Policy on Policies
Approved: January 7, 2025

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

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

Current OCH Policies:

Policies approved by the OCH Board of Directors:

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

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

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

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

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

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

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