

## OIHCD 2018-19 Board Calendar

### Activities and Meetings

| Date                     | Topic/Report                                  | Frequency | Lead                   | Notes/Comments                  |
|--------------------------|---|-----------|------------------------|---------------------------------|
| <b>BEGIN - July 2018</b> |   |           |                        |                                 |
| 7/27                     | July 31 Board Packet to Commissioners         |           | Superintendent         |                                 |
| <b>August</b>            |   |           |                        |                                 |
| TBD                      | August Board Packet to Commissioners          | Regular   | Superintendent         |                                 |
| TBD                      | August Board Packet to Commissioners          | Regular   | Superintendent         |                                 |
|                          | Execute IFA with UWNC                         | Special   | Negotiating Comm       |                                 |
|                          | Review Conferences/Memberships                | Annual    | Commissioners          |                                 |
|                          | Review FY 19 Commissioner Waivers             | Annual    | Commissioners          |                                 |
|                          | Review FY 19 draft budget w/Finance Committee | Annual    | Superintendent         |                                 |
|                          | Debt Policy, Travel & Expense Policy          | Special   | Comm. Miller/Supt      |                                 |
| <b>September</b>         |   |           |                        |                                 |
|                          | Sept Board Packet to Commissioners            | Regular   | Superintendent         |                                 |
|                          | Finalize Island Wide Urgent Care Model        | Special   | Urgent Care Work Group |                                 |
|                          | Finalize Metrics                              | Special   | Negotiating Comm       |                                 |
|                          | Budget Draft – first review w/Board           | Annual    | Superintendent         |                                 |
|                          | Execute Agreement with OFHC                   | Special   | Negotiating Comm       |                                 |
|                          | Execute Agreement with UWNC                   | Special   | Negotiating Comm       |                                 |
| <b>October</b>           |   |           |                        |                                 |
|                          | Oct Board Packet to Commissioners             | Monthly   | Superintendent         |                                 |
|                          | Records Management Policy                     | Special   | Comm. Groundwater/Supt |                                 |
|                          | Budget Final – prep for public hearing        | Annual    | Superintendent         |                                 |
| 10/31                    | Superintendent Submits Final Budget           | Annual    | Superintendent         | To Board before 11/1            |
| <b>November</b>          |   |           |                        |                                 |
| 11/1                     | Notice of Budget & Levy Hearings              | Special   | Superintendent         | Prior to hearing run in Sounder |
| 11/7                     | Notice of Budget & Levy Hearings              | Special   | Superintendent         | Prior to hearing run in Sounder |
| TBD                      | Budget Hearing (Before 11/15)                 | Annual    | Public Hearing         |                                 |
| TBD                      | Levy Hearing (Before 11/15)                   | Annual    | Public Hearing         |                                 |
|                          |   |           |                        |                                 |
| 11/15                    | Resolution to adopt 2019 Budget               | Monthly   | Commissioners          | General/Debt/Reserve            |
| 11/30                    | File Budget & Levy request with County        | Annual    | Superintendent         |                                 |

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|----------------------|--|-----------|-------------------|----------------------|
| <b>December</b>      |  |           |                   |                      |
|                      | Dec draft Agenda & Nov draft Minutes                   | Monthly   | Superintendent    |                      |
|                      | Finalize Dec Agenda                                    | Monthly   | Superintendent    |                      |
|                      | Dec Board Packet to Commissioners                      | Monthly   | Superintendent    |                      |
|                      | <b>Document Storage &amp; Security, Technology</b>     | Special   | Comm. Miller/Supt |                      |
|                      |  |           |                   |                      |
|                      |  |           |                   |                      |
|                      |  |           |                   |                      |
| <b>January 2019</b>  |  |           |                   |                      |
|                      | <b>Elect President and Secretary to one-year terms</b> |           |                   |                      |
|                      | <b>Revisit Committees, Chairs and Members</b>          |           |                   |                      |
|                      | <b>CHNA/Community Survey w/SJC in 2019</b>             | Special   | Superintendent    | Completion date 2020 |
|                      |  |           |                   |                      |
|                      |  |           |                   |                      |
|                      |  |           |                   |                      |
| <b>February 2019</b> |  |           |                   |                      |
|                      |  |           |                   |                      |
|                      |  |           |                   |                      |
|                      |  |           |                   |                      |
|                      |  |           |                   |                      |
|                      |  |           |                   |                      |
| <b>March 2019</b>    |  |           |                   |                      |
|                      |  |           |                   |                      |
|                      |  |           |                   |                      |
|                      |  |           |                   |                      |
|                      |  |           |                   |                      |
|                      |  |           |                   |                      |

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| <b>April 2019</b> |  |           |                    |                        |
| 4/10-12           | AWAPHD Superintendent/CEO Conference       | Annual    | Superintendent     |                        |
| 4/16              | PDC Form F-1 deadline                      | Annual    | Commissioners      |                        |
|                   | Conflict of Interest Spread Sheet          | Annual    | Superintendent     |                        |
|                   |  |           |                    |                        |
|                   |  |           |                    |                        |
| 4/30              | Payment due to SJC on interlocal agreement | Special   | Superintendent     | 50% + accrued interest |
| 4/30              | Review first Tax receipts                  | Bi-annual | Superintendent     |                        |
| <b>May 2019</b>   |  |           |                    |                        |
|                   |  |           |                    |                        |
|                   |  |           |                    |                        |
|                   |  |           |                    |                        |
| 5/30              | File Annual Report with SAO (150-day req)  | Annual    | Superintendent     |                        |
| <b>June 2019</b>  |  |           |                    |                        |
|                   |  |           |                    |                        |
|                   | Gather 365 reviews for Superintendent      | Annual    | Comm. Fralick      |                        |
|                   | SAO 1 <sup>st</sup> Accountability Audit   | Annual    | Superintendent     |                        |
|                   |  |           |                    |                        |
|                   |  |           |                    |                        |
| 6/24 - 27         | AWAPHD Conference                          | Annual    | Commissioners/Supt |                        |
|                   |  |           |                    |                        |

#### Color Coding:

Admin/Policies

Government/State Req

Budget/Finance

Clinical Partners

Orange

Purple

Blue

Red

## **OIHCD 2018-19 Board Calendar**

### Activities and Meetings

#### **Other items to be scheduled in subsequent years:**

- Payment of debt service – TBD
- Quarterly reporting - TBD
- Mid-Year Budget Review with Actual Beginning Balance in July 2019
- Superintendent FY 20 compensation review July 2019 Exec Session
- Commissioner FY 20 Compensation Waivers review July 2019
- Payment of balance of SJC loan + accrued interest in October 2019
- Election costs in 2019/2021/2023
- Monthly filing with DOR
- Monthly completion of payroll report for SJC
- SJC completes Quarterly filings with Fed, Employment Security and L&I