



Board Member Orientation 2020



Board of Director's Orientation 2020**Table of Contents:**

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Healthy People, Thriving Communities

When neighboring counties, tribes, and sectors work in alignment, we create better health outcomes for everyone. Olympic Community of Health (OCH) prioritizes population health in the Olympic region by providing opportunities for collaboration, peer learning, and Medicaid Transformation Project support. OCH challenges local partners to rethink the way health is addressed and fostered, ultimately co-creating a region of healthy people, thriving communities.

OCH Partner Successes:

Integrated Care	Jail & Emergency Diversion	Opioid Response	Reproductive & Child Health	Oral Health	Chronic Disease Prevention
Kitsap Medical Group hired a psychiatrist, allowing them to provide virtual psychiatric services.	Peninsula Community Health Services in Kitsap County integrated Community Health Workers into the local jail and emergency department.	Sophie Trettevick Indian Health Center launched the Six Building Blocks program, reducing the number of patients prescribed long-term opioids.	Forks Community Hospital hired a midwife, increasing access to maternity services in the west end of Clallam county.	North Olympic Healthcare Network expanded medical walk-ins to include oral health screenings.	Olympic Area Agency on Aging & OlyCAP partner with primary care providers to offer chronic disease self-management programs.
					

How does Medicaid Transformation work?

Olympic Community of Health...

Distributes funds

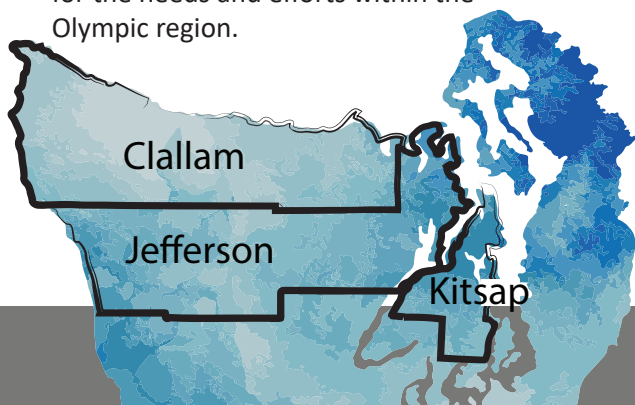
Through contracts, participation, and reporting, OCH distributes funds from the Health Care Authority to partners.

Facilitates collaboration

OCH hosts trainings, convenings, and workshops to create spaces for partners to share, learn, and collaborate.

Voice of the Olympic region

When convening with the other eight Accountable Communities of Health in Washington and the Washington State Health Care Authority, OCH advocates for the needs and efforts within the Olympic region.



Implementation Partners...

Advance the mission

Partners enable change within the community. OCH is here to support, guide, and fund the innovative projects occurring on the ground.

Represent unique communities

Combining perspective with neighboring organizations, sectors, and tribes, enables greater awareness and creative problem-solving.

Provide valuable insights

Partners earn funds through reporting. Partner reports and site visits provide OCH with feedback and updates that allow them to report to the state with accurate regional updates.

The Olympic Region

OCH's reach includes Clallam, Jefferson and Kitsap Counties. We are in the territorial lands of the Sovereign Nations of the Hoh, Jamestown S'Klallam, Lower Elwha Klallam, Makah, Port Gamble S'Klallam, Quileute, and Suquamish Tribes.

Board of Directors Meeting Schedule 2020

Date	Location
January 13 th 2020 1-3 PM	WSU Extension Classroom Kivley Center, 97 Oak Bay Rd, Port Hadlock, WA 98339
February 10 th 2020 1-3 PM	WSU Extension Classroom Kivley Center, 97 Oak Bay Rd, Port Hadlock, WA 98339
March 9 th 2020 1-3 PM	WSU Extension Classroom Kivley Center, 97 Oak Bay Rd, Port Hadlock, WA 98339
April 13 th 2020 1-3 PM	WSU Extension Classroom Kivley Center, 97 Oak Bay Rd, Port Hadlock, WA 98339
May 11 th 2020 1-3 PM	WSU Extension Classroom Kivley Center, 97 Oak Bay Rd, Port Hadlock, WA 98339
June 8 th 2020 1-3 PM	WSU Extension Classroom Kivley Center, 97 Oak Bay Rd, Port Hadlock, WA 98339
July 13 th 2020 1-3 PM	WSU Extension Classroom Kivley Center, 97 Oak Bay Rd, Port Hadlock, WA 98339
August 10 th 2020 1-3 PM	WSU Extension Classroom Kivley Center, 97 Oak Bay Rd, Port Hadlock, WA 98339
September 14 th 2020 - Board Retreat 9:00 -3:30 PM	WSU Extension Classroom Kivley Center, 97 Oak Bay Rd, Port Hadlock, WA 98339
October 12 th 2020 1-3 PM	WSU Extension Classroom Kivley Center, 97 Oak Bay Rd, Port Hadlock, WA 98339
November 9 th 2020 1-3 PM	WSU Extension Classroom Kivley Center, 97 Oak Bay Rd, Port Hadlock, WA 98339
December 14 th 2020 1-3 PM	Tri Area Community Health Center , Chimacum, 10 W Valley Road, Chimacum, WA 98325

OCH Board of Directors (1.14.2020)				
Name and Affiliation	County	Service Area	Sector	Term Expiration
Heidi Anderson heidia@forkshospital.org Office: 360-327-8316 Chief Nursing Officer Forks Community Hospital Alternate: Jennifer Wharton jwharton@jeffersonhealthcare.org Chief Ambulatory and Medical Officer Jefferson Healthcare	Clallam	Clallam	Critical Access Hospital	9/2021
Bobby Beeman bbeeman@olympicmedical.org Office: 360-417-7122 Cell: 360-461-7601 Communications and Public Affairs <i>Olympic Medical Center</i> Alternate: Eric Lewis elewis@olympicmedical.org	Clallam	Clallam	Public Hospital	9/2021
Karlana Brailey, MPH, CES karlena.brailey@wsu.edu (360) 417-2000 x2027 Community Health & Food Access Coordinator WSU Clallam County Extension	Clallam	Clallam	At-Large (Community)	9/2021
Ford Kessler fordk@safeharborrecovery.org Office: 360-385-3866 Cell: 360-301-2766 Alternate: Gill Orr gill@cedargroves.com Administrator and Provider <i>Cedar Grove Counseling</i>	Clallam	Clallam	Substance Use Disorder Treatment	9/2021
Jennifer Kreidler-Moss, Treasurer jlkreidtermoss@pchswb.org Office: 360-475-6707 Cell: 360-340-2541 Chief Executive Officer <i>Peninsula Community Health Services</i> Alternate: Mike Maxwell	Kitsap	Kitsap	Federally Qualified Health Center	9/2021 Officer: 6/2020

<i>North Olympic Health Network</i> mmaxwell@nohn-pa.org Office: 360-452-7891 Cell: 360-460-7891				
Gary Kriedberg garykriedberg@catholichealth.net Office: 360-744-6906 Cell: 360-460-4191 Manager <i>CHI Franciscan Harrison Medical Center</i> Alternate: Heather Denis Harrison Health Partners heatherdenis@catholichealth.net	Kitsap	Kitsap	At-Large (Medical/ Clinical)	9/2021
Stephanie Lewis sjlewis@co.kitsap.wa.us Office: 360-337-4422 Cell: 909-273-9533 Regional Administrator <i>Salish Behavioral Health Organization (SBHO)</i> Alternate: Jolene Kron jkron@co.kitsap.wa.us Deputy Administrator, SBHO	Kitsap	Clallam Jefferson Kitsap	Behavioral Health Administrative Services Organization	9/2021
Thomas Locke, Vice President tlocke@jamestowntribe.org Office: 360-385-9448 Cell: 360-808-3333 Health Officer <i>Jefferson County Public Health</i> Alternate: Scott Kennedy Olympic Medical Center skennedy@olympicmedical.org	Jefferson	Clallam Jefferson Kitsap	At-Large (Community)	9/2021 Officer: 6/2020
Jeanell Rasmussen Jeanell.Rasmussen@harrisonmedical.org Vice President/Chief Nursing Officer CHI Franciscan Harrison Medical Center	Kitsap	Kitsap	Private/Not for Profit Hospital	9/2020
Jorge Rivera JorgeArturo.Rivera@molinahealthcare.com Office: 425.424.7119 Cell: 425.286.9928 Associate Vice President for Growth and Community Partnerships	Statewide	Statewide	Medicaid Managed Care Organization	Per MCO Rotation Schedule

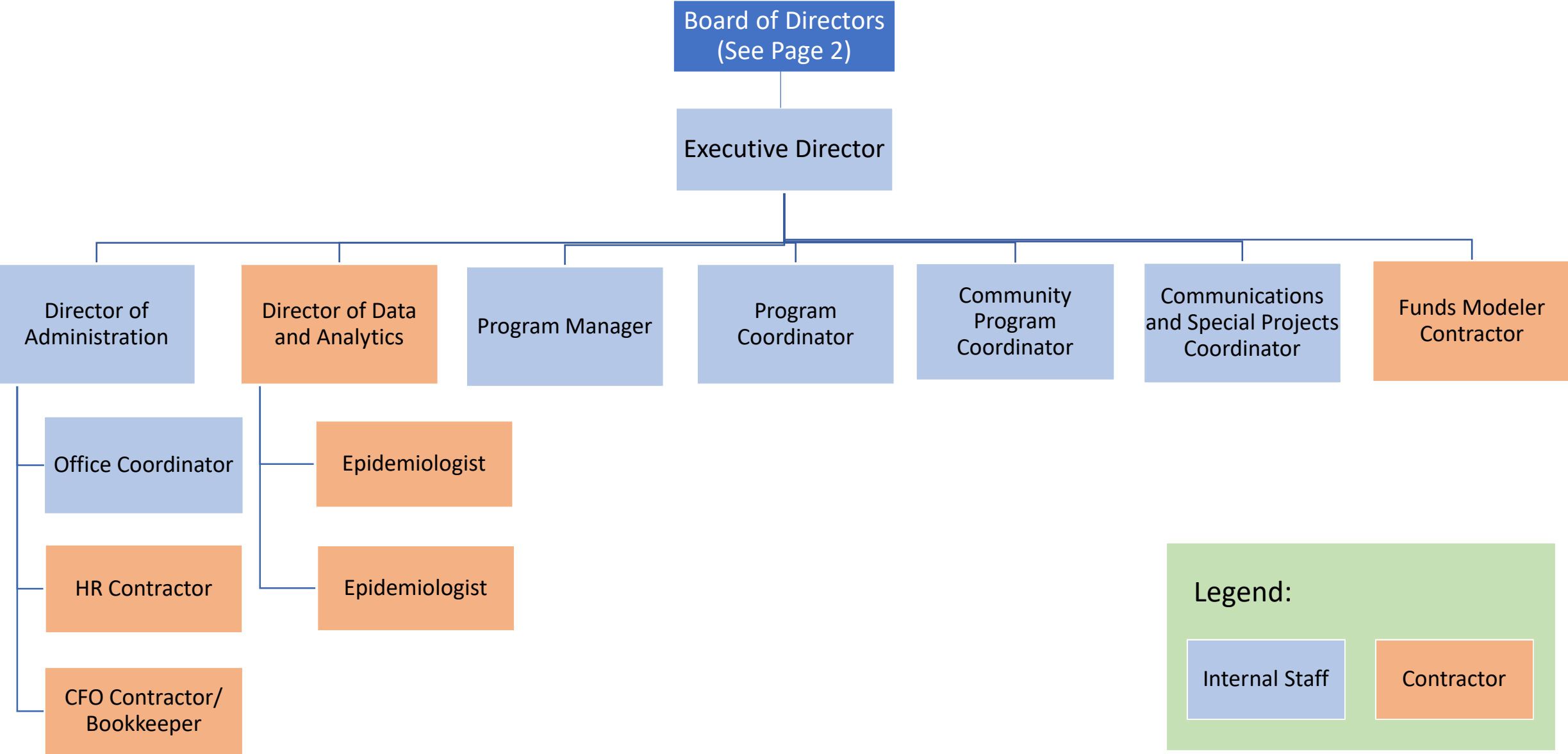
Molina Healthcare				
Doc Robinson Doc.Robinson@serenityhouseclallam.org Office: 360-452-7224 x302 Cell: 360-207-9241 Director Serenity House of Clallam County Alternate: Kelsey Stedman RN, MSN kitsap.connect@kitsappublichealth.org Cell: (360) 633-0783 Kitsap Connect Program Coordinator Kitsap Public Health District	Clallam	Clallam	At-Large (Community)	9/2021
Wendy Sisk, President wendys@peninsulabehavioral.org Office: 360-457-0431 x154 Cell: 360-477-3753 Executive Director <i>Peninsula Behavioral Health</i> Alternate: Joe Roszak joer@kmhs.org	Clallam	Clallam	Mental Health Treatment	9/2020 Officer: 6/2020
Susan Turner <i>Kitsap Public Health District</i> susan.turner@kitsappublichealth.org Office: 360-728-2250 Cell: 360-337-9447 Alternate: Vicki Kirkpatrick vkirkpatrick@co.jefferson.wa.us Public Health Director <i>Jefferson County Public Health</i>	Kitsap	Kitsap	Public Health	9/2021
Roy Walker, Past President walkerb@dshs.wa.gov Office: 360-379-5064 Cell: 360-301-1506 Executive Director <i>Olympic Area Agency on Aging</i>	Clallam Jefferson	Clallam Jefferson	Long Term Care/ Area Agency on Aging/ Home Health	9/2021 Officer: 6/2020
Primary Seat is currently vacant Alternate: Kathy Morgan Housing and Facilities Director Kmorgan@olycap.org	Clallam Jefferson	Clallam Jefferson	Community Action Program/ Social Service Agency	9/2021
Libby Cope* Elizabeth.cope@ins.gov			Makah Tribe	N/A

