 - After solicitation of a number of sources, competition is determined inadequate.

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Contract Cost and Price

Olympic Community of Health will perform a cost or price analysis for every procurement action in excess of \$250,000, including contract modifications. A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating

the total price, without looking at the individual cost elements. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, Olympic Community of Health will make independent estimates before receiving bids or proposals. In order to arrive at an independent estimate of price, Olympic Community of Health will review similar price data from colleagues, online searches, and other research. The price estimate will be documented and saved with the procurement file.

Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred, or cost estimates included in negotiated prices would be allowable for Olympic Community of Health under Subpart E – Cost Principles of the Uniform Administrative Guidance 2 CFR Part 200.

The cost plus a percentage of cost method of pricing will not be allowed by Olympic Community of Health.

- ~~0. Micro purchases: Less than \$2,500 (or \$2,000 for purchases subject to the Davis-Bacon Act)
 - ~~— No competitive quotes required~~
 - ~~— Spread purchases out among qualified suppliers~~~~
- ~~0. Small purchases: Between \$2,500 and \$150,000
 - ~~— Rate quotes must be obtained from three qualified sources where possible~~
 - ~~— Quotes can be obtained from suppliers or from public websites~~~~
- ~~0. Competitive Proposals: More than \$150,000
 - ~~— OCH must complete a publicly advertised Request for Proposal~~
 - ~~— There must be a written policy for conducting technical evaluations of reviewing proposals and selecting the recipient~~
 - ~~— Most advantageous bid wins, price and other factors considered~~
 - ~~— If OCH determines that it is in the best interest of OCH, any or all quotations or bids may be rejected, new quotations or bids may be called for, or the OCH may enter into direct negotiations with a vendor to obtain the most favorable purchase terms.~~~~
- ~~0. Sole source: Any amount, must meet one of the four following criteria
 - ~~— Good/service is only available from a single source~~
 - ~~— Only one source can provide the good/service in the timeframe required~~
 - ~~— Written pre-approval is received from awarding agency (for grant funded purchases)~~
 - ~~— Competition is deemed inadequate, after solicitation attempts through one of the other methods.~~~~

PURCHASES EXEMPT FROM COMPETITION

The following purchases may be made without requesting quotes or competitive bids if they are less than \$50,000:

1. Goods and services that meet an emergency requirement as authorized by the executive director.
2. Postage and postal services.
3. Utilities.
4. Insurance.

5. Office space rental agreements.
6. Original equipment manufacturer repairs and services.
7. Ongoing maintenance agreements for previously purchased equipment and software.
8. Upgrades or purchase of additional modules/features of previously purchased equipment and software.
9. Professional licenses and memberships.
10. Publications and subscriptions.
11. Miscellaneous fees.
12. Training, conferences, and seminars.
13. Repair or replacement of rental equipment.
14. Legal and promotional advertising.
15. Purchases at auctions if the items can be obtained at a competitive price.
16. Expert witnesses for legal proceedings.
17. Legal and public defender services.

VARIANCE OR CHANGE ORDERS

As long as it does not change the threshold of the total purchase, cost variances in the lesser of \$500 or 10% of the original purchase price will be paid without further supervisor approval. Total purchases exceeding the lesser of 10% or \$500, or that put the purchase into a new purchasing threshold will require the approval of the executive director. If the increase moves the purchase into another threshold, the original purchase order will be void and the procedures applicable to the new threshold must be followed.

GRANTS AND CONTRACTS

For all grants and contracts, whether federal, state or privately funded, the OCH's grant manager responsible for the grant or contract shall ensure that contract related purchases will be in accordance with the applicable rules, regulations, and any other terms, directives and conditions contained within the grant or contract award. It is the responsibility of each grant manager to ensure and document adherence to these additional requirements. It is the responsibility of the operations manager to properly store and file all existing contracts. Prior to contract execution, the operations manager will check for contractor suspension and debarment per the OCH Suspension and Debarment Policy.

[See OCHs Federal Grants Management Policy for more details on federal grants and contracts.](#)

OTHER POLICIES & PROCEDURES

CONFIDENTIALITY AND RECORDS SECURITY

Financial records are restricted materials with limited access. Only the executive director and the Board Treasurer (or others so authorized by the Board) shall have access to financial records (vendor files, checks, journals, payroll, etc.). All payments, transactions and invoices shall be filed with supporting documentation, and files should be kept confidential.

