

September 29, 2017 10 – 2  
Board of Directors Meeting  
North Sound BHO  
Call in option: 1.866.348.8234



# North Sound ACH

## BUILDING HEALTHIER COMMUNITIES

in Island, San Juan, Snohomish, Skagit & Whatcom Counties

### Board of Directors:

- |                              |   |                              |
|------------------------------|---|------------------------------|
| ■ Commissioner Ken Dahlstedt | ■ Commissioner Jill Johnson             | ■ Marilyn Scott              |
| ■ Anne Deacon                | ■ Tim Key                               | ■ Jason Smith                |
| ■ Regina Delahunt            | ■ Laurel Lee                            | □ John Stephens              |
| ■ Robin Fenn, PhD, Chair     | □ Councilman Nikolaus Lewis, Vice-Chair | ■ Jim Steinruck              |
| ■ Stephen Gockley, JD        | ■ Linda McCarthy                        | ■ Joe Valentine              |
| ■ Cammy Hart - Anderson      | ■ Dan Murphy, Treasurer                 | ■ Council Member Bill Watson |
| ■ Shanon Hardie              | ■ Chris Phillips                        | ■ Kim Williams, Secretary    |
|                              | ■ Glenn Puckett                         | ■ Greg Winter                |

### Staff Members:

Liz Baxter	Tiffany Edlin	Heather McGuinness
Kyle Davidson	Ross Howell	Nicole Willis
	Hillary Thomsen	Leah Wainman

### DRAFT Agenda

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Topic

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#### 1. Welcome and Meeting Agenda

- Introductions were made
- Reviewed August 25 board minutes.
- **MOTION:** to approve August minutes without changes, second, all in favor, no abstentions. August Board minutes **approved.**

#### 2. Reports

- **Executive Director report**
  - Office Space: moving to new location next week, located in downtown Bellingham
  - Community Leadership Council had their first meeting, currently there are not any board members that sit on this committee.
  - Discussion around needing a charter form the CLC is need prior to them becoming a part of the governance structure.
  - More discussion around process is needed around the CLC.
  - Ad hoc group met this week to review the Personnel Handbook with our HR consultant
  - We currently have 3 staff positions posted on our website, please share with your networks.
  - Mid-Adopter: Interlocal group is working hard to preserve what's working well and to discuss moving to integrated care. The 5 counties will all make a decision by October 5<sup>th</sup> on whether or not to become a mid-adopter.
- **Finance Committee**
  - Dan reviewed the August Financials.
  - Questions raised about the CORE contract. CORE is already working with the other ACHs. CORE will be able to provide strategic thinking support, data coaching, and data leadership. Staff feels they will provide great value and support.
  - **MOTION:** to accept the August financial dashboard, second, all in favor with no abstentions. **Approved.**
  - Dan reviewed the recommendation and need for new bank accounts and credit limits.
  - The financial committee reviewed all expenditures from the previous month.
  - The old credit limit was not high enough for the expenses as a new business. As a new business we do not have the credit history to always receive an invoice and are forced to put expenses on a credit card.
  - Have constant new expenses because we are a start-up.
  - As we age as a business, we will be able to move away from business on the credit card and use invoices as the default.
  - The board discussed the presented recommendations at great length.
  - **MOTION:** to approve a \$30,000 CD for 1 year, which will be used to secure the credit cards and