Office: 360-645-2224 Cell: 360-640-1346 Health Director <i>Sophie Trettevick Indian Health Center</i> Makah Tribe				
Kim Freewolf* kffreeewolf@pgst.nsn.us <i>Port Gamble S'Klallam Tribe</i>			Port Gamble S'Klallam Tribe	N/A
Michele Lefebvre* Qhc.director@quileutenation.org Health Director <i>Quileute Tribe</i>			Quileute Tribe	N/A
Brenda Powell* Brenda.powell@elwha.org Medical Director <i>Lower Elwha Klallam Tribe</i> Alternate:			Lower Elwha Klallam Tribe	N/A
Brent Simcosky* Administrator bsimcosky@jamestowntribe.org Office: 360-582-4870 Cell: 907-617-2564 <i>Jamestown S'Klallam Tribe</i>			Jamestown S'Klallam Tribe	N/A
Andrew Shogren*, Secretary ashogren@suquamish.nsn.us Health Clinic Director <i>Suquamish Tribe</i>			Suquamish Tribe	N/A Officer: 6/2020
Bob Smith* Bob.smith@hohtribe-nsn.org Executive Director <i>Hoh Tribe</i>			Hoh Tribe	N/A

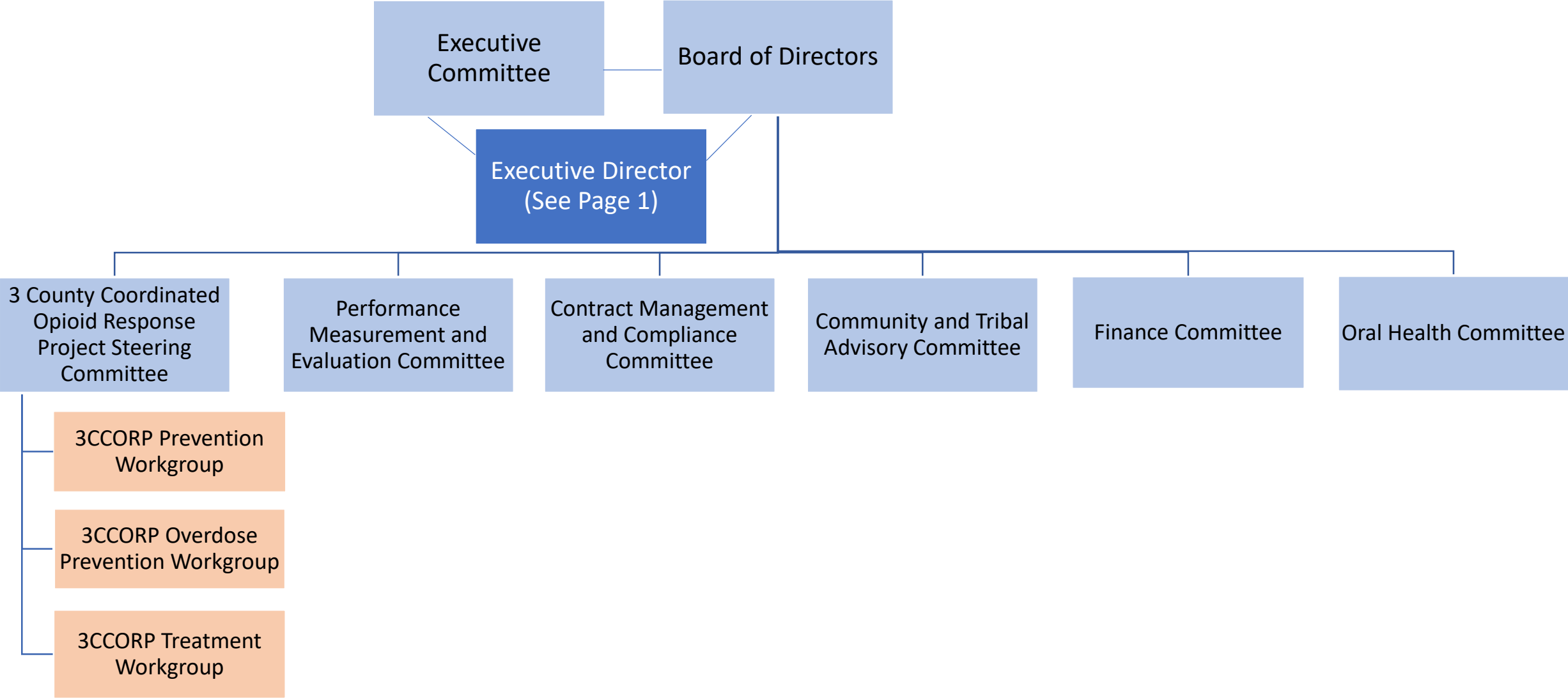
*Tribes are governments, not sectors. Therefore, each Tribe is allotted one vote and may appoint alternates as desired.

OCH Staff Contacts		
Name and Role	Email	Phone
Amy Brandt Communications & Special Projects Coordinator	amy@olympicch.org	360-633-6298
Andrew Lau Epidemiologist	Andrew.Lau@kitsappublichealth.org	360-728-2235
Celeste Schoenthaler Executive Director	celeste@olympicch.org	360-633-9241
Debra Swanson Operations Coordinator	Debra@olympicch.org	360-509-7713
Margaret Moore Director of Administration	margaret@olympicch.org	360-689-2345
Mel Melmed Program Coordinator	mel@olympicch.org	360-633-9116
Miranda Burger Interim Program Manager	miranda@olympicch.org	360-633-9579
Nikki Russell Community Program Coordinator	nikki@olympicch.org	360-900-3539
Siri Kushner Director of Data & Analytics	siri.kushner@kitsappublichealth.org	360-633-9239

Olympic Community of Health Organizational Structure as of October 4, 2019



Olympic Community of Health Governance Structure as of October 4, 2019



BYLAWS
OF
Olympic Community of Health

**ARTICLE I.
NAME**

The name of the corporation shall be The Olympic Community of Health, and it is referred to in these Bylaws as the "OCH."

**ARTICLE II.
PURPOSES**

Section 1. Purposes. The purposes for which the OCH is formed, and the business and objectives to be carried on and promoted by it, are as follows:

To operate exclusively for charitable, scientific, and educational purposes, and to advance the goal of the OCH to improve the overall health and wellbeing of our communities and Tribes across Clallam, Jefferson and Kitsap counties through a collaborative approach focused on sustainable and equitable solutions.

Section 2. Dedication of Assets. The property of the OCH is irrevocably dedicated to charitable purposes. No part of the net earnings, properties or other assets of the OCH shall inure to the benefit of any private person or individual, or to any member, Director or officer of the OCH. Notwithstanding the foregoing, this Section shall not prevent payment to any such person of reasonable compensation for services performed for the OCH in effecting any of its public or charitable purposes, provided that (i) compensation is permitted by these Bylaws and approved by resolution of the Board, and (ii) no such person or persons shall be entitled to share in the distribution of, and shall not receive, any of the corporate assets on dissolution of the OCH.

**ARTICLE III.
DEFINITIONS**

The following terms used in these bylaws are defined as follows:

"Administrative Service Organization" means the organization that supports and facilitates the business and activities of the OCH. Such activities may include: payroll services, benefits administration, human resources, information technology, data analytics and evaluation, and communications.

"Board" means the Board of Directors of the OCH.

"Committee" means two or more individuals who are assigned to work on a specific issue, and are interdependent in the achievement of a common goal.

"Community Member" means a representative of the community that represents a priority health issue or a local health coalition of community members.

"Conflict of Interest" means a situation in which a Director has the potential to vote on a matter that would provide direct or indirect financial benefit to that Director or their immediate family or to any agency with which that member is affiliated.

"Director" means an individual appointed as a member of the Board of Directors.

"Executive Committee" means the Board of Directors President, Vice-President, Secretary, Treasurer, and At-Large.

"Executive Director" means the senior operating officer of the OCH.

"Financial Interest" means a person having directly or indirectly, through business, investment, or family:

- An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
- A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
- A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

"Health" means the state of complete physical, mental and social well-being, and not merely the absence of disease and infirmity. These include the conditions in which people work, live, play and contribute.

"Material" describes information that, if omitted or misstated, could influence the economic decisions of users taken on the basis of the financial statements. Materiality therefore relates to the significance of transactions, balances and errors contained in the financial statements. Materiality defines the threshold or cutoff point after which financial information becomes relevant to the decision making needs of the users. Information contained in the financial statements must therefore be complete in all material respects in order for them to present a true and fair view of the affairs of the entity. Materiality is relative to the size and particular circumstances of individual companies.

"Member" means a person admitted to the OCH Partner Group as provided in Article VII.

"Organization" means any group of people who have joined together for a particular purpose, ranging from social to business, and usually meant to be a continuing organization. It can be formal, with rules and/or bylaws, membership requirements and other trappings of an organization, or it can be a collection of people without structure.

"Regional Health Improvement Plan" means a mechanism through which key partners in a community representing whole-person health plan, facilitate and coordinate activities required for transformation of the community's health system.

"Regional Service Area" means the region jointly designated by the Health Care Authority (HCA) and Department of Social and Health Services (DSHS) for Medicaid purchasing of physical and behavioral health care, in alignment with Accountable Community of Health regions.

"Sector" means a category of organizations, governments, businesses and/or individuals who share the same or related mission, product or service within the Regional Service Area. (For example, Social Services, Hospitals, Transportation, Federally Qualified Health Centers, Philanthropy, Housing, Community Based Organizations, Consumer Representative, Public Health, Managed Care Organizations)

“Tribe” means an American Indian or Alaska Native tribal entity that is recognized as having a government-to-government relationship with the United States, with the responsibilities, powers, limitations, and obligations attached to that designation, and is eligible for funding and services from the Bureau of Indian Affairs.

ARTICLE IV. BOARD OF DIRECTORS – DUTIES AND PRINCIPLES

Section 1. Power and Duties.

1.1 **Powers.** Prudent management of all the affairs, assets, property and goodwill of the OCH shall be vested in a Board of Directors. The Board may delegate the management of the day-to-day operation of the business of the corporation to a management company, committee (however composed), or other person, provided that the activities and affairs of the corporation shall be managed and all corporate powers shall be exercised under the ultimate direction of the Board of Directors. Directors shall not delegate or proxy their respective responsibilities and rights as members of the Board pursuant to these Bylaws and required under federal and state law.

1.2 **General Duties.** The Board will provide strategic direction and work in partnership with the Partner Group and workgroups on approved projects. They shall act as liaison for the OCH to Washington State Health Care Authority on funding, governance, alignment of state initiatives with regional preferences and other topics that may arise. They shall serve as voice for the OCH to other, relevant offices in Olympia and to local, elected officials. The Board secures funding for core collaborative activities of the OCH partners that benefit the shared aims of the organization, and oversees and develops the sustainability plan for the corporation. They ensure that the corporation obeys applicable laws and acts in accordance with ethical practices, that it adheres to its stated corporate purposes, and that its activities advance its mission.

Section 2. **Number.** The number of Directors shall be determined from time-to-time by a vote of the Board but shall consist of not less than fifteen (15) and not more than twenty-nine (29). Other than as to the initial Board, the number of Directors may at any time be increased or decreased by the Board who shall have the power to elect additional Directors at any regular or special meeting of the Board. The change in number of Directors shall not however, diminish the term of any incumbent director, whose term may be diminished only as provided by law and these Bylaws.