DEEDS, CONVEYANCES, LEASES & CONTRACTS

OCH leases space to conduct its normal business activities. Copies of all leases will be maintained in the OCH office.

DONATED MATERIALS AND SERVICES

Donated materials and equipment shall be reflected in the Financial Statements at their estimated values measured on the date of receipt.

DONOR-IMPOSED CONDITIONS

Transfers of assets and promises to give with donor-imposed conditions should be recognized as contribution revenue when the conditions have been substantially met or when the conditions have been explicitly waived by the donor, i.e. a contribution of cash or a promise to give cash in support of a proposed program should be recognized when the program is undertaken. Transfers of assets with donor-imposed conditions should be reported as refundable advances until the conditions have been substantially met. Transfers of assets on which resource providers have imposed conditions should be recognized as contributions if the likelihood of not meeting the conditions is remote.

GRANT CONTINGENCIES

Grants often require the fulfillment of certain conditions as set forth in the related instrument. Failure to fulfill the conditions could result in the return of funds to the grantors. It is the responsibility of the executive director to oversee the fulfillment of grant conditions. All grants shall be properly acknowledged in accordance to IRS regulations and all grantors shall be properly recognized.

INCOME TAXES

OCH is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code. Accordingly, for income tax purposes, we will operate as a nonprofit and reflect this in our financial statements. OCH's tax ID is: 81-4591222.

INDEPENDENT AUDIT

OCH will have an audit of its financial statements annually.

The Board Treasurer shall recommend to the Board of Directors for approval the selection of a firm to conduct the annual OCH audit. In addition, the Finance Committee shall assist, when necessary, in the audit preparation and report the final results to the Board of Directors. A representative of the audit firm will be invited to attend a Board Meeting to make a presentation to the Board.

All reports which result from reviews of audits of the accounting and other financial systems will be routed immediately to the executive director, who will then share this information with the Board of Directors. The executive director or their designee will be responsible for preparing any needed written response to the review or audit recommendations. They will be responsible for providing any necessary corrective action. The auditor or other reviewing agency will be notified within three months of the issuance of the recommendations of the actions that will be taken by the agency and the projected timetable for these actions.

INSURANCE AND BONDING

Reasonable and adequate coverage is maintained to protect OCH's interests as well as the interests of the Board of Directors. The following insurance policies shall be kept on a yearly

basis: General Liability Insurance, Directors and Officers Liability Insurance, Workers Compensation Insurance, and Employees Health Insurance and Dental Insurance.

Insurance policies shall be maintained with the insurance files on a yearly basis. Insurance policies shall correspond to the fiscal year whenever possible. Insurance Policies shall be reviewed by OCH's executive director before renewal each year.

PAYROLL-RELATED TRANSACTIONS

Payroll is executed monthly (on the fifth day of the following month of work) using a payroll service. Each OCH staff person is responsible for entering their daily time worked into the online timekeeping system. These reports and the project and tasks entered are approved by the operations manager or executive director monthly, then reported to the CFO to be entered to the payroll service for payment to individual staff and used to prepare monthly financial statements and grant reports. Direct deposit of payroll to individual staff bank accounts will be the preferred method of payment. The CFO reconciles payroll reports with the checking account statements provided by the OCH.

It shall be the responsibility of the executive director to ensure that existing employees who resign, are terminated or who are retiring pay any amounts due to OCH and return all OCH property before a final paycheck is issued.

PROPERTY AND EQUIPMENT

Property and equipment shall be stated at historical cost. For assets over \$2000, depreciation is computed over the estimated useful lives of the assets using the straight-line method. A depreciation schedule shall be prepared and implemented by the operations manager and reviewed by the CFO contractor on an annual basis, taking into consideration the annual equipment inventory.

[See OCHs Federal Grants Management Policy for information on equipment standards and purchasing under a federal grant or contract.](#)

TRAVEL

Travel expense reports for authorized local and out of state travel are completed by each employee as appropriate on a monthly basis and then submitted to the operations manager for payment. The executive director will approve the reimbursement requests of the operations manager. Travel expenses will be paid in accordance with the Travel policy. Travel to out of state trainings, conferences and meetings must have prior approval by the executive director. The annual budgeting process includes funding for projected necessary staff travel and training and is approved by the Board of Directors.

