



Public Health
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North Central Public Health District

North Central Public Health District Full Board of Health Meeting

Date: Tuesday, May 10th, 2022

Time: 4:00 p.m. to 6:00 p.m.

To Be Held Electronically:

To Join Zoom Meeting please use link below:

<https://wascocounty-org.zoom.us/j/87925563279>

Meeting ID: 879 2556 3279

AGENDA

1. Call to Order

- Introductions
- Establish a Quorum
- Requests to add items to the Agenda
- Requests for Public Comments

2. Action Items

- 4/12/2022 Board of Health Meeting Minutes
- A/P Check Reports – April, 2022
- NCPHD Policies & Procedures

3. Non-Action Items

- COVID-19 Update: Dr. McDonell
- Fiscal/ Budget Update: Brita Meyer
- Updates: Annex A, Strategic Plan, Other
- PHEP Presentation: Tanya Wray – PHEP Coordinator
- Contracts Summary
- Directors Report

Note: This agenda is subject to last minute changes.

Meetings are ADA accessible. If special accommodations are needed please contact NCPHD in advance at (541) 506-2626. TDD 1-800-735-2900. NCPHD does not discriminate against individuals with disabilities.

If necessary, an Executive Session may be held in accordance with: ORS 192.660(2) (a) to consider the employment of a public officer, employee, staff member or individual agent; ORS 192.660 (2) (d) Labor Negotiations; ORS 192.660 (2) (h) Legal Rights; ORS 192.660 (2) (e) Property; ORS 192.660 (2) (i) Personnel



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NORTH CENTRAL PUBLIC HEALTH DISTRICT

419 East Seventh Street
The Dalles, OR 97058-2676
541-506-2600
www.ncphd.org

**North Central Public Health District
Board of Health Meeting Minutes
April 12th, 2022**

Board Members In Attendance: Commissioner Joan Bird – Sherman County; Roger Whitley – Sherman County; Shawn Payne – Sherman County; Dani Sperry – Gilliam County; Commissioner Kathy Schwartz – Wasco County, Julie Whetzel – Wasco County

Board Members Absent: Commissioner Pat Shannon – Gilliam County, Bill Lennox – Wasco County

Staff Present: Shellie Campbell – Interim Director NCPHD; Dr. Miriam McDonell – Medical Officer NCPHD; Gloria Perry – Office Manager NCPHD; Brita Meyer – Fiscal Manager NCPHD; Kristen Slatt – Health Promotion Supervisor NCPHD; Paula Grendel – EH Specialist NCPHD; Eric Grendel – EH Specialist NCPHD

Guests Present: None

Minutes by: Laurie Jupe

SUMMARY OF ACTIONS TAKEN

MOTION by Julie Whetzel, and seconded by Commissioner Joan Bird, to accept the March 8, 2022 Board of Health meeting minutes as presented.

Vote: 6-0
Yes: Commissioner Joan Bird – Sherman County; Roger Whitley – Sherman County; Shawn Payne – Sherman County; Dani Sperry – Gilliam County; Commissioner Kathy Schwartz – Wasco County, Julie Whetzel – Wasco County
No: 0
Abstain: 0
Motion: Carried

MOTION by Commissioner Joan Bird, and seconded by, Roger Whitley to accept the March 2022 A/P Checks Issued reports as presented.

Vote: 6-0
Yes: Commissioner Joan Bird – Sherman County; Roger Whitley – Sherman County; Shawn Payne – Sherman County; Dani Sperry – Gilliam County; Commissioner Kathy Schwartz – Wasco County, Julie Whetzel – Wasco County
No: 0
Abstain: 0
Motion: Carried

MOTION by Roger Whitley, and seconded by, Shawn Payne to accept the NCPHD Policies and Procedures as presented.