Section 3. **Board Representation by Sector and Tribe.** Each Board member shall either represent a Tribe or a designated Sector established by the Board. Board membership may include representation up to the maximum number of directors pursuant to Section 2 hereof. No Sector shall have more than one designated member on the Board of Directors. A sector may designate an alternate member if desired. The Board may add or modify Sectors that should be represented by a vote of the Board. Tribes may alternate designated members on the Board of Directors, with each Tribe represented by one vote on the Board of Directors. The Executive Director shall maintain a list of the Sectors and Tribes for representation on the Board.

Section 4. Nomination and Election of Directors.

4.1 **Board Sector Representative Nomination Process.** Candidates for Board members shall be nominated by each Sector. The nominations will be referred directly to the Board for approval. In the event a Sector cannot nominate a representative within thirty (30) days, the Board, either directly or through Committee, will solicit, receive and vet nominations, and recommend a sector representative to the Board.

4.2 Tribe Representative Nomination Process. Tribes may appoint alternate representatives as desired on the Board of Directors. Tribal representation on the Board of Directors is voluntary.

4.3 Election. The Board approves Sector membership to the Board and elects its Board Sector Directors. Directors may be elected at the annual meeting, or at any regular or special meeting of the Board. The Board does not have authority to confirm or deny Tribal appointments.

Section 5. Term of Office. During the first year after adoption of these Bylaws, Directors shall be elected to an initial one-year (1) term. For the purpose of staggering the terms, following the initial one-year term, thirty (30%) of the Board of Directors shall serve a one (1) year term and the remaining Directors shall serve a two (2) year term. The initial groups shall be determined by a lottery. Thereafter, each Director's term of office shall be for two (2) years, which shall end on the latter of the date of the annual meeting or succession of a new director. At the end of three (3) consecutive terms, each sector has the option to nominate the same Candidate or to nominate a new Candidate to represent the sector on the Board. Term of Office does not apply to Tribes.

Section 6. Compensation. The Directors shall receive no compensation for services for and on behalf of the OCH.

Section 7. Meetings.

7.1 Annual Meeting. An annual meeting of the Board shall be held each year in the autumn (between September and November), prior to December 31. At this meeting the Board may approve a budget for the activities of the OCH for the following year, and elect new Board members.

7.2 Regular Meetings. Regular Board meetings shall be scheduled at the discretion of the Board, but are required not less than four (4) times per year. By resolution, the Board may specify the date, time and place for the holding of regular meetings without other notice than such resolution.

7.3 Special Meetings. Special meetings of the Board may be called at any time by the President or any five (5) members of the Board, whereupon the Secretary shall give notice as specified by the Board to each Board member.

7.4 Meetings by Electronic Connectivity. Members of the Board or any committee designated by the Board may participate in a meeting of such Board or committee by means of a conference telephone, webinar, or similar communications equipment by means of which all persons participating in the meeting can hear each other at the same time. Participation by such means shall constitute presence in person at a meeting.

7.5 Place of Meetings. All meetings shall be held at the principal office of the corporation or at such other place within or without the State of Washington designated by the Board, by any persons entitled to call a meeting or by a waiver of notice signed by all Directors.

7.6 Notice of Special Meetings. Notice of special Board or committee meetings shall be given to a Director in writing or by personal communication with the Director not less than three days before the meeting, with as much notice as possible. Notices in writing may be delivered or mailed to the Director at his or her address shown on the records of the corporation or given electronic transmission. Neither the business to be transacted at, nor the purpose of any special meeting need be specified in the notice of such

meeting. If notice is delivered by mail, the notice shall be deemed effective when deposited in the official government mail properly addressed with postage thereon prepaid.

7.7 Waiver of Notice.

A. In Writing. Whenever any notice is required to be given to any Director under the provisions of these Bylaws, the Articles of Incorporation or applicable Washington law, a waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the Board need be specified in the waiver of notice of such meeting.

B. By Attendance. The attendance of a Director at a meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

7.8 Quorum. A simple majority of the full Board of Directors then in office at the beginning of each meeting shall constitute a quorum for the transaction of business.

7.9 Alternative Representation. In the event a Director is unable to attend a board meeting, the Director may authorize a representative to attend as a guest at a board meeting, provided that such Director provides reasonable notice to the Board. Only attendance by Directors, or previously appointed alternates within the Sector, will constitute a quorum and for the purposes of voting on business items.

Section 8. Voting and Manner of Acting.

8.1 Board Actions. Each Director, or previously approved alternate, and each Tribe will have one (1) vote. The act of the majority of the Directors present at a meeting at which there is a quorum shall be the act of the Board, unless the vote of a greater number is required by these Bylaws, the Articles of Incorporation or applicable Washington law.

8.2 Presumption of Assent. A Director at a Board meeting at which action on any corporate matter is taken shall be presumed to have assented to the action taken unless his or her dissent or abstention is entered in the minutes of the meeting, or unless such Director files a written dissent or abstention to such action with the person acting as secretary of the meeting before the adjournment thereof, or forwards such dissent or abstention by registered mail to the Secretary of the corporation immediately after the adjournment of the meeting. Such right to dissent or abstain shall not apply to a Director who voted in favor of such action.

8.3 Action by Board Without a Meeting. Any action which could be taken at a meeting of the Board may be taken without a meeting if a written consent setting forth the action so taken is signed by each of the Directors. Such written consents may be signed in two or more counterparts, each of which shall be deemed an original and all of which, taken together, shall constitute one and the same document. Any such written consent shall be inserted in the minute book as if it were the minutes of a Board meeting.

Section 9. Resignation. Any Director may resign at any time by delivering written notice to the President or the Secretary at the registered office of the corporation, or by giving oral or written notice at any meeting of the Directors. Any such resignation shall take effect at the time specified therein, or if the time is

not specified, upon delivery thereof and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 10. Removal from Office. Directors are expected to regularly attend Board meetings; however, they shall notify the President or Executive Director with appropriate notice if they are not able to attend such meeting. Absences from more than one-third (1/3) of the regularly scheduled meetings in any given calendar year may be grounds for removal.

Section 11. Vacancies on Board of Directors. Sector representatives are responsible for identifying and forwarding candidates to the Board to fill vacant positions. Vacancies occurring on the Board may be voted on and ratified at any regular or special Board meeting by the remaining Directors. Newly elected Directors shall serve the remaining term of the vacant position.

Section 12. Duty of Loyalty. Directors shall put the OCH interests ahead of their own when making all decisions in their capacities as corporate fiduciaries. They must act without personal economic conflict, and are required to sign a conflict of interest policy upon election to the Board.

ARTICLE V. OFFICERS

Section 1. Election and Term of Office. The officers of the OCH Board shall be President, Vice President, Secretary a Treasurer, and At-Large. At the end of the President's term, the At-Large office will be replaced by the Past-President. The Board may approve additional officers as it deems necessary for the performance of the business of the OCH. The term of office shall commence on July 1 and each officer shall hold office for one (1) year or until he or she shall have been succeeded or removed in the manner hereinafter provided. Such offices shall not be held for more than three (3) consecutive terms. Such officers shall hold office until their successors are elected and qualified. A vacancy in any office may be filled by the Board for the unexpired portion of the term.

Section 2. Removal. Any officer or agent may be removed by the Board with or without cause by a sixty percent (60%) vote of the Board, if deemed in the best interests of the OCH.

Section 3. Compensation. The officers shall receive no compensation for services rendered on behalf of the OCH.

Section 4. President. The President shall preside at all meetings of the Board, shall have general supervision of the affairs of the corporation, and shall perform such other duties as are incident to the office or are properly required of the President by the Board.

Section 5. Vice-President. The Vice-President shall preside at all meetings in the absence of the President and perform such other duties as are incident to the office or are properly required of the Vice-President by the Board.

Section 6. Secretary. It shall be the duty of the Secretary of the Board to keep all records of the Board and of the OCH, to give notice of meetings, and to perform such other acts as the President or Board may direct.

Section. 7. Treasurer. The Treasurer is accountable for all funds belonging to the OCH, and shall assure that policies and procedures regarding the disposition of assets and all related financial transactions are followed as prescribed by the Board or these Bylaws.

Section 8. Past-President. The Past-President shall advise the incoming President of position responsibilities and provides advice, support and information as needed to the new President and board.

Section 9. At-Large. The At-Large may be assigned to serve on committees or undertake special projects. This office will be replaced by the Past-President office after the first term.

ARTICLE VI. COMMITTEES

Section 1. Committees. The Board may appoint, from time to time, from its own members and/or the public, standing or temporary committees consisting each of no fewer than two (2) Directors. Such committees may be vested with such powers as the Board may determine by resolution passed by a majority of the Board. No such committee shall have the authority of the Board in reference to amending, altering, or repealing these Bylaws; electing, appointing, or removing any member of any such committee or any Director or officer of the corporation; amending the Articles of Incorporation, adopting a plan of merger or adopting a plan of consolidation with another corporation; authorizing the sale, lease, or exchange of all or substantially all of the property and assets of the corporation other than in the ordinary course of business; authorizing the voluntary dissolution of the corporation or adopting a plan for the distribution of the assets of the corporation; or amending, altering, or repealing any resolution of the Board which by its terms provides that it shall not be amended, altered, or repealed by such committee. All committees so appointed shall keep regular minutes of the transactions of their meetings and shall cause them to be recorded in books kept for that purpose in the office of the corporation. The designation of any such committee and the delegation of authority thereto shall not relieve the Board or any member thereof of any responsibility imposed by law.

Section 2. Standing Committees. The following committees are authorized and ongoing Committees of the Board:

- A. Executive Committee. Membership of the Executive Committee shall consist of the officers of the Board which are President, Vice-President, Secretary, Treasurer, and At-Large. At the end of the President's term, the At-Large office will be replaced by Past-President. A majority of the Executive Committee shall be necessary and sufficient at all meetings to constitute a quorum for the transaction of business. The Executive Committee shall have authority to conduct business on behalf of the OCH between regular Board meetings should authority be expressly given to them by the Board. The Executive Committee will review and recommend changes, if charged by the Board, to the Bylaws.
- B. Finance Committee. The Treasurer of the Board shall chair a committee comprised of at least three (3) Directors to provide financial oversight for the organization. In addition to developing an annual budget, the committee will establish long-term financial goals that will provide for the sustainability of the corporation.
- C. Regional Health Assessment and Planning Committee. A Director of the Board shall chair the RHAP Committee, which will be comprised of at least two (2) Directors and no fewer than eleven (11) general members, including at least one representative from a Tribe and one representative from each of the three counties in the RSA. Thirty-three percent (33%) of RHAP Committee members shall be necessary and sufficient at all meetings to constitute a quorum for the transaction of business, with at least one representative present from each county and ideally at least one representative from a Tribe. RHAP Committee membership will be open to each Tribal Nation and

multiple sectors; the roster will be updated on a regular basis. RHAP Committee regularly reviews health assessments and advises the Board on regional health priorities and how to address them.

ARTICLE VII. ADMINISTRATIVE SERVICE ORGANIZATION

The Board may select and contract with an Administrative Service Organization that may be the general manager of this corporation. The Administrative Service Organization may have such qualifications as determined by the Board from time to time, including experience and education suitable to fulfill the duties of managing the corporation. The Administrative Service Organization may have the necessary authority and be held responsible for the administration of all corporate activities and departments subject only to the policies adopted by and the orders issued by the Board or by any of its committees to which it has delegated powers for such action. The Administrative Service Organization may act as the duly authorized representative of the Board in all matters in which the Board has not formally designated some other person for that specific purpose. At least annually, the Board may evaluate the performance of the Administrative Service Organization against measurable goals developed by the Board in consultation with the Administrative Service Organization. The Board may elect to terminate any and all contracts with the Administrative Service Organization, with notice and with or without cause. The Board shall provide notification of contract termination in writing to the executive representative of the Administrative Service Organization.

ARTICLE VIII. FINANCE

Section 1. Finance. The annual budget shall be prepared and approved by the Board at the annual meeting of the Board. The OCH shall operate on a fiscal year, which runs from January 1 to December 31.

There may be created by the Board a general fund of the OCH. Said funds shall be administered by the Board or their designee. This fund shall be utilized for the payment of general operating expenses. Any non-budgeted expenditure in excess of \$5,000.00 shall require approval by the Executive Committee. Any material change will be brought to the Board for consideration.

Section 3. Contracts. The Board may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument on behalf of the OCH, and that authority may be general or confined to specific instances.

Section 4. Checks, Drafts, and items of similar nature. All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the OCH shall be signed by the officer or officers, agent or agents of the OCH and in the manner as may from time to time be determined by resolution of the Board of Directors.