A Board Member traveling to represent OCH as authorized by the Board of Directors to assist in OCH business will be reimbursed for travel and expenses in the same manner that staff members are reimbursed. These expenditures will be approved by the Board President, unless the travel is for the Board President, in which case the Board Vice President or Board Treasurer are also authorized to approve these expenditures.

RECORDS RETENTION

The following fiscal records shall be retained in OCH office files for a minimum of seven years following the end of a fiscal year (December 31st):

- Check registers, warrants or vouchers accounting for payments/expenses. Supporting documentation including original invoices and receipts
- Cash reconciliations for bank accounts from the bank statement to general ledger
- Any Investment reports
- Travel and other authorized expenses
- Payroll records
- Monthly and YTD budget, expense and revenue reports
- Copies of Bank deposit slips with copies of checks
- Monthly expense reports and copies of invoices submitted to funders
- Accounts payable and accounts receivable, including aging reports
- Contracts specifying services, duration and rate of compensation
- Capital Equipment inventory and depreciation schedules

Olympic Community of Health

SBAR: Quarterly Financial Update (Q3 2024)

Presented to the OCH Finance Committee on December 2, 2024

Updated and presented to the Board of Directors on January 13, 2025

Situation

The internal OCH finance team has prepared a 2024 third quarter financial statement for review and acceptance by the Finance Committee and Board of Directors.

Background

The financial statements and financial check-up represent the financial status of OCH through Q3 of 2024.

Notes from the staff team:

- **Financial Executor Portal activity:**
 - The Health Care Authority made initial deposits for MTP 2.0 Infrastructure funds. In total, HCA paid OCH \$2,331,148 during this quarter. This includes payments for the following time periods:
 - July 2023-February 2024
 - March-June 2024
 - Portion of carryforward for the July 2023-June 2024 fiscal year
 - July 2024-December 2024
- **Budget and spending notes:**
 - “Actual” and “total budget” columns on the financial statements represent the first 3 quarters of the year. Total budget reflects three-quarters of the total Board-approved budget.
 - Partner Support
 - Given the high volume of partner engagement and internal work, we are going to implement the partner network analysis in Q1 of 2025 instead of 2024. Costs to date are for getting the survey tool adjusted.
 - The regional resource directly was a one-time, up front payment at the beginning of the year.
 - Partner Payments
 - This is the line item for MTP 1.0 funding to partners. The region earned more than budgeted and the Board approved the payments for this earlier in the year.
 - Partner Funding
 - This is the line item for all non-MTP 1.0 funding to partners.
 - Stronger Together payments are up to date. The final payment will be made in December.
 - Participation and engagement incentives are underspent to-date. Additional incentives are planned for the second half of the year.
 - Care Coordination, Capacity Building, and Workforce funding opportunities for MTP 2.0 are in various stages. These line items are expected to be underspent for the year given delays in contracts and funding to OCH.
 - Operations
 - Personnel – OCH has 3 vacancies that we expect to fill by the end of the year.

- Cross-ACH agreement – higher than budgeted due to receivables owed by other ACHs for shared contracts held by OCH.
 - Data & Analytics – not expected to spend these dollars in 2024. Funding opportunity will be released in October and the contract is expected to start January 2025.
 - Technical Assistance to OCH – this is the hub development and assessment contract with Uncommon Solutions. Expect to spend about half of these dollars by the end of the year.
 - The cost of the 2023 financial audit came in higher than budgeted.
 - Staff development costs are higher than budgeted. Staff participated in a myriad of trainings to get the hub running and the team is traveling to Washington DC in early December for a national SDOH conference.
- **Financial Check-Up Notes:**
 - Based on this report, the current Board-Designated Fund (aka Reserve) is at \$5.7million. Some of that will be spent by the end of the year for the final Stronger Together initiative payment.

Action

The staff team does not have any recommendations based on this report. We ask the Board of Directors to review, ask any questions, and accept the financials as presented. The OCH Finance Committee reviewed and accepted the documents at their December meeting.

