Healthy Ferry County Coalition Membership Agreement

The Healthy Ferry County Coalition (HFC) is a voluntary, multi-agency body created to facilitate enhanced coordination between members to ensure Ferry County is consistently among the Top 10 Healthiest Counties in Washington State.

The bylaws of HFC outline membership requirements, responsibilities, and voting rights as well as an outline for a governance structure through the HFC Executive Council.

Our organization, Washington State University Extension Office, will participate as an official member of the Healthy Ferry County Coalition and agree to support the mission and vision of the Healthy Ferry County Coalition.

We understand that membership to HFC is open to any organization that works within Ferry County. We identify with the following type(s) of organization(s). (Please check all that apply and list specialization / department if appropriate)

<table>
<thead>
<tr>
<th>Business</th>
<th>Children / Youth</th>
<th>Clinic</th>
<th>Community Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental</td>
<td>Education</td>
<td>Elder (LTC/Assist. Living)</td>
<td>Emergency Services</td>
</tr>
<tr>
<td>Faith-Based</td>
<td>Government-Federal</td>
<td>Government-Local</td>
<td>Government-State</td>
</tr>
<tr>
<td>Healthcare Provider</td>
<td>Hospital</td>
<td>Housing</td>
<td>Individual</td>
</tr>
<tr>
<td>Insurance</td>
<td>Managed Care Org</td>
<td>Mental Health</td>
<td>Non-Profit</td>
</tr>
<tr>
<td>Public Assistance</td>
<td>Public Health</td>
<td>Public Safety</td>
<td>Recreation</td>
</tr>
<tr>
<td>Substance Abuse</td>
<td>Transportation</td>
<td>Vision / Hearing</td>
<td></td>
</tr>
</tbody>
</table>

Other: Specialization(s):

I acknowledge that I have read the HFC Bylaws and that our organization agrees to assign at least one (1) representative to attend HFC meetings and that the representative(s) should have the knowledge and ability to represent the interests of their respective organization and / or parts thereof.

I, or a representative from our organization, commit to attend 2 out of every 3 meetings scheduled (typically the second Tuesday of each month) to maintain active voting status. We agree to arrange for a proxy voter if our representative is unable to attend an HFC meeting and there is question placed before the membership for a vote. All proxies will be notified to a member of the Executive Council of HFC.

We agree to contribute to HFC priorities, goals, and contractual deliverables. With our regular attendance, we also agree to participate in sub-committees and workgroups organized under the umbrella of HFC as well as to participate in HFC events as able.

HFC Coalition Membership Agreement: Approved 03/14/2017
Healthy Ferry County Coalition Membership Agreement

If our organization decides to withdraw from HFC, a formal resignation must be submitted in writing to the HFC coordinator.

[See Insert A]

The following are alternates or individuals from our organization that should be on the HFC mailing list for the above organization:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>E-mail</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trevor Lane</td>
<td>Director, WSU FC Ext</td>
<td><a href="mailto:trevor.lane@wsu.edu">trevor.lane@wsu.edu</a></td>
<td>775-5225 x1116</td>
</tr>
</tbody>
</table>

HFC members will have their organization name and website published in the HFC membership roster. Your contact information will not be shared with anyone outside of the HFC.

Mike J Gaffney, Acting Director, WSU Extension

Organization Representative's Printed Name and Title

405 Hallbert Hall, PO Box 642211, Pullman, WA 99164-6241

Organization Representative's Mailing Address

m_j_gaffney@wsu.edu 509.335.4611

Organization Representative's E-Mail and Phone

Michael J Gaffney 24 May '17

Organization Representative's Signature and Date

Approved by: Casey St. Clair
Contracts Assistant Manager
Washington State University

HFC Coalition Membership Agreement: Approved 03/14/2017
a) Washington State University and its officers, agents, employees and registered volunteers, when acting in good faith and within the scope of their official duties, are covered by the State of Washington Self-Insurance Liability Program (SiLP) and the Tort Claims Act (RCW 4.92.060 et seq.), and successful claims against Washington State University and its covered entities in the performance of this Agreement will be paid from the tort claims liability account as provided in RCW 4.92.130.

b) Notwithstanding anything in this Agreement to the contrary, the parties expressly acknowledge and agree that (1) Washington State University's liability and indemnification obligations hereunder are subject to the coverage limits (as to type and amount) as described in the SiLP, and (2) Washington State University will only provide a defense to Healthy Ferry County Coalition if the Office of the Attorney General for Washington determines that (a) coverage for the costs of the same are within the scope of the coverage afforded to Washington State University by the SiLP and the Tort Claims Act, or (b) notwithstanding a lack of coverage for such defense costs, it is appropriate for Washington State University and the State of Washington to do so.

[Signature]
Healthy Ferry County Coalition By-Laws

A. Background and Mission

1. The name of this organization shall be the Healthy Ferry County Coalition (which will be referred to as “HFC” within this document).

2. The mission of HFC is to facilitate enhanced coordination to ensure Ferry County is consistently among the Top 10 Healthiest Counties in Washington State. We do this with a vision for lasting solutions for a Healthy Community.