Section 5. Deposits. All funds of the OCH shall be deposited in a timely manner to the credit of the OCH in the banks, trust companies or other depositories as the Board of Directors may select.

Section 6. Remuneration. No salary shall be paid to members of the Board or Committee. Members may be reimbursed for reasonable and necessary expenses incurred for the purposes of doing business, and attending meetings on behalf of the OCH. Such expenses incurred may be reimbursed provided appropriate documentation and timely submission of expense receipts are provided within sixty (60) days of such occurrence.

ARTICLE IX.
CONFLICTS OF INTEREST AND PROHIBITED TRANSACTIONS

Section 1. Conflicts of Interest Policy. The Board of Directors shall adopt policies and procedures to comply with the requirements of this Article IX and to address any conflicts of interest between the OCH and the Board and its officers, employees and/or agents of this corporation ("Conflicts of Interest Policy"). To ensure the OCH operates in a manner consistent with its charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, the Board may conduct periodic reviews of these Bylaws and the Conflicts of Interest Policy. The periodic reviews may, at a minimum, include the following subjects:

- (i) whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining; and
- (ii) whether partnerships, joint ventures, and arrangements with management organizations conform to the Corporation's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Section 2. Annual Disclosure. Each member of the Board and principal officer shall annually sign a disclosure statement which affirms such person: (i) has received a copy of the conflicts of interest policy; (ii) has read and understands the conflicts of interest policy; (iii) has agreed to comply with the conflicts of interest policy, and (iv) understands the OCH is charitable and in order to maintain its federal tax exemption it must be organized and operated for one or more tax-exempt purposes set forth in Section 501(c)(3) of the Internal Revenue Code. In addition, such disclosure state shall include each director's affiliations (as trustee, board member, officer, employee, advisory committee member, development committee member, volunteer, etc.) with any actual or potential grantee or borrower of the OCH or any other organization with which the OCH may have a financial relationship, and the affiliations of persons with whom a director has a close relationship (a family member or close companion) with any actual or potential grantee or borrower of the OCH or any other organization with which the OCH may have a financial relationship. The form of such annual disclosure statement may be prescribed and adopted by the Board of Directors and reviewed on an annual basis.

Section 3. Self-Dealing Transactions.

3.1 Prohibition and Standard for Approval. Except as provided by this Section, the Board of Directors shall not approve or permit the OCH to engage in any self-dealing transaction. A self-dealing transaction is a transaction to which this corporation is a party and in which one or more of its directors has a financial interest. Notwithstanding the foregoing, the OCH may engage in a self-dealing transaction only as follows:

- (i) if the transaction is approved by a court or by the Attorney General, or
- (ii) if the Board determines, before the transaction, that (1) this corporation is entering into the transaction for its own benefit; (2) the transaction is fair and reasonable to this corporation at the time; and (3) after reasonable investigation, the Board determines that it could not have obtained a more advantageous arrangement with reasonable effort under the circumstances. Such determinations must be made by the Board in good faith, with knowledge of the material facts concerning the transaction and the interest of the director or directors in the transaction, and by a vote of a majority of the directors then in office, without counting the vote of the interested director or directors.

3.2 Notification and Process. Whenever a Director or Officer has a financial or personal interest in any matter coming before the Board, the affected person shall a) fully disclose the nature of the interest and b) withdraw from discussion, lobbying, and voting on the matter. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested Directors determine that it is in the best interest of the corporation to do so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.

The Board may also vote to exclude a Director against whom a claim of conflict of interest or violation of appearance of fairness is made from Board votes or from executive sessions until the claim against the member is resolved. Additionally, the Board may by majority vote exclude a member from a portion of any executive session where a matter of potential legal conflict between OCH and the member is to be discussed.

Section 4. No Loans. No loans shall be contracted on behalf of the OCH and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Board. That authority may be general or confined to specific instances. No loans shall be made by the OCH to a Director nor shall the OCH guarantee the obligation of a Director unless either: (a) the particular loan or guarantee is approved by the vote of a majority of the votes represented by members in attendance at the meeting upon which the matter is considered, except the votes of the benefited Director, or (b) the Board determines that the loan or guarantee benefits the OCH and either approves the specific loan or guarantee or a general plan authorizing loans and guarantees.

ARTICLE X. INDEMNIFICATION AND INSURANCE

Section 1. Indemnification. The OCH shall indemnify any present or former volunteer of the corporation including Directors, officers, Committee officers and Committee members as well as any present or former employees or agents of the corporation, to the fullest extent possible against expenses, including attorneys' fees, judgments, fines, settlements and reasonable expenses, actually incurred by such person relating to his or her conduct as a Director, officer, Committee officer, Committee member, volunteer, employee or agent of the corporation, except that the mandatory indemnification required by this sentence shall not apply (i) to a breach of the duty of loyalty to the organization; (ii) for acts or omissions not in good faith or which involve intentional misconduct or knowing violation of the law; (iii) for a transaction from which such person derived an improper personal benefit; (iv) against judgments, penalties, fines and settlements arising from any proceeding by or in the right of the organization, or against expenses in any such case, where such person shall be adjudged liable to the corporation, or (v) when otherwise prohibited by law.

Service on the Board of Directors of the corporation, or as an officer, Committee officer, Committee member, volunteer, employee or agent thereof, is deemed by the corporation to have been undertaken and carried on in reliance by such persons on the full exercise by the corporation of all powers of indemnification which are granted to it under these bylaws and as amended from time to time. Accordingly, the corporation shall exercise all of its powers whenever, as often as necessary and to the fullest extent possible, to indemnify such persons. Such indemnification shall be limited or denied only when and to the extent provided above unless legal principles limit or deny the corporation's authority to so act.

Section 2. Insurance. Upon and in the event of a determination by the Board of Directors to purchase indemnity insurance, the OCH may purchase and maintain insurance on behalf of any agent of the OCH against any liability asserted against or incurred by the agent in such capacity or arising out of the agent's status as

such, provided that the OCH has the power to indemnify the agent against such liability under the provisions of this Article.

ARTICLE XI. DISSOLUTION

Upon dissolution of the OCH, assets (including monies and equipment) and property (including records) shall be distributed among other charitable, educational, religious or scientific organizations that qualify as an exempt organization or organizations under section 501 (c) (3) of the Internal Revenue Code. Decisions regarding dissolution will be made by the Board, however, no transfer will be made that will adversely affect the OCH's tax status at time of dissolution or retroactively.

ARTICLE XII. AMENDMENTS

The Board shall have power to make, alter, amend and repeal the Bylaws of the OCH, provided the Board will not approve any such alteration, amendment or repeal on which such action shall first have received approval of two-thirds of the Board. The Board shall receive 10 business days' notice of any proposed action to alter or amend the Bylaws of the OCH. These Bylaws may be amended by sixty percent (60%) vote of the votes cast by the Directors. This may be accomplished at either a regular or special meeting with notice given as specified in Article IV.

I certify that the foregoing Bylaws of the Olympic Community of Health were adopted by the Board of Directors this _____ day of _____, 2016, and that they are currently in effect.

Roy Walker, Executive Director, Olympic Area Agency on Aging
President of the Olympic Community of Health Board of Directors

I certify that the foregoing Bylaws of the Olympic Community of Health were adopted by the Board of Directors this _____ day of _____, 2016, and that they are currently in effect.

Leonard Forsman, Suquamish Tribal Chairman
Secretary of the Olympic Community of Health Board of Directors



Personnel Policies

Approved on Interim Basis December 12, 2016

Revised and Approved on Interim Basis September 11, 2017

Next official review August 13, 2018

Employees who have questions or concerns about these policies should contact their immediate supervisor or the executive director.

Retaliation is prohibited

The Olympic Community of Health prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy, exercising their rights to benefits and/or or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

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These policies are a guide to employment at the Olympic Community of Health, which is called the OCH, the organization, we, and/or the OCH in these policies. These policies include all departments of the OCH.

100 INTRODUCTION:

101.1 Our Vision for our Internal Operations

The OCH has a critical mission in our region. To fulfill that mission, we strive for an effective and collaborative work environment in which all of us in the OCH can perform our jobs creatively and effectively. The OCH promotes an environment of safety, trust, professionalism, respect, accountability, and personal and professional growth.

102.1 Purpose and Applicability

1. These policies are intended to promote the OCH's mission, vision, and objectives throughout program operations and in dealing with personnel.
2. These policies are broad and general guides to employment at the OCH. OCH work rules may also be formulated to further define and describe various policies in more detail. These policies are not statements of how specific situations will be handled and should not be read with that degree of specificity. All employees are encouraged to consult their immediate supervisor or the executive director if they have questions about policies.
3. These policies are not intended to be a contract, express or implied, or any type of promise or guarantee of specific treatment upon which an employee may rely, or as a guarantee of employment for any specific duration. Nothing in these policies shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of OCH employees.
4. OCH policies are intended to comply with all applicable federal, state and local laws. If any portion of these policies ever conflicts with a law, rule, or regulation that applies to the OCH, the legal requirement will take precedence over the policy.
5. These policies apply to all classifications and to all employees of the OCH. Because the employment relationship between the OCH and the executive director is unique, language in this policy that conflicts with the executive director's contract will be resolved in favor of the contract.
6. No supervisor or other representative of the OCH is authorized to make any representation to any employee which is inconsistent with these policies, unless it is in writing and signed or ratified in advance by the executive director and the Board of Directors.

103.1 Implementation

1. Basic policy for the OCH is established by our by-laws and amplified by these policies.

2. The Board of Directors is ultimately responsible for all personnel action within the OCH. The executive director has the authority and responsibility to act on the Board's behalf regarding policy implementation, and although much authority and many responsibilities may be delegated, the executive director is ultimately responsible to the Board for the effective and proper management of the OCH.

104.1 Review and Revision

These policies are reviewed annually and updated if needed. The executive director will review and recommend updates to the OCH Board of Directors for final approval. Employees will be notified when policies are updated. Changes will be effective immediately unless the revision states otherwise. Employees should notify their immediate supervisor of any questions or problems resulting from a revision to policies.

200 EMPLOYMENT CLASSIFICATIONS:

201.1 Regular Positions

Most positions within the OCH are defined as "regular" positions, which are designed to fill ongoing needs at the OCH. The specific requirements of various positions may change from time to time, and the individuals who fill these positions may change. Employees who work in regular positions are hired and paid by the OCH, entitled to all applicable OCH compensation and benefits (see Sections 600 and 700), and subject to all OCH policies.

202.1 Temporary Positions

1. Temporary positions are utilized for defined periods as needed, at peak workload periods, or for special projects. Employees filling temporary positions are hired and paid directly by the OCH. Temporary positions are limited to a period of 6 months. Employees who work in these jobs are subject to all applicable OCH policies, and are entitled to certain benefits (see Sections 600 and 700).

2. An employee that is hired into a temporary position working 20 hours or more per week, and later accepts the same or a similar regular position without a break in employment will retain the original hire date for certain benefits eligibility.

203.1 Acting / Interim Appointments

Acting appointments are temporary appointments made in an emergency, due to the absence or resignation of an employee, or during a workload peak. The executive director and/or Board of Directors will appoint individuals to acting appointments, and will determine the compensation and terms of service for acting appointments.

204.1 Contingent Positions

Contingent positions provide services for special programs and projects not covered by or budgeted for regular or temporary positions. Contingent positions include on-call employees, federal and state funded work training programs, volunteers, education based interns, work-study students, persons employed through temporary employment services, and leased employees. Services from contingent workers may be extended as needed by the OCH.

Persons in contingent positions do not qualify for OCH benefits. OCH policies regarding hiring and compensation do not apply to these positions, but persons filling contingent positions must comply with OCH standards of professionalism and conduct and all applicable policies while working for the OCH.

205.1 Full-time Positions

Full-time positions are those for which the normal workweek is 40 hours per week. Persons who work full-time are entitled to all applicable OCH benefits within their employment classification.

206.1 Part-time Positions

Positions are considered part-time when regularly scheduled for less than 40 hours per week. Applicable OCH paid leave benefits will be prorated in proportion to hours worked for employees in these positions who work 20 or more hours per week, but less than 40 hours per week.

207.1 Exempt and Non-Exempt Positions

1. "Exempt" means that a position is not covered by federal and state laws, which require overtime compensation. Primary responsibilities of these positions are defined by federal and state labor regulations, and include duties such as management, supervision, hiring, or planning. Determination of whether or not a position is exempt is made on an individual basis because the laws and regulations are complex.
2. All positions that do not meet the legal criteria required to qualify as exempt (see above) are non-exempt. Employees in non-exempt positions are entitled to compensation for overtime hours.