Recommended Motion: The OCH Board of Directors accepts the Q3 2024 financial statements as presented.

Olympic Community of Health
Statement of Financial Position
As of September 30, 2024

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts	
101 Petty Cash	244
102.6 Kitsap Bank Operating #7311	248,501
107 Kitsap Bank CDARS	
107.2 #5042	2,065,881
107.4 #7456	1,043,121
Total 107 Kitsap Bank CDARS	\$ 3,109,002
109 KB ICS Account #3211	5,673,036
Total Bank Accounts	\$ 9,030,784
Other Current Assets	
141 Prepaid Expenses	4,843
Total Other Current Assets	\$ 4,843
Total Current Assets	\$ 9,035,627
Other Assets	
143 Accrued Interest Receivable	18,777
148 Operating Lease Right-of-Use Asset	91,920
149 Accumulated Amortization of ROU Asset	-13,788
Total Other Assets	\$ 96,909
TOTAL ASSETS	\$ 9,132,536
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
204 Wages Payable	36,037
205 Payroll Taxes Payable	11,611
206 Accrued Benefits Payable	27,904
207 SEP Payable	2,070
210 Operating Lease Liability - Current	16,122
Total Current Liabilities	\$ 93,744
Long-Term Liabilities	
211 Operating Lease Liability - Noncurrent	64,196
Total Long-Term Liabilities	\$ 64,196
Total Liabilities	\$ 157,939
Equity	
302 Unrestricted Net Assets	6,940,707
Net Revenue	2,033,890
Total Equity	\$ 8,974,597
TOTAL LIABILITIES AND EQUITY	\$ 9,132,536