- Elizabeth Baxter will be the only signer for setting up this account, made by Dan Murphy; second by Shanon Hardie. All in favor, no abstentions or objections. **Approved.**
- **MOTION:** to approve an increase in the corporate limit to \$30,000; that Elizabeth Baxter will have a credit card with a limit of \$25,000, Kyle Davidson will have a credit card with a limit of \$1,250 and Tiffany Edlin will have a credit card with a limit of \$1,250. The Finance Committee will review the limits in 6 months, made by Dan Murphy; second made by Tim Key. All in favor; no abstentions or objections. **Approved.**
  - **MOTION:** Elizabeth Baxter has the authority to open a savings account on behalf of the North Sound ACH, made by Dan Murphy; second by Shanon Hardie. All in favor, no objections or abstentions. **Approved.**
  - Liz reviewed the need to provide some guidance on a sustainability plan. This is needed to complete some of the Project Plan Template (PPT) which is our next deliverable due on November 16<sup>th</sup>.
  - Once we earn our funds, we can spend funds how we see fit.
  - Currently, we do not know what our earned up to amount will be.
  - HCA (Health Care Authority) advised ACH (Accountable Community of Health) leadership this morning that our earned dollars will be less, but they do not know how much less at this time.
  - Interlocal Leadership group should provide guidance on funds flow.
  - The PPT asks for percentages not dollar amounts for the fund allocation portion.
  - Dan recommends we consider a “resiliency fund.”
  - Tribes are able to develop plans that can be submitted directly to the HCA. The HCA is also encouraging tribes to participate in their regional ACHs.
  - Liz needs authority to draft rough percentages for fund allocation in order to fill out the PPT.
  - We have the ability to alter the larger document every 6 months; this decision does not lock the North Sound ACH to these numbers.
  - **MOTION:** ask staff to draft fund allocation percentages along with 3 or 4 questions and a high level strategic plan to be presented to the Board and Program Council members for feedback by form or survey with responses due by October 20, made by Dan and seconded by Regina. All in favor, no objections or abstentions. **Approved.**
- **Governance Committee**
    - Glenn provided a brief update.
    - Governance Committee did not meet in September.
    - Small ad hoc group met with HR consultant to review our Personnel Handbook.
    - Working to schedule a long meeting/retreat for in November to prep for the work that is needed at the December meeting.
    - Dr. Fenn reviewed that individual board members should not be assigning tasks to Liz, but the board provides instruction as the whole board, for example board recommendations or motions.
  - **Program Council (PC)**
    - Jennifer Johnson, Program Council Chair, provided a summary of the work presented and the recommendation on the table.
      - Provided high level timeline from now until 2021.
      - Program Council reviewed the 5 projects in question in great detail. (PC voted to move forward with the 2 required projects and Pathways earlier in the year.)
      - Reviewed capacity of the North Sound ACH and partners to meet the metrics of this work.
      - Community willingness to partner and work was assessed.
      - Evidence based models, with achievable goals because the HCA needs ACH’s to be successful.
      - Staff have confidence in managing all 8 project areas.
      - Flexibility built into the work for smaller communities.
      - A lot of unknowns around data at this time, baseline data not considered reliable at this time.
    - Board had a detailed discussion based on the Program Council recommendation to move forward with all 8 project areas.

- There is potential to earn percentage of funds for only hitting a portion of the metrics—not all or nothing.
- The risk for each project area is spread thinner when all 8 project areas are selected.
- The Reproductive, Maternal & Child Health (RMCH) and Oral Health project areas earn less, so there is less of a risk moving forward with those projects.
- Gap to Goal will not be as tough as originally expected—HCA wants us to succeed.
- The purpose of this work is to take these 8 project areas and integrate strategies
- Reviewed the slogan “collaboration moves at the speed of trust” that was used to help form the North Sound ACH in its early work.
- Expect that this work will hit bumps and use that as an indicator of our progress.
- **MOTION:** to move forward in all 8 project areas of the toolkit, made by Dan, second by Shanon. All in favor, no opposition or abstentions. **Approved.**

### 3. Public Comment

- No public comment at this time.

### 4. Break

### 5. Updates

- Marilyn provided an update on where the Tribes are at with negotiations with the HCA.
- State has not provided much guidance to the ACH around what direction to provide around the Tribal Governments and this work.
- Tribes are operating under same deadline as the HCA’s but on a specific tribal track.
- Lummi Nation has been negotiating with the State for becoming its own ACH. (only tribe in our region)
- Kevin is no longer representing Stillaguamish Indian Tribe.
- Tribes are submitting recommendation/request for receiving funds directly from the HCA.
- Tribal Alignment Committee to have their first meeting in October.

### 6. Upcoming Meetings/Next Steps

- Program Council: 10/5 1 - 3pm
- Board Meeting: 10/27 10-1
- Request was made by several board members to have Liz sit at the table during board meetings.
- Check Bylaws to see if Liz is considered part of the Board.
- You all will be receiving information pertaining to Liz’s Executive Director performance review provided by our HR consultant.

### 7. Public Comment

- No public comment at this time.

### 8. Adjourn at 1:15pm

Secretary: Kim Williams  
 Kim Williams