300 PERSONNEL ADMINISTRATION, RECRUITMENT, SELECTION, AND HIRING:

301.1 Equal Opportunity Employer

The OCH is committed to providing equal opportunity under the law; we do not tolerate unlawful discrimination of any kind. We are committed to assuring that considerations of race, color, national origin, religion, gender, gender identification, sexual orientation, pregnancy, age, disability, military status, or family responsibility status shall not form the basis for any employment decision. Whenever possible, we are committed to determining reasonable accommodations for staff and applicants with disabilities and to full compliance with all discrimination laws.

302.1 Affirmative Action

1. We monitor our employment practices to ensure that all aspects of employment with our OCH, including recruitment, hiring, selection, promotion, job assignment, pay, fringe benefits, working conditions and all other conditions of employment, are fair and unbiased.
2. We are committed to ongoing assessment of OCH policies and practices and their effects, to assure that policies and practices prevent discrimination and promote diversity and sensitivity throughout our OCH.

303.1 Employment At Will

1. The OCH retains the flexibility to make personnel decisions which best serve the needs and responsibilities of the OCH, even if those needs may conflict with the interests of individual employees.
2. To further these commitments, the OCH adheres to the "employment at will" doctrine, which allows both the OCH and each OCH employee to terminate the employment relationship at any time and for any reason, as long as the reason is not an unlawful one.

304.1 Accommodation of Disabilities

1. The OCH is committed to the principles of federal and state laws requiring employment of people with disabilities. We will comply with those laws and assure that applicants and employees receive reasonable accommodation for disabilities that would otherwise prevent them from adequately performing their jobs.
2. In order for the OCH to make reasonable accommodation, employees must inform us in writing about the need for accommodation and the kind of accommodation required.

305.1 Recruitment, Selection, and Hiring

1. The OCH is committed to providing an effective and lawful recruiting, screening, interviewing, and selection process, and to hiring individuals upon the basis of their qualifications and ability to do the job to be filled.
2. All offers of employment at OCH are contingent upon clear results of a background check. Background checks will be conducted on all final candidates and on all employees who are promoted, as deemed necessary.
3. All offers of employment at OCH are contingent upon successful completion of the human resources onboarding policies and procedures.
4. To enhance the employment opportunities of our employees, interns and volunteers, the OCH supports promotion and transfer from within the OCH when appropriate. Notices of vacancies will be given to current employees, interns, and volunteers so that qualified candidates can apply for the position.

The decision to post positions internally or internally and externally is left to the executive director's discretion.

In some cases, a position may not be posted. When a position is redefined as the result of a restructure or a reclassification, it will not be posted. In these situations, a current job description is revised, adding or deleting responsibilities but leaving the majority the same. As such, a vacancy is not being filled; a position is redefined to better meet the needs of the department.

In some cases, an open position may be filled on a temporary basis without a recruiting process. This is the exception in times of immediate need. Temporary positions may last up to a maximum of six months or 1040 hours, whichever comes first. Once the position changes to "regular" status,

a recruitment process is completed internally at a minimum. The temporary employee may apply for the position.

5. The executive director is the official appointing/hiring authority for all employees (except for the executive director position). The executive director may delegate the selection and hiring duties, but may not delegate the responsibility for approving dismissals, suspensions, or layoffs.

306.1 Record Keeping and Confidentiality

1. Personnel records are kept in order to maintain employment-related information and comply with government record keeping and reporting requirements.

2. The OCH recognizes the importance of confidentiality in record keeping, both for the integrity of individual staff members and for OCH programs and administration. For this reason, we maintain a personnel record keeping system that is as confidential as possible. Only human resources staff, supervisors and others with an employment-related need-to-know may inspect the file of an employee. Records may also be inspected or released by subpoena or other legal process. Individual employees are expected to provide information necessary to update their records, and may inspect their own personnel records by advance written request to the executive director.

400 CONDITIONS OF EMPLOYMENT:

For all subsections below, employees must also comply with the terms of the host organization's lease agreement.

401.1 Date of Hire

The date of hire of all employees shall be their most recent date of hire. In the case of employees who were hired by Kitsap Public Health District (KPHD) prior to February 1, 2017, their date of hire will be the date of hire at KPHD. For purposes of benefit calculation and eligibility, previous periods of employment will not be considered except for employees whose previous "regular" employment ended within the previous year due to a lack of work/funds layoff or similar circumstances, which do not involve fault or voluntary resignation of the employee. If applicable, last hire date will be adjusted by "non-worked" hours in the previous year.

403.1 Performance Review

Regular performance reviews will be conducted at least annually for most positions, designed to spur discussion of an employee's strengths, accomplishments, potential growth and improvement areas, as well as specific performance-related goals or work plans. Any employee who has not received an evaluation within the past year, or who has questions about his or her performance, may request a performance evaluation at anytime.

404.1 Confidentiality

1. From time to time nearly every employee of the OCH will learn or have access to information that is sensitive and/or confidential. Examples of confidential material would include personal information about patients, clients or others with whom we work; medical or personal information about coworkers, financial information about individuals or about the OCH itself, names of OCH clients; and sensitive or personal information about the OCH, its staff and volunteers, or our

clients. All this information is confidential, and none of it may be disclosed outside the OCH itself. Within the OCH, confidential information may be shared only when it is job-related or related to the operations of the OCH, and then may be shared only with supervisors or others who have a work related need to know the information. Employees will be required to sign the OCH confidentiality agreement. Employees must comply, to the extent required, with the applicable provisions of the Administrative Simplification Section of the Health Insurance Portability and Accountability Act of 1996.

2. Maintaining confidentiality is critical to our success and to our ability to help our clients and maintain their trust. Employees who have any question about confidentiality, whether related to their job or to some other aspect of the OCH's operations, are urged to discuss the question fully with their supervisor.

3. Employees will participate in all privacy, confidentiality, cyber, and other related trainings required by the host organization's lease agreement.

405.1 Anti-Nepotism

1. The OCH is committed to employment practices that do not place employees in potential conflict with members of their immediate family. The object of this policy is to avoid the conflict that may occur when employees who have family or family-like relationships work together. To avoid the work assignments that permit such a conflict, the OCH has to know about the relationship. We expect employees to tell their supervisor if they are assigned to work with a family member or a person whose relationship is equivalent to that of a family member.

Definition: We recognize that "family" can be created by birth, marriage, or association. At a minimum, immediate family members include any of the following persons: husband, wife, domestic partners, father, father-in-law, mother, mother-in-law, brother, brother-in-law, sister, sister-in-law, son, son-in-law, daughter, daughter-in-law, step children, step parents, step brother, step sister, step-in-laws, aunts, uncles, or grandparents. People who share a residence will be considered the equivalent of family members.

2. No person shall hold a job over which a member of the immediate family exercises supervisory authority, directly or by virtue of service on a board or committee that oversees or may affect the job.

406.1 Outside Employment

Employees must seek permission from their supervisor to engage in employment outside the OCH only if that employment does not involve a conflict of interest, a conflict with the employee's duties, or any other potentially adverse effect on OCH operations. Employees are required to let their supervisors know about outside employment.

408.1 Smoke-Free Environment

Because the OCH is dedicated to providing a healthy and comfortable work environment, smoking is prohibited within all OCH facilities and vehicles.

409.1 Fragrance Sensitivity

Because the OCH is dedicated to providing a healthy and comfortable work environment, we ask that staff use restraint when applying perfume, cologne, etc. that could trigger another employee, client or visitor's asthma and/or allergies while performing OCH business in our offices, vehicles, clients' homes and at off-site meetings.

410.1 Prohibition of Employee Harassment

1. The OCH expressly prohibits any form of unlawful employee harassment based on race, color, religion, sex, national origin, marital status, age, sexual orientation or disability (as defined under state and federal law) which includes behavior by co-workers, supervisors, vendors, citizens, or any other individual or group with whom an employee may come in contact in the course of their job duties. Improper interference with the ability of employees to perform their jobs will not be tolerated.
2. With respect to sexual harassment, the OCH expressly prohibits the following:
 - a. Unwelcome sexual advances; requests for sexual favors; and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where:
 - i. Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
 - ii. Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
 - iii. Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.
 - b. Offensive comments, jokes, innuendoes, and other sexually oriented statements or displays.

410.2 Discrimination Complaint Procedure

OCH is responsible for creating and maintaining an atmosphere free of discrimination and harassment, sexual or otherwise. Further, employees are responsible for respecting the rights of all co-workers. If an employee believes he or she has experienced any job-related harassment based upon sex, race, color, religion, national origin, marital status, age, sexual orientation or disability, or believes he or she has been treated in an unlawful, discriminatory manner, the employee should promptly:

- a. Report the incident to his or her supervisor. The supervisor will immediately report the information to the Executive Director who will determine how to investigate the matter and ensure that appropriate action is taken.
 - i. If an employee believes it would be inappropriate to discuss the matter with his or her supervisor, the employee may bypass the supervisor and report the complaint directly to the Executive Director. The person receiving the report shall consult with other appropriate parties, and together they will determine how to undertake an investigation and ensure appropriate action is taken. If an employee believes it would be inappropriate to discuss the matter with the Executive Director, the employee may bypass the supervisor and report the complaint directly to the OCH Board. The person receiving the report shall consult with other appropriate parties, and together they will determine how to undertake an investigation and ensure appropriate action is taken.
- b. The complaint will be kept confidential to the extent possible.
- c. If the OCH determines that an employee is guilty of harassing or discriminating against another employee, appropriate disciplinary action will be taken against the offending employee, up to and including termination of employment.

3. The OCH prohibits any form of retaliation against any employee for filing a good faith complaint under this policy or for assisting in a complaint investigation.
4. Any employee who makes a complaint in bad faith, who provides false information regarding a complaint or who engages in any form of retaliation will be subject to disciplinary action, up to and including termination.

411.1 Drug-Free Workplace

1. The OCH is committed to promoting a drug-free workplace.

Definition: "Workplace" includes any OCH facility, OCH vehicles, and private vehicles while the driver is on OCH business, and any other location at which an employee is working or acting on behalf of the OCH.

2. Possessing, using or dispensing a controlled substance, including alcohol and marijuana, is prohibited in any OCH workplace. Violation of this prohibition will result in disciplinary action or termination.

412.1 Political Activity

1. Federal law (the Hatch Act) requires that the OCH remain neutral and uninvolved in political activity. For this reason, OCH activities will be neutral to partisan politics and will not use program funds, services, staff or other resources in a manner that supports or opposes any partisan or non-partisan political activity.

Last amended 9.23.94, the Hatch Act limits the political activities of employees "...whose principal employment activities are funded in whole or in part with Federal funds." The OCH is largely funded by federal funds.

2. This rule applies only to OCH activities and the people participating in those activities. OCH employees remain free to express political opinions and to engage in partisan and nonpartisan political activities as individuals, when they are not working or in no way can be perceived as representing the OCH.

413.1 Computer Policy Statement

The OCH has the ability and authority to monitor any and all aspects of the computer system, including employee e-mail and personal use of OCH systems, for any reason. The computers and computer accounts are given to employees to assist them in the performance of their jobs. Employees should not have an expectation of privacy in anything they create, send, or receive on the computer. The information generated or contained in computers and telecommunication systems are the property of the OCH. Computer and telecommunication devices are either the property of the OCH or the leasing organization. Employees are held to lease agreement terms regarding the leasing organization's property. Employees will be provided notice of the terms they are required to follow and a copy of the lease agreement.

415.1 Workplace Safety

1. The OCH is committed to providing a safe and healthy work environment for all of its employees and complying with its obligations under Washington Industrial Safety and Health Act,

Chapter 49.17 of the Revised Code of Washington (RCW).

2. Employees are responsible for working as they are instructed. Employees who intentionally break safety or health rules, policies or procedures, will be disciplined or terminated.
3. Within 24 hours, employees must report all workplace injuries and accidents to their immediate supervisor along with completing an accident/illness report.
4. The OCH is mandated to report certain workplace accidents to WISHA/OSHA annually.

416.1 Solicitation

1. While our work place may provide an attractive forum for other activities, our primary responsibility is our mission. Other activities may be considered intrusions by other employees and by visitors.
2. With the exception of OCH-sponsored activities, solicitations, of any type including email solicitations, are not permitted, except in non-work areas during the non-work time of all involved. The distribution of any literature or other written material within work or client areas is prohibited. Non-employees are prohibited from soliciting or distributing literature on the OCH premises.

417.1 Professional Appearance

Staff will represent the OCH in a professional manner to the community. Clothing should be clean, professional, fit properly, and be in good repair. If you have questions about workplace attire, please check with your supervisor.