Olympic Community of Health Statement of Activity by Class

January - September, 2024

	BOARD FUNDS					MTP 2.0						
	Board Funds	Operations	Partner Funding	Partner Support	MTP 1.0	MTP 2.0	Engagement	Hub Development	Technology	Workforce Development	Other	TOTAL
Revenue												
Government Grants												
407 VBP P4P					897,782							897,782
410 MTP 2.0						2,331,148						2,331,148
609 High Performance Pool					2,278,618							2,278,618
Total Government Grants	\$ 0	\$ 0	\$ 0	\$ 0	\$ 3,176,400	\$ 2,331,148	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 5,507,548
Total Revenue	\$ 0	\$ 0	\$ 0	\$ 0	\$ 3,176,400	\$ 2,331,148	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 5,507,548
Gross Profit	\$ 0	\$ 0	\$ 0	\$ 0	\$ 3,176,400	\$ 2,331,148	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 5,507,548
Expenditures												
501 Partner Support												
501.1 Meetings & Events				2,348			7,182	2,362		243		12,135
501.2 Partner Network Analysis							1,440					1,440
501.3 Regional Resource Directory									30,584			30,584
501.6 Training & Technical Assistance										775		775
501.8 External Partner Training				3,792								3,792
Total 501 Partner Support	\$ 0	\$ 0	\$ 0	\$ 6,140	\$ 0	\$ 0	\$ 8,622	\$ 2,362	\$ 30,827	\$ 775	\$ 0	\$ 48,727
502 Partner Payments					2,176,400							2,176,400
504 Partner Funding												
504.5 Stronger Together Funding			666,637									666,637
504.6 Participation and Engagement incentives							2,550					2,550
Total 504 Partner Funding	\$ 0	\$ 0	\$ 666,637	\$ 0	\$ 0	\$ 0	\$ 2,550	\$ 0	\$ 0	\$ 0	\$ 0	\$ 669,187
505 Operations												
500 Personnel												
505.1 Payroll Expenses												
500.1.1 Wages												
501.101 Executive Director		7,864		12,926			19,469	77,609	6,631	2,454		126,953
501.102 Staff Salaries		21,239		52,849			33,557	90,535	21,154	36,843		256,176
Total 500.1.1 Wages	\$ 0	\$ 29,103	\$ 0	\$ 65,775	\$ 0	\$ 0	\$ 53,026	\$ 168,144	\$ 27,784	\$ 39,297	\$ 0	\$ 383,129
500.1.2 Payroll Taxes		2,564		5,784			4,566	14,493	2,379	3,380		33,167
Total 505.1 Payroll Expenses	\$ 0	\$ 31,667	\$ 0	\$ 71,559	\$ 0	\$ 0	\$ 57,592	\$ 182,637	\$ 30,164	\$ 42,677	\$ 0	\$ 416,296
505.2 Employee Benefits												
500.2.1 Health Insurance		4,932		11,140			8,107	25,600	4,431	5,963		60,173
500.2.2 SEP Expense		1,382		3,124			2,543	8,031	1,325	1,873		18,279
500.2.3 Other		-1,097		130			90	348	37	85		-407
Total 505.2 Employee Benefits	\$ 0	\$ 5,217	\$ 0	\$ 14,394	\$ 0	\$ 0	\$ 10,740	\$ 33,979	\$ 5,794	\$ 7,921	\$ 0	\$ 78,045
Total 500 Personnel	\$ 0	\$ 36,884	\$ 0	\$ 85,953	\$ 0	\$ 0	\$ 68,332	\$ 216,616	\$ 35,958	\$ 50,597	\$ 0	\$ 494,341
505.3 Operations Contracts												
504.205 Cross-ACH Agreement		350					41,790	18,492				60,632
504.206 Hub Communications and Marketing							60,264					60,264
504.207 HR								303				303
504.208 Financial Advisory Services		4		13			185	755	180	214		1,350
504.210 Technical Assistance to OCH Staff								1,969				1,969
504.213 Audit		15,000										15,000
504.214 Legal								4,193				4,193
504.218 External Accounting Services		542		1,168			956	2,973	340	622		6,600
Total 505.3 Operations Contracts	\$ 0	\$ 15,895	\$ 0	\$ 1,181	\$ 0	\$ 0	\$ 103,194	\$ 28,685	\$ 520	\$ 836	\$ 0	\$ 150,310
505.4 Other Operations												
505.4.1 Internal Communications		170		402			474	1,496	231	361		3,133
505.4.2 Information Technology		769		1,636			935	3,429	2,579	777		10,125
505.4.3 Liability Insurance		439		1,025			1,054	3,393	577	817		7,305
505.4.4 Miscellaneous		80						20	563			662
505.4.5 Occupancy		2,255		5,240			3,796	11,667	1,753	2,711		27,422
505.4.6 Public Relations		9		28			421	222	5	54		739
505.4.7 Staff Development							6,205	4,716				10,921
505.4.8 Supplies		98		207			114	462	59	107		1,048
505.4.9 Travel Expense		140		1,841			1,718	9,833	421	1,066		15,018
Total 505.4 Other Operations	\$ 0	\$ 3,960	\$ 0	\$ 10,379	\$ 0	\$ 0	\$ 14,717	\$ 35,239	\$ 6,187	\$ 5,893	\$ 0	\$ 76,374
Total 505 Operations	\$ 0	\$ 56,740	\$ 0	\$ 97,513	\$ 0	\$ 0	\$ 186,243	\$ 280,539	\$ 42,664	\$ 57,326	\$ 0	\$ 721,025
Total Expenditures	\$ 0	\$ 56,740	\$ 666,637	\$ 103,653	\$ 2,176,400	\$ 0	\$ 197,416	\$ 282,901	\$ 73,491	\$ 58,101	\$ 0	\$ 3,615,338
Net Operating Revenue	\$ 0	-\$ 56,740	-\$ 666,637	-\$ 103,653	\$ 1,000,000	\$ 2,331,148	-\$ 197,416	-\$ 282,901	-\$ 73,491	-\$ 58,101	\$ 0	\$ 1,892,210
Other Revenue												
601 Interest Income											141,680	141,680
Total Other Revenue	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 141,680	\$ 141,680
Net Other Revenue	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 141,680	\$ 141,680
Net Revenue	\$ 0	-\$ 56,740	-\$ 666,637	-\$ 103,653	\$ 1,000,000	\$ 2,331,148	-\$ 197,416	-\$ 282,901	-\$ 73,491	-\$ 58,101	\$ 141,680	\$ 2,033,890