Vote: 6-0

Yes: Commissioner Joan Bird – Sherman County; Roger Whitley – Sherman County; Shawn Payne – Sherman County; Dani Sperry – Gilliam County; Commissioner Kathy Schwartz – Wasco County, Julie Whetzel – Wasco County

No: 0

Abstain: 0

Motion: Carried

MOTION by Commissioner Joan Bird, and seconded by, Shawn Payne to accept the new NCPHD By-Laws with the following changes To the area of: Approved and Signed by the appropriate officer authorized to execute these By Laws on behalf of the governing body of each Party “to be effective as of July 1, 2022”.

Vote: 6-0

Yes: Commissioner Joan Bird – Sherman County; Roger Whitley – Sherman County; Shawn Payne – Sherman County; Dani Sperry – Gilliam County; Commissioner Kathy Schwartz – Wasco County, , Julie Whetzel – Wasco County

No: 0

Abstain: 0

Motion: Carried

CALL TO ORDER: Commissioner Kathy Schwartz called the Public Board of Health meeting to order at 4:00 p.m.

Introductions:

1. None.

Establish a Quorum

1. A quorum of the board members present was established.

Requests for Additions to the Agenda

1. None.

Request for Public Comment

1. None

ACTION ITEMS

1. Approval of past meeting minutes.
 1. A motion was made and carried to approve the meeting minutes from 3/8/2022 as presented.
2. Approval of A/P Check reports.
 1. A motion was made and carried to approve the March 2022 A/P Check reports as presented.
3. Approval of NCPHD Policies and Procedures.
 1. A motion was made and carried to approve the NCPHD Policies and Procedures as presented.

4. Approval of new NCPHD By-Laws.
 1. A motion was made and carried to approve **the new NCPHD By-Laws with the following changes**
To the area of: Approved and Signed by the appropriate officer authorized to execute these By Laws on behalf of the governing body of each Party **"to be effective as of July 1, 2022"**.

NON-ACTION ITEMS

1. COVID-19 Update
 1. Dr. Miriam McDonell updated the board on the current COVID-19 status.
 2. Cases have begun moving upwards again. Hospitalizations have remained low at this time.
 3. Indoor mask mandates were in March, 2022.
 4. The focus has moved to disease prevention and continuing education.
 5. The 2nd Booster has been approved for ages 50 years and up or
 6. At home test kits are available at NCPHD and clients may come in to the front lobby and pick them up.
 7. FEMA was in The Dalles in April and vaccinated approximately 300 doses. They plan to return once or twice more with the dates yet to be determined.
 8. NCPHD continues to provide all vaccinations in clinic two days per week.
 9. Discussion, questions, and feedback were requested.
2. Fiscal and Budget Update
 1. Brita Meyer reviewed the current fiscal work with the Board.
 2. The fiscal audit is almost complete. The report should be ready for the May 10th Board meeting.
 3. Quarterly reports are underway and almost completed.
 4. The FY 2022-2023 budget packet should be ready by the end of April. The proposed budget should be posted to the NCPHD website by May 9th, 2022.
 - a. The Budget Committee will meet on Thursday, May 19th and the budget should be brought to the Board at the June 14th, 2022 meeting for approval.
 5. Discussion, questions, and feedback were requested.
3. Environmental Health Presentation
 1. Paula Grendel, NCPHD Environmental Specialist, made a presentation to the Board.
 2. Please see the presentation attached to these minutes.
 3. Discussion, questions, and feedback were requested.
4. Contracts Summary
 1. **ATTACHMENT 11_HRO MOU 3 15** Healthy Rural Oregon: Building A Workforce for Community Health. Agreement for partners to work together to participate in the Health Rural Oregon project.
 - a. *Fiscal Impact:* No fiscal impact.
 2. **HRO PROPOSAL 3.8** Healthy Rural Oregon: Building a Workforce for Community Health proposal.
 - a. *Fiscal Impact:* No fiscal impact.
6. Directors Report
 1. Shellie Campbell presented the Directors report to the Board.
 2. Discussion, questions, and feedback were requested.

Being no further business to be conducted at this time, Commissioner Kathy Schwartz adjourned the Board of Health meeting at 4:46 p.m.

Signature