418.1 OCH Identification Badges

1. An identification badge with your name, photo and department will be issued to you on your first day of employment. Everyone is required to wear an ID badge in plain view while working, on site or representing the OCH in the community.
2. Failure to wear your ID badge can lead to disciplinary action.
3. Upon termination, employees will be required to return ID badges as part of the exit process.
4. Temporary employees, volunteers and interns will be issued ID badges with or without a photo, depending on the length of the term of service with the OCH. They are also required to wear their badges while working for or representing the OCH.

419.1 Weapon Prevention Policy

To ensure that the OCH maintains a workplace safe and free of violence for all employees and the people we serve, the organization prohibits the possession or use of perilous weapons on organization property or while performing work for the OCH. A license to carry the weapon does not supersede OCH policy. Any employee in violation of this policy will be subject to prompt disciplinary action, up to and including termination.

"Organization property" is defined as all company-owned or leased buildings and surrounding areas

such as sidewalks, walkways, driveways and parking lots under the company's ownership or control. This policy applies to all company-owned or leased vehicles and all vehicles that come onto organization property.

"Dangerous weapons" include, but are not limited to, firearms, explosives, knives and other weapons that might be considered dangerous or that could cause harm. Employees are responsible for making sure that any item possessed by the employee is not prohibited by this policy.

OCH reserves the right at any time and at its discretion to search all company- owned or leased vehicles and all vehicles, packages, containers, briefcases, purses, lockers, desks, enclosures and persons entering its property, for the purpose of determining whether any weapon has been brought onto its property or premises in violation of this policy. Employees who fail or refuse to promptly permit a search under this policy will be subject to discipline up to and including a termination.

Anyone with questions or concerns specific to this policy should contact their supervisor.

420.1 Workplace Violence Prevention Policy

The OCH does not tolerate threats or acts of workplace violence committed by or against its employees, volunteers, interns, contingent workers and/or property. The OCH strictly prohibits threats of or engaging in violent acts in the workplace. Domestic violence is included in this policy and has its own set of procedures to follow to ensure the safety of victims and coworkers.

NOTE: This is a zero-tolerance policy, meaning that the OCH disciplines or terminates every employee found or believed in good faith to have violated this policy.

421.1 Conflict of Interest

In the course of business, situations may arise in which an organization decision maker has a conflict of interest, or in which the process of making a decision may create an appearance of a conflict of interest. A conflict of interest occurs when there is a divergence between an employee's private, personal relationships or interests and his/her professional obligations to the organization such that an independent observer might reasonably question whether the employee's professional actions or decisions are determined by considerations of personal benefit, gain or advantage.

All employees have an obligation to:

1. Avoid conflicts of interest, or the appearance of conflicts, between their personal interests and those of the organization in dealing with outside entities or individuals,
2. Complete the OCH conflict of interest form;
3. Disclose real and apparent conflicts of interest to the Board of Directors, and
4. Refrain from participation in any decisions on matters that involve a real conflict of interest or the appearance of a conflict.

422.1 Ethics

The OCH requires employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. All employees are expected to comply with all

applicable laws and regulatory requirements that affect the OCH, department or their position. Unethical actions, or the appearance of unethical actions, are unacceptable under any conditions.

423.1 Whistleblower Protection

All of the Olympic Community of Health's (OCH) staff, whether full-time, part-time, or temporary employees, to all volunteers, to all who provide contract services, and to all officers and directors, each of whom shall be entitled to protection shall comply with the OCH Whistleblower Protection Policy.

424.1 Copyright Statement

Employees of the OCH, may be, or may have been, from time to time involved in the creation of literary, dramatic, musical, artistic or other intellectual works in connection with their employment. Employees shall not claim copyright or other ownership interest in any such works, whether published or unpublished. Any such copyright interest or other ownership shall be solely that of the OCH.

425.1 Employees who want to Volunteer

Employees who are non-exempt must be compensated for the hours they work in their own position or performing similar duties for other supervisors, etc.

500 WORK HOURS:

501.1 Regular Working Hours

1. Working days and hours may vary among employees, depending on each employee's job responsibilities.
2. Employees are expected to notify their supervisors of anticipated absences as early as possible, so alternative preparations can be made. Failure to provide proper notification of absence from work may result in the employee not receiving payment or credit for hours not on duty, disciplinary action, or termination. This section is subject to the Paid Sick Leave section within this policy.
3. All employees must accurately record their work time in the OCH timekeeping system on a weekly basis. Employees are required to enter and save their actual work time and non-worked time and submit their timesheet at the end of each work week for approval.

502.1 Overtime Hours

1. Whenever possible, non-exempt employees should schedule working hours so that they do not exceed 40 hours in one work week. Definition of work week: Sunday through Saturday.
2. Employees who work in non-exempt positions are entitled to overtime pay at 1.5 times their regular hourly rate of pay if they work more than 40 hours in a work week.
3. Employees who hold a position covered by federal or state prevailing wage laws follow a set overtime schedule.

4. Employees are required to submit a request for overtime prior to working overtime hours. Failure to submit a request for overtime may result in discipline or termination.

600 COMPENSATION and BENEFITS:

601.1 Compensation

The OCH has a strong interest in attracting, retaining and recognizing qualified, effective staff. Criteria to inform compensation level may include innovation, internal equity, external factors, program needs and OCH resources.

602.1 Health, Welfare and Retirement Benefits

Employees who work twenty hours or more per week and a minimum of 720 hours annually in a regular position are eligible to participate in the OCH's various insurance programs and retirement plans.

The programs and eligibility criteria are explained upon hire. For purposes of benefit calculation and eligibility, previous periods of employment will not be considered except for employees whose previous "regular" employment ended within the previous year due to a lack of work/funds layoff or similar circumstances, which do not involve fault or voluntary resignation of the employee. If applicable, last hire date will be adjusted by "non-worked" hours in the previous year.

The OCH reserves the right to make changes to these programs when deemed necessary or advisable, with prior notice to affected employees.

1. Medical Insurance

The OCH offers medical coverage to eligible employees. The OCH provides a monthly premium amount and the remainder, if any, shall be paid by the employee through payroll deduction. This benefit begins on the 1st of the month following hire and ends the employees' last day of the month of employment. Dependents are not covered. However, employees can purchase dependent coverage through the OCH plan.

2. Life Insurance

The OCH offers eligible employees the OCH sponsored life insurance benefit. This benefit begins on the 1st of the month following hire and ends the employees' last day of the month of employment.

3. Retirement

The OCH offers eligible employees a cash contribution totaling 3% of their salary to contribute to the OCH sponsored Fidelity SEP-IRA retirement plan. This benefit begins on the 1st of the month following hire and ends the employees' last day of the month of employment.

603.1 Continuing Health Care Benefits

Under federal law, since the OCH has fewer than 20 employees, we offer State Continuation coverage effective January 1 of the next calendar year.

Continuing coverage is on a self-pay basis, with premiums due on or before the first day of each

month of coverage.

604.1 Mandated Fringe Benefits and Payroll Deductions

The OCH pays most of the costs of the following benefits, which are required by law, with the employee also contributing, in accordance with the law:

- * F.I.C.A. (Social Security insurance);
- * Workers Compensation coverage (for medical, pension, and time loss benefits for employees injured on the job),
- * State Unemployment Compensation (unemployment insurance).

700 LEAVE AND HOLIDAYS:

701.1 Vacation

1. All regular 12-month, full-time, and part-time employees working 20 or more hours per week accrue vacation leave benefits beginning on the date of hire. Vacation leave is available for use after the successful completion of three (3) months of employment.
2. Vacation hours are posted each pay period based on the hours worked by the employee and the number of calendar days in the month. Accruals for hours submitted via timesheet are calculated on a daily basis. Full time employees' hours are calculated at 40 hours per week, and the hours worked by part time employees are pro-rated against a 40-hour week. The annual equivalency of the benefit is:
 - * Beginning with the employee's date of hire until the day before their 9th year anniversary date, employees accrue the equivalent of 12 days (96 hours for a full time employee).
 - * Beginning with the 9th year anniversary date until the day before the employee's 12th year anniversary date employees accrue the equivalent of 16 days (128 hours for a full time employee).
 - * Beginning with the 12th year anniversary date accrue the equivalent of 4 weeks (160 hours for a full time employee)
3. Work schedules may require that vacation be taken during prescribed times for some employees. All vacation leave requires advance approval by the immediate supervisor and may be denied.
4. Employees may accrue vacation and carry entitlement over from year to year, to a maximum of 64 hours of vacation accrual.
5. Upon termination of employment or reduction of hours below 20 hours per week, eligible employees will be paid at their current hourly rate in effect for all hours of unused/accrued vacation entitlement up to a maximum of 96 hours.
6. Vacation leave does not accrue while an employee is on an unpaid leave of absence.

702.1 Paid Sick Leave

The below table provides the OCH policy on paid sick leave.

	Minimum Policy Requirement (OCH will not change unless required by law)	OCH Additional Requirement or Benefit (may be changed at a later date)
Leave Accrual	All employees will accrue at least one hour of paid sick leave for every 40 hours the employee work.	a. At hire, the equivalent of 6 months of accrued sick leave will be posted to all 12-month regular and temporary full-time and part-time employees who work 20 or more hours per week. b. Benefits for full-time employees are based on a 40-hour week and are accrued at an average rate of eight hours per pay period (96 hours per year for a full-time employee). Benefits for part-time employees are pro-rated against a 40-hour week. c. Sick leave does not accrue while an employee is on an unpaid leave of absence.
Carry-Over	Sick leave can be carried over from one year to the next, although the OCH reserves the right to limit the carry over to 40 hours.	Sick leave can be carried over from one year to the next until a maximum of 240 hours has been accrued.
Eligibility for Sick Leave	The OCH will allow an employee to take sick leave after 90 days of employment or sooner . If an employee separates from service prior to the ninetieth day and is rehired within a year, the previous days of employment are considered when determining eligibility to take sick leave.	The OCH will allow an employee to take sick leave as soon as it is posted/accrued.
Employee Separation	If an employee separates from work but is rehired within twelve months, any previously unused paid sick leave must be reinstated. If the date of rehire is after one year, the OCH need not reinstate any previously accrued and unused paid sick leave.	
Allowable uses of sick leave - generally	Once an employee has been employed for 90 days, he or she may use sick leave for the employee's or a family member's mental or physical illness, health condition,	

	or to allow for the diagnosis, care, or treatment of an illness, or to obtain preventative medical care. A “family member” is broadly defined by the initiative to include: a. A child who is the biological, adoptive, de facto or foster child of the employee, a stepchild, a child for whom the employee stands in loco parentis or is a legal guardian, or is a de facto parent, regardless of age or dependency status. b. Biological, adoptive, de facto or foster parents, stepparents, legal guardians of the employee or the employee’s spouse or registered domestic partner, or a person who stood in loco parentis of the employee as a minor child. c. The employee’s spouse, registered domestic partner, grandparent, grandchild, or sibling.	
Allowable uses of sick leave - Domestic Violence Leave Act	Sick leave may be used for absences that qualify for leave under the state’s Domestic Violence Leave Act .	
Allowable uses of sick leave - Public Health	Sick leave may be used if the OCH has been closed by a public official for a health-related reason or if an employee’s child’s school or place of care has been closed for such a reason.	
Employee Notice Requirements	The OCH may require that the employee give “reasonable notice” of an absence, so long as the notice requirement does not interfere with the lawful use of sick leave. If the reason for sick leave is foreseeable, notice should be given as early as practicable, but the OCH will not require that the notice be given more than 14 calendar days in advance of the planned sick leave use.	
Employee Verification of Absences	If the employee is absent from work for more than three days, the OCH can require a verification that the sick leave use was for an authorized purpose. The verification cannot impose an unreasonable burden or expense on the employee. If the employee believes that the verification will cause an unreasonable burden or expense, he or	An employee who is absent from work for 5 or more consecutive days must submit a release from the treating physician approving the employee’s return to work.

	she must be allowed to submit a written justification explaining why compliance is not possible. If after review the employer agrees that the verification will create an unreasonable burden or expense, it must make a reasonable effort to identify alternatives, and those might include a personal written statement explaining the need for the use.	
Rate of Pay	The employee is paid his or her normal hourly compensation that would have been paid during the time of the leave. If the employee is nonexempt and is paid a salary, the rate is determined by dividing the annual salary by 52 to get the weekly salary and then dividing that amount by the employee's normal scheduled hours of work. Special state law rules apply if the employee's schedule fluctuates.	
OCH Notification to Employees	OCH must provide employee with notification in written or electronic form of the entitlement to paid sick leave, the rate at which paid sick leave will accrue, the authorized purposes for use of paid sick leave, and that there will be no retaliation for the lawful use of sick leave. The OCH will at least monthly notify its employees of the amount of their paid sick leave accrual, the use of sick leave since the last notice, and the balance of sick leave available for use.	
OCH Record Keeping Requirements	The OCH will maintain records showing monthly accruals, the amount of unused paid sick leave available, reductions due to sick leave use or donation of sick leave through a shared leave plan, paid sick leave not carried over to the following year, and the date the employees began their employment.	
Replacement Worker	The OCH will not require the employee find a replacement worker to cover the hours when the employee is on sick leave.	