Olympic Community of Health
Budget vs. Actuals
January - September, 2024

	Actual	Total Budget	over Budget
Expenditures			
501 Partner Support			
501.1 Meetings & Events	12,135	25,125	-12,990
501.2 Partner Network Analysis	1,440	11,250	-9,810
501.3 Regional Resource Directory	30,584	21,750	8,834
501.6 Training & Technical Assistance	775	26,250	-25,475
501.8 External Partner Training	3,792	3,750	42
Total 501 Partner Support	\$ 48,727	\$ 88,125	-\$ 39,399
502 Partner Payments	2,176,400	632,813	1,543,588
504 Partner Funding			
504.5 Stronger Together Funding	666,637	990,000	-323,363
504.6 Participation and Engagement incentives	2,550	37,500	-34,950
504.7 Care Coordination Agencies (CCA)	0	375,000	-375,000
504.8 Capacity Building - Services & Community Resources	0	562,500	-562,500
504.9 Capacity Building - Workforce	0	56,250	-56,250
Total 504 Partner Funding	\$ 669,187	\$ 2,021,250	-\$ 1,352,063
505 Operations			
500 Personnel	494,341	706,500	(212,160)
505.3 Operations Contracts			
504.205 Cross-ACH Agreement	60,632	28,500	32,132
504.206 Hub Communications and Marketing	60,264	150,000	-89,736
504.207 HR	303	1,500	-1,197
504.208 Financial Advisory Services	1,350	7,500	-6,150
504.209 Data & Analytics	0	75,000	-75,000
504.210 Technical Assistance to OCH Staff	1,969	75,000	-73,031
504.213 Audit	15,000	10,500	4,500
504.214 Legal	4,193	11,250	-7,058
504.218 External Accounting Services	6,600	12,750	-6,150
Total 505.3 Operations Contracts	\$ 150,310	\$ 372,000	-\$ 221,690
505.4 Other Operations			
505.4.1 Internal Communications	3,133	5,250	-2,117
505.4.2 Information Technology	10,125	10,500	-375
505.4.3 Liability Insurance	7,305	10,875	-3,570
505.4.4 Miscellaneous	662	7,500	-6,837
505.4.5 Occupancy	27,422	24,000	3,422
505.4.6 Public Relations	739	18,750	-18,011
505.4.7 Staff Development	10,921	9,000	1,921
505.4.8 Supplies	1,048	3,375	-2,327
505.4.9 Travel Expense	15,018	18,750	-3,732
Total 505.4 Other Operations	\$ 76,374	\$ 108,000	-\$ 31,626
Total 505 Operations	\$ 721,025	\$ 1,186,500	-\$ 465,475
Total Expenditures	\$ 3,615,338	\$ 3,928,688	-\$ 313,349