B. Membership

1. HFC Membership Requirements
   i. Membership to HFC is open to any organization that works within Ferry County who agree to work collaboratively to advance the mission of HFC. Examples of member organizations include but are not limited to: hospitals, EMS providers, emergency management/public safety, long-term care providers, mental/behavioral health providers, private entities associated with healthcare, specialty service providers (e.g. dialysis, pediatrics, woman’s health, urgent care), support service providers (e.g. laboratories, pharmacies, blood banks, poison control), primary care providers, community health centers, federal entities (e.g. VA, Department of Homeland Security), public health organizations, children and family services, local and state law enforcement, faith-based organizations, volunteer organizations, and other relevant partnerships.
   ii. Active members are those members who have established voting rights as defined in Section C.
   iii. Inactive members are those members who have failed to establish voting rights as defined in Section C.
   iv. If there is uncertainty as to whether an organization qualifies for membership, a majority vote by Active members will give determination.
   v. Member organizations will assign at least 1 representative to attend HFC meetings. The representative(s) should have knowledge and ability to represent the interests of their respective organizations and/or parts thereof.
   vi. If an individual representing an organization withdraws from participation, the member organization must appoint a new representative as soon as possible.
   vii. Organizational resignation must be submitted in writing to the HFC coordinator.

2. Membership Responsibilities
   i. Provide representation at all HFC meetings
   ii. Participate in HFC activities as able
   iii. Participate in collaborative planning
   iv. Contribute to meeting HFC priorities, goals, and contractual deliverables
   v. Vote on questions placed before the membership

HFC Bylaws Approved: December 13th, 2016

Page 1 of 3
vi. Participate in sub-committees and workgroups as requested by members or individuals, and organized under the umbrella of HFC. These sub-committees and workgroups may exist and function temporarily or long-term, as needed.

3. Membership Roster
   i. A roster of member organizations will be maintained and updated each quarter. The roster will be published and made readily available. The roster may include, but does not necessarily require inclusion of representative’s names.
   ii. Each organization will be listed appropriately as:
       1. Active Member
       2. In-active Member

C. Voting

1. Eligibility
   i. Voting is reserved for Active HFC members
   ii. The HFC Coordinator, to remain as a neutral position, will not have voting rights. The HFC Coordinator, however, will have special voting privileges as tie-breaker in the case of a tied vote.
   iii. Attendance of 2 of the last 3 HFC meetings by a representative of the member organization defines Active membership with the right to vote.
   iv. Organizations that have multiple departments/branches that serve unique populations may have one vote per department/branch.

2. Votes
   i. Voting proceedings will follow parliamentary procedure outlined in Robert’s Rules of Order
   ii. Proxy voting is permitted if a member organization is unable to attend the HFC meeting in person. All proxies must be notified to a member of the Executive Council of HFC (see Section D – Executive Council Terms and Duties). Proxy arrangements do not affect qualifications for regular attendance. The Executive Council will monitor proxy arrangements.
   iii. Voting shall be determined by a simple majority of eligible voting members. In the case of a tie, the HFC Coordinator is the tie-breaker.

D. Executive Council Terms and Duties

1. A five-member Executive Council will be formed to carry out the mission of HFC
   i. Elected Position: Chair – creates agenda (which is approved by consensus of Executive Council), facilitates HFC meetings
   ii. Elected Position: Vice-Chair – manages voting process, takes over in the case of Chair’s absence
   iii. Elected Position: Treasurer – manages whatever funds exist for HFC
   iv. Elected Position: At-large position to carry out the mission of HFC and assist fellow Executive Council members as necessary.
   v. Hired Position: HFC Coalition Coordinator – serves as secretary for HFC, records meeting minutes, sends out agenda and meeting reminders, manages
HFC member roster, receives proxy voter notification, and will be responsible to execute the decisions of the Executive Council and the HFC.

2. Election
   i. To be eligible to stand for election to the Executive Council, an individual must have attended at least 75% of the coalition meetings over the past 12 months.
   ii. Elections for membership to the Executive Council will occur annually in January. Candidates for Executive Council membership must be present or agree to their nomination.
   iii. Any new vacancies on the Executive Council will be filled as soon as possible by a vote of Active HFC members.
   iv. Executive Council members will serve for a period of 1 year. Executive Council members may stand for re-election once their term is complete.

3. Duties
   i. Steward HFC in attaining its vision and mission
   ii. Review and approve meeting agendas
   iii. Appoint committee chairs
   iv. Monitor deliverables
   v. Update HFC with information and changes

E. Meetings

1. A quorum is not necessary to conduct the regular business of HFC. Should a topic under discussion be brought to vote, the members in attendance will determine if an adequate number of members are present. If it is decided that there is an adequate number of representatives, then a quorum is reached. If it is deemed by the attendees that there is inadequate representation, the members may postpone the vote or conduct the vote electronically.

2. HFC meetings will be scheduled monthly (typically the 2nd Tuesday of the month) but may be canceled due to weather or lack of attendance.

3. Meeting agendas will be developed and shared with members a minimum of 5 business days prior to the meeting.

4. Minutes of all meetings shall be prepared and distributed to the membership.

*** Legal Disclaimer ***

Date By-laws Approved: Tuesday, December 13, 2016

Approval of By-Laws: The by-laws are adopted by a vote of the HFC membership. The By-laws may be revised only through a vote of the HFC membership. The by-laws will be open for revision at least annually.