703.1 Holidays

1. All full-time and part-time regular and temporary employees (12 month and defined school year) working 20 or more hours per week are eligible for holiday benefits.
2. The OCH observes the following 10 public holidays as paid holidays: New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veteran's Day,

Thanksgiving Day (Thursday and Friday), Christmas Day.

3. Employees are not eligible for holiday pay if they are not receiving pay for any other reason during the pay period that the holiday falls in.

4. All 12-month employees in a regular position working 20 or more hours each week and who have completed 3 months of employment are entitled to one paid personal holiday during the calendar year. Personal holiday leave must be scheduled in advance and approved by the employee's supervisor.

5. All employees that work 20 or more hours per week in a regular position are entitled to one additional personal holiday per year* for every five years of service, not to exceed five personal holidays in a given calendar year.

*Years of service will be calculated as of December 31st of the prior year.

6. Personal holiday hours are awarded to the employee at the beginning of the calendar year. If the employee's hours are increased or decreased, during the calendar year, the remaining personal holiday hours will be adjusted accordingly.

7. Unused personal holiday benefits will be forfeited at the end of the calendar year, if an employee's hours are reduced to below 20 hours per week, or at termination.

8. Holiday and personal holiday hours should be recorded as follows:

Part-time staff = current FTE x 8 hours. Example: .5 FTE x 8 = 4.0 hour holiday
Full-time non-exempt staff working 4/10 hour days = 10 hour holiday
All other full-time staff = 8 hour holiday

704.1 Rest Periods and Meal Breaks

1. Employees shall be allowed a meal period of at least thirty minutes which commences no less than two hours nor more than five hours from the beginning of the shift. Meal periods shall be on the OCH's time when the employee is required by the employer to remain on duty on the premises or at a prescribed work site in the interest of the employer.

2. No employee shall be required to work more than five consecutive hours without a meal period.

3. Employees working three or more hours longer than a normal work day shall be allowed at least one thirty-minute meal period prior to or during the overtime period.

4. Employees shall be allowed a rest period of not less than ten minutes, on the employer's time, for each four hours of working time. Rest periods shall be scheduled as near as possible to the midpoint of the work period. No employee shall be required to work more than three hours without a rest period.

5. Where the nature of the work allows employees to take intermittent rest periods equivalent to ten minutes for each 4 hours worked, scheduled rest periods are not required.

705.1 Lactation Support

The OCH provides reasonable break time for an employee to express breast milk for her nursing

child for one year after the child's birth each time the employee has a need to express milk.

706.1 Family and Medical Leave

1. The OCH is committed to following both state and federal laws regarding family leave. Family leave is available to all OCH employees who have been employed for more than twelve months and who have worked at least 1250 hours in the previous twelve months.
2. Family leave time is unpaid, and may be taken for up to 12 weeks (26 weeks to care for wounded military service members) in a twelve-month period. Any accrued sick leave for which the leave qualifies, and any accrued vacation leave and personal holiday benefits may be used in addition to unpaid family leave, if needed.
3. Family leave may be taken for any of the following reasons:
 - * pregnancy, prenatal care, birth of a child, care of newborn, placement of a child with the employee for adoption or foster care;
 - * to care for the employee's seriously ill parent, spouse, domestic partner, sibling, or child;
 - * for the employee to recuperate from or receive treatment for a serious health condition;
 - * a "qualifying exigency" arising from a spouse, son, daughter, domestic partner, sibling or parent who is on active duty or called to active duty; or
 - * to care for a spouse, son, daughter, domestic partner, sibling, parent or next of kin who is a wounded military service member or covered veteran.
4. Employees who take family leave will be reinstated to their former positions upon return from the leave, if possible. If that is not possible, these employees will be employed in a substantially similar position or in the position in which the employee would have been employed had s/he not been absent on family leave.
5. During FMLA leave, the OCH will continue to pay to cover medical insurance premiums for the employee on the same basis it paid those premiums during the pay period before the FMLA leave began.
6. Certain employees work in positions which must be filled at all times because a lengthy absence would cause substantial and grievous injury to the operation of the OCH. Employees in these positions are referred to as "key employees" in the Family and Medical Leave Act. These employees are eligible to take family leave, but might not be eligible for reinstatement at the end of the leave, if a replacement has been hired during their absence. These employees will be notified of their status, and of the fact that reinstatement might not be possible at the conclusion of the leave, when the employee first requests FMLA leave.

707.1 Pregnancy Disability

Employees who are eligible for Washington State Family Leave due to pregnancy are eligible for additional leave due to pregnancy related disability for the period of actual physical disability as certified by the employee's physician. Medical insurance premiums are not paid by the OCH after the 12 week Federal FMLA leave has been exhausted.

708.1 Compassionate Leave

Donor:

Compassionate leave allows regular eligible employees to donate, on a completely voluntary basis, a portion of their accrued sick leave to an account specifically designated for the purpose of covering a qualified regular employee who has a serious health condition that makes the employee unable to perform the essential functions of his or her job, who is eligible for FMLA benefits and has exhausted all vacation, health and any other forms of paid leave, and who is not eligible for workers compensation benefits. Donations are accepted during semi- annual donation drives and at termination.

Recipient:

Compassionate leave allows eligible employees to receive, on a completely voluntary basis, paid time off benefits during approved FMLA leave for their own serious health condition once all accrued/posted paid time off has been exhausted (certain exceptions apply for absences pertaining to domestic violence and military service).

709.1 Inclement Weather

1. All employees are asked to make every reasonable effort to report to work during inclement weather.
2. Employees who unable to get to work or who leaves work early because of weather or natural disaster conditions may either charge the time missed against accrued vacation leave, compensatory time, or take leave without pay for the time missed. Tardiness due to an employee's inability to report for scheduled work because of severe weather conditions may be allowed up to one hour at the beginning of the work day or at the discretion of the Executive Director. Inclement weather or natural disaster tardiness in excess of that allowed by the Executive Director shall be charged as provided above.
3. In the event that the Executive Director advises employees not to report to work or to leave early due to inclement weather or natural disaster, such time off will be paid time off and not charged to accrued vacation leave.

710.1 Unpaid Leave of Absence

1. Employees may request unpaid leaves of absence as needed from time to time. The total time away from the job may not exceed 18 weeks. Prior authorization may be required from the executive director if the request for unpaid time off is for more than three of the employees scheduled days. Employees should request leaves of absence as far in advance as possible to assist in planning. Requests for leaves of absence may be granted as requested, granted in a modified form, or denied, depending on the needs of the OCH. No employee has an automatic entitlement to any such leave.
2. Unpaid leave of absence approved under this section is different from an FMLA leave and the employee's medical insurance contribution may end. If/when this happens, the end date is dependent on the length of the approved leave of absence. Continuation of any other elected benefits are dependent on the individual carriers policies at the time.
3. Vacation benefits must first be exhausted prior to unpaid leave status.

711.1 Public Service Leave

Employees who have obligations for short term public service such as military reserve training or jury duty will be granted leave with pay for up to one month, and unpaid leave thereafter. Any payment received by the employee for such service on days when the employee is receiving paid public service leave must be given to the OCH.

712.1 Bereavement Leave

Employees may use any available posted leave such as vacation, sick and/or personal holiday(s). If paid time off is not available, an unpaid leave of absence may be approved. Once paid time off is exhausted the employee may be eligible for FMLA and compassionate leave.

800 DISCIPLINE AND CORRECTIVE ACTION:

801.1 Standards of Conduct and Performance

We expect all our employees, interns, volunteers, and contractors to conduct themselves in a manner that supports and contributes to the OCH's objectives and meets OCH standards of conduct and performance. Conduct that is a hindrance to any employee's effective work performance or credibility or to the OCH's mission, vision or functions, may result in disciplinary action or termination.

Definition of "Workplace" includes any OCH facility, OCH vehicles, and private vehicles while the driver is on OCH business, and any other location at which an employee is working or acting on behalf of the OCH.

OCH prohibits taking negative action against any employee for reporting a possible deviation from these policies or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy, exercising their rights to benefits and/or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

900 EMPLOYMENT TERMINATION:

901.1 Date of Termination

1. For both voluntary and involuntary types of termination, the last day worked is the date of termination unless the employee has been in an approved leave of absence or the termination is due to job abandonment.

902.1 Notice of Resignation

Employees are free to resign at any time. All employees are expected to give at least two weeks' (10 working days) notice, and supervisors and management employees are requested to give at least four weeks' notice whenever possible. Failure to give written notice will forfeit the employees' accrued vacation time and may result in ineligibility for re-employment and will remain a part of the employee's personnel records at the OCH.

903.1 Dismissal of Employees

For information concerning employment at will, please refer to section 303.1

904.1 Abandonment

An employee who is absent from his/her position for three consecutive workdays without notice to the supervisor may be considered to have abandoned his/her position, which constitutes termination. The termination is effective immediately, and may be confirmed to the employee by registered letter sent to the employee's last known address.

905.1 Pay at Time of Separation

1. Employees will be paid for all hours worked and any accrued vacation time with their last paycheck, to be processed with the next regular payroll after the employee's last day of work. Any monies due to the OCH from the employee will be deducted from the final pay, unless prohibited by law. If the employee did not provide the minimum notice of resignation, the employee will forfeit all accrued vacation time.
2. Unused sick leave will not be paid to the employee, unless the employee has accumulated more than 240 hours of sick leave and chooses to convert hours in excess of 240 to vacation hours at a rate of five hours sick leave to two hours vacation leave. In no case, however, can the combination of "converted" sick leave and vacation leave exceed 240 hours.
3. In accordance with the law (COBRA), employees may continue health care coverage on a self-pay basis, after separation from the OCH. The OCH administrative staff will provide pertinent information, and employees must notify the OCH of their decision to elect COBRA continuation coverage within sixty days of the day coverage otherwise would end.
4. In the event of the death of an employee, wages due the employee for work performed and unused vacation leave will be paid by the OCH according to state and federal law.
5. "Separation" is defined as voluntary or involuntary termination of employment or reduction in work hours from 20 or more hours per week to less than 20 hours per week.

Olympic Community of Health (OCH)
Tribal Collaboration and Communication Policy with the
Hoh, Jamestown S’Klallam, Lower Elwha Klallam, Makah, Port Gamble S’Klallam, Quileute and Suquamish Tribes

I. Purpose

The Olympic Community of Health (OCH) is committed to active engagement with the tribal nations and Indian Health Service (IHS) facilities within our three-county region. All tribes are offered a seat on the Board of Directors. Recognizing that all tribes may not want to be active on the Board, this policy will guide our communications. All tribes/IHS facilities will receive the same level, type, and frequency of communications outlined in this policy.

The purpose of this policy is to establish a clear and concise collaboration policy and communication procedure between the Olympic Community of Health (OCH) and tribal governments in the development of all OCH policies or actions.

II. Governance

The OCH will hold one seat on the Board of Directors for each tribe.

III. Collaboration

The OCH will collaborate and communicate with tribal governments in a manner that respects the tribes’ status as sovereign nations and meets the federal trust responsibility and U.S. treaty obligations to American Indians/Alaska Natives (AI/ANs).

- The OCH will not refer to tribes as stakeholders but as partners.
- Because each Tribe has a seat on the Board of Directors, the OCH and Tribes will collaborate from the beginning of and throughout the planning and development process and engage in inclusive decision-making with tribes for all OCH actions, including actions that may have an impact on AI/Ans or tribes (as determined in accordance with Section IV) and not just solicit feedback from tribes.
- The OCH will respect and support the need for Tribal representatives or IHS facility representatives to inform their tribal councils and receive directives from their tribal councils or agency leadership on whether and how the tribe or IHS facility would like to proceed with respect to any OCH action.
- If a tribe declines an invitation to collaborate, the OCH will maintain a standing invitation for the tribe to collaborate with the OCH.