Olympic Community of Health
Financial Check Up as of September 30, 2024

	Financial Check Up as of September 30, 2024					2024		
	Actual 2017-2021	Actual 2022	Actual 2023	Actual/Budget 2024	Total Finances 2017-2024	Actual	Remaining Budget	Total
Income								
Certification (Design Funds)	\$6,000,000	\$0	\$0	\$0	\$6,000,000	\$0	\$0	\$0
Project Plan Award	\$5,577,082	\$0	\$0	\$0	\$5,577,082	\$0	\$0	\$0
Project Incentives - P4R	\$13,190,336	\$1,525,355	\$0	\$0	\$14,715,691	\$0	\$0	\$0
Project Incentives - P4P	\$606,245	\$2,285,712	\$813,407	\$897,782	\$4,603,146	\$897,782	\$0	\$897,782
Value-based Payment Incentives (VBP) - P4R	\$700,000	\$145,019	\$0	\$0	\$845,019	\$0	\$0	\$0
Value-based Payment Incentives (VBP) - P4P	\$350,000	\$22,500	\$339,504	\$0	\$712,004	\$0	\$0	\$0
High Performance Pool (HPP)	\$608,774	\$1,010,627	\$960,114	\$2,278,618	\$4,858,133	\$2,278,618	\$0	\$2,278,618
MTP-2 Funding	\$0	\$0	\$0	\$3,967,578	\$3,967,578	\$2,331,148	\$1,636,430	\$3,967,578
SIM and Other Income (inc. COVID-19 PPP Income)	\$904,395	\$295,786	\$0	\$0	\$1,200,182	\$0	\$0	\$0
Service Income (CC, WA-ICS, WCFC)	\$0	\$0	\$351,598	\$0	\$351,598	\$0	\$0	\$0
Interest and Investment Income	\$209,419	\$35,841	\$192,258	\$141,680	\$579,197	\$141,680	\$0	\$141,680
Total Income	\$28,146,251	\$5,320,840	\$2,656,880	\$7,285,658	\$43,409,629	\$5,649,228	\$1,636,430	\$7,285,658
Expenses								
Payments to Partners	\$12,863,762	\$6,151,429	\$1,513,407	\$2,176,400	\$22,704,998	\$2,176,400	\$0	\$2,176,400
Partner Support	\$1,903,570	\$404,844	\$21,193	\$117,500	\$2,447,107	\$48,727	\$68,773	\$117,500
Partner Funding	\$0	\$0	\$765,621	\$2,695,000	\$3,460,621	\$669,187	\$2,025,813	\$2,695,000
Operations	\$3,420,110	\$1,004,236	\$1,046,299	\$1,582,000	\$7,052,645	\$721,025	\$860,975	\$1,582,000
Total Expenses	\$18,187,442	\$7,560,509	\$3,346,520	\$6,570,900	\$35,665,370	\$3,615,338	\$2,955,562	\$6,570,900
Net Surplus (Deficit)	\$9,958,809	(\$2,239,669)	(\$689,639)	\$714,758	\$7,744,259	\$2,033,890	(\$1,319,132)	\$714,758
Balances and Reserves								
Beginning Balance	\$0	\$9,958,809	\$7,719,141	\$7,029,501	\$0	\$7,029,501	\$9,063,391	\$7,029,501
Net Surplus (Deficit - Drawdown of Board Reserves)	\$9,958,809	(\$2,239,669)	(\$689,639)	\$714,758	\$7,744,259	\$2,033,890	(\$1,319,132)	\$714,758
Ending Balance	\$9,958,809	\$7,719,141	\$7,029,501	\$7,744,259	\$7,744,259	\$9,063,391	\$7,744,259	\$7,744,259
Portion of Ending Balance dedicated to Board Reserves	\$2,076,052	\$5,408,281	\$5,627,285	\$5,768,965	\$5,768,965	\$5,627,285	\$5,627,285	\$5,768,965
Net Ending Balance - Unrestricted	\$7,882,758	\$2,310,860	\$1,402,216	\$1,975,294	\$1,975,294	\$3,436,106	\$2,116,974	\$1,975,294

Financial Check Up includes transactions from expanded DSRIP funding for a sixth year of the Medicaid Transformation Project, contracts with Care Connect Washington (Department of Health), Washington Integrated Care Assessment and Washington Communities for Children (WCFC), formative support from the State Innovation Model (SIM) and other funding partners, and the initial investments from the re-authorized federal Medicaid Transformation Project (MTP-2).



2025 Governance Meeting Schedule (Planned)

Board of Directors – 1:00pm-3:00 pm – 7 Cedars Hotel & Casino (Zoom option available) – Optional networking lunch from 12:30-1:00

- Monday, January 13
- Monday, February 10
- Monday, March 10
- Monday, April 14
- Monday, May 12
- Monday, June 9
- ** No meeting July or August **
- Monday, September 8 (Note: this is the annual Board retreat, start time is 9am) – location is TBD in Kitsap County
- Monday, October 13
- Monday, November 10
- ** No meeting December **

Executive Committee – 12:00-1:30 pm – Zoom only

- Tuesday, January 6
- Tuesday, February 4
- Tuesday, March 4
- Tuesday, April 1(no foolin')
- Tuesday, May 6
- Tuesday, June 3
- Tuesday, July 1
- Tuesday, August 5
- Tuesday, September 2
- Tuesday, October 7
- Tuesday, November 4
- Tuesday, December 2

Finance Committee – 11:00am-12:00pm – Zoom only

- Monday, January 5
- Monday, February 3
- Monday, March 3
- Monday, April 7
- Monday, May 5
- Monday, June 2
- Monday, July 7
- Monday, August 4
- Monday, September 1 (to be canceled or rescheduled)
- Monday, October 6
- Monday, November 3
- Monday, December 1