IV. OCH Actions Having Impacts on AI/ANs or Tribes

- **Determining Tribal Impacts.** The OCH will rely on the tribal representatives on the Board of Directors to notify the Board or staff whether an action may have an impact on AI/ANs or Tribes. If authorized by the tribal representatives on the Board, the OCH staff will convene an *ad hoc* Tribal Implications Subcommittee that will include at least one OCH staff member, at least two Tribal OCH Board Members, and one OCH Board member who is not a representative of a tribe. The committee will meet until it determines whether any OCH actions being contemplated, including the development of policies, programs, or agreements, will have an impact on

AI/ANs or Tribes. The OCH lead staff person will ensure that sufficient information about OCH actions is communicated during the meeting, and prior to implementation, to enable the committee to determine whether those actions will have an impact on AI/ANs or Tribes. If no Tribe designates an individual to serve on this committee and until such time when a tribe does designate an individual to serve on this committee, the Board of Directors will make determinations of whether any OCH actions being contemplated will have an impact on AI/ANs or Tribes and inform the tribe(s).

- **Addressing Tribal Impacts.** If the Tribal Implications Subcommittee determines an OCH action has or will have an impact(s) upon a tribe(s) or IHS facility(ies), the Subcommittee will report their findings and any recommendations for addressing those impacts to the Board of Directors. The Board of Directors will determine a plan of action in response to the Subcommittee's findings and recommendations.

V. Communication

- A. The OCH will dedicate resources to support the function of tribal liaison when resources permit.
- B. The OCH will work with each of the individual tribes to ensure that all contact information is up-to-date and the correct representatives are notified and regularly receive information.
- C. The OCH will provide written information to tribes concurrent with, and in the same format and method as, the delivery of written information to board members for board meetings, to committee members for committee meetings, and to other OCH participants for participant or other meetings. Any tribe that wishes to receive mailed hard copies of meeting materials may do so upon request. The tribal liaison will work with each tribe to develop a specific communication strategy as requested.

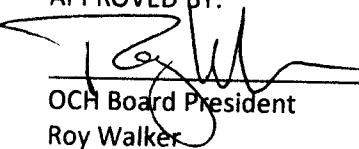
VI. Sovereignty and Disclaimer

The OCH respects the sovereignty of each tribe located in the State of Washington and that the tribes have the right to request consultation with the State of Washington and/or the United States government in the event the OCH fails to address the impacts on AI/ANs or Tribes. In executing this policy, no party waives any rights, privileges, or immunities, including treaty rights, sovereign immunities and jurisdiction. This policy does not diminish any rights or protections afforded AI/AN persons or tribal governments or entities under state or federal law. The OCH acknowledges the right of each tribe to consult with state and federal agencies, including, where appropriate, the Health Care Authority, the Governor of the State of Washington, the Region X Administrator of the U.S. Department of Health and Human Services, or the President of the United States.

VII. Effective Date

This policy will be effective on July 10, 2017 and will be reviewed and evaluated annually or at the request of any tribe or a majority of the OCH Board Members.

APPROVED BY:



OCH Board President
Roy Walker

DATE: 9/27/17

Olympic Community of Health
Conflict of Interest Policies and Procedures

Article 1. Purpose

The purpose of this policy is to help inform the Olympic Community of Health (OCH) Board of Directors (Directors) about what constitutes a conflict of interest, and assist the Directors in identifying and disclosing actual and potential conflicts. The OCH is a collaborative of interested parties and it is acknowledged that Directors 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 the 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.

Conflicts of interest happen all the time. They are inevitable. It is not possible to avoid all conflict-of-interest situations. The purpose of this policy is to help Directors handle them effectively.

Article 2. Definitions

1. Interested Person

Any director, principal officer, member, or delegate who has a direct or indirect financial or personal interest, as defined below, is an interested person.

2. Conflict of Interest

An actual conflict of interest occurs where an interested person's judgment could be affected because he or she has 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 the OCH. This policy sets forth two types of conflicts of interest: financial and personal.

3. 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,
- 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.
- 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. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the Board of Directors or appropriate Committee decides that a conflict of interest exists.

4. Personal Conflict of Interest

When a director, principal officer, member, delegate or a member of his or her immediate family, 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.

Article 3. Procedures

1. Duty to Disclose

Each interested person shall disclose all material facts regarding his or her interest in the transaction under consideration promptly upon learning of the proposed transaction or arrangement. Before voting on an agenda item, the chair should ask Directors or Committee Members whether a real or potential conflict of interest exists.

2. Determining Whether a Personal Conflict of Interest Exists

After disclosure of all material facts, if necessary, the Directors or appropriate Committee Members may determine if a personal conflict of interest exists for the interested person. The Director(s) and any other interested person(s) involved with the transaction shall not be present during the discussion or determination of whether a personal conflict of interest exists. The remaining Directors or Committee Members shall decide if a personal conflict of interest exists.

3. Procedures for Addressing a Personal Conflict of Interest

The Directors may ask questions of and receive presentation(s) from the Director(s) and any other interested person(s), but shall deliberate and vote on the transaction in their absence. The Directors shall ascertain that all material facts regarding the transaction and the insider's conflict of interest have been disclosed and shall compile appropriate data, such as comparability studies, to determine fair market value for the transaction.

After exercising due diligence, which may include investigating alternatives that present no conflict, the Directors shall determine whether the transaction is in the OCH's best interest, for its own benefit, and whether it is fair and reasonable to the OCH; the remaining Directors may approve the transaction.

4. Procedures for Addressing a Financial Conflict of Interest

When a vote is required and a conflict of interest is not a personal conflict, the conflict will be stated and the vote will resume with all voting members; the interested person(s) will abstain from the vote if the Directors determine a real conflict of interest exists.

It will not be necessary to excuse oneself from participating in related discussions or in the voting process as long as the conflict is not a personal conflict and has been disclosed.

5. Violations of the Conflict of Interest Policy

If a Director or Committee Member has reasonable cause to believe a member has failed to disclose actual or possible conflict of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Director or Committee Member determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article 4. Records of Proceedings

The minutes of meetings of 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's 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.

Article 5. Compensation

- a. A voting member of the Board who receives compensation, directly or indirectly, from OCH for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any Committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from OCH for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the Board 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.

Article 6. Periodic Statements

Each Director and Officer 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.

Olympic Community of Health
Conflict of Interest Policy 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 in order 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 the OCH does or might do business with. For instance, do you hold a sizable amount of stock or have other financial interests in a company?
 - Disclose any personal business dealings (including those of immediate family members) you have or have had with the OCH in the previous twelve months.
 - List other corporate or nonprofit boards on which you (or an immediate family member) serves.

Dated: _____

Signed: _____

Print Name: _____

Title: _____



Policy

Anti-Harassment Policy

Purpose: Olympic Community of Health (OCH) strives to create and maintain a work environment in which people are treated with dignity, decency and respect, characterized by mutual trust and the absence of intimidation and exploitation. Employees, board members and contractors should be able to work and learn in a safe and stimulating atmosphere. OCH will not tolerate discrimination or harassment of any kind.

All employees and board members, regardless of their positions, are covered by and expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action may be taken against any person who violates this policy. If the harassment occurs with a contractor, partner, community member or any other member of the general public, OCH may take reasonable action to ensure a safe environment for all parties.

By signing this policy, employees and board members acknowledge that their behavior outside of the traditional workplace may be a direct reflection of OCH. Therefore, this policy applies to the situations outside of the normal workplace, including social events where more than one OCH employee or board member are present, or public social media posts that may be tied back to OCH.

If you experience or witness behavior that is in violation of this policy, please refer to the Anti-Harassment Procedure for the guidelines on how to report such behaviors.

Definitions:

OCH, in compliance with all applicable federal, state and local anti-discrimination and harassment laws and regulations, enforces this policy in accordance with the following definitions and guidelines:

Discrimination: It is a violation of OCH's policy to discriminate in the provision of employment opportunities, benefits or privileges; to create discriminatory work conditions; or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, national origin, age, religion, disability status, gender, sexual orientation, gender identity, genetic information or marital status.

Discrimination in violation of this policy may be subject to disciplinary measures up to and including termination.

Harassment: OCH prohibits harassment of any kind, including sexual harassment, and may take appropriate and immediate action in response to complaints or knowledge of violations of this policy. For purposes of this policy, harassment is any verbal or physical conduct designed to threaten, intimidate or coerce an employee, co-worker, contractor, board member or any person working for or on behalf of OCH.

Sexual harassment: Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Sexual harassment occurs when unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature:

- Is made explicitly or implicitly a term or condition of employment.
- Is used as a basis for an employment decision.
- Unreasonably interferes with an employee's work performance or creates an intimidating, hostile or otherwise offensive environment.

Courteous, mutually respectful, pleasant, non-coercive interactions between those covered by this policy that are appropriate in the workplace and acceptable to and welcomed by both parties are not considered to be harassment.

Retaliation: No hardship, loss, benefit or penalty may be imposed on an employee in response to:

- Filing or responding to a bona fide complaint of discrimination or harassment.
- Appearing as a witness in the investigation of a complaint.
- Serving as an investigator of a complaint.

Retaliation or attempted retaliation in response to lodging a complaint or invoking the complaint process is a violation of this policy. Any person who is found to have violated this aspect of the policy may be subject to sanctions up to and including termination of employment.

Consensual Romantic or Sexual Relationships:

OCH strongly discourages romantic or sexual relationships between a manager or other supervisory employee and an employee who reports directly or indirectly to that person because such relationships may create compromising conflicts of interest or the appearance of such conflicts.

If any employee or Board member of OCH enters into a consensual relationship that is romantic or sexual in nature with an employee, Board member, contractor or contracting partner of OCH, the parties must notify the Director of Administration, Executive Director or other appropriate officer in accordance with the Anti-Harassment Procedure. Reporting such relationships is mandatory.

Alternative Legal Remedies:

Nothing in this policy may prevent the complainant or the respondent from pursuing formal legal remedies or resolution through local, state or federal agencies or the courts.

Acknowledgement of Receipt and Understanding of this Policy:

By signing below, I acknowledge that I have received and read the OCH Anti-Harassment Policy, that I understand the policy, and that I have addressed any questions that I had regarding the terms of this policy with the Director of Administration.

Employee Name

Date

Signature

Olympic Community of Health

Board Member Commitments and Operating Procedures

Board Members

Board Members serve as the representatives of their respective sectors for the three-county Olympic Community of Health (OCH) region or of their respective Tribe.

Alternate Members

Each Sector may designate one Alternate Member to serve in the absence of such sector's Board Member. The Alternate Member serving in the stead of a Board Member shall have the same rights, privileges and responsibilities as such Board Member. Only Alternate Members who are properly registered on the list of Alternate Members held by the OCH Secretary shall have the right to vote and to participate in Board deliberations.

This procedure does not apply to Tribes, who may choose alternates at will.

Managed Care Organizations

Managed Care Organizations (MCOs) are allotted one voting Board Member and may choose to rotate their designated Board Member. The MCO rotation system may define term limits to be less than, but not more than, the term limits specified in the bylaws. MCOs are also entitled to designate an Alternate Member.

Communications

Board Members are responsible to communicate with other members of their sector or Tribe to ensure effective information flow to and strong engagement on matters related to the OCH. Members bring the experience, expertise and perspective of their sector; they do not represent their personal views or their organization's interests alone:

- All members are expected to proactively solicit the input and perspectives of other organizations within their sector
- All members will provide regular updates/feedback loops to interested organizations in their sector on the OCH's work
- All members will serve as spokespersons for the OCH
- Members will disclose any substantive differences of opinion or disagreements within their sector on decisions to the Board of Directors

Confidentiality

Board members are reminded that confidential financial, personnel and other matters concerning the organization, donors, staff or clients/consumers may be included in board materials or discussed from time to time. Board members should not disclose such confidential information to anyone unless required by law.

Participation

Participation and attendance at board meetings is a high priority. Board Members are expected to be prepared to discuss issues and business, having read background material relevant to the topics at hand.

- Members regularly attend OCH Board meetings and stay current on OCH activities
- If a Member is unable to attend a board meeting s/he may send the Alternate who is granted full decision making authority
- A member no longer able to actively participate will notify the board and/or executive director
- Members take responsibility for and follow through on agreed upon assignments
- Members abide by Board policies

Conduct

Board members are expected to act in the following manner:

- Exercise the duties and responsibilities of their positions with integrity, collegiality, deep respect and care
- Cooperate with and respect the opinions of fellow Board Members, and leaving personal prejudices out of all board discussions, as well as support actions of the Board even when the Board Member personally did not support the action taken
- Represent the OCH in a positive and supportive manner at all times and in all places
- Show respect and courteous conduct in all board and committee meetings
- Refrain from intruding on administrative issues that are the responsibility of management, except to monitor results and ensure that procedures are consistent with board policy

Dated: _____

Signed: _____

Print Name: _____

Title: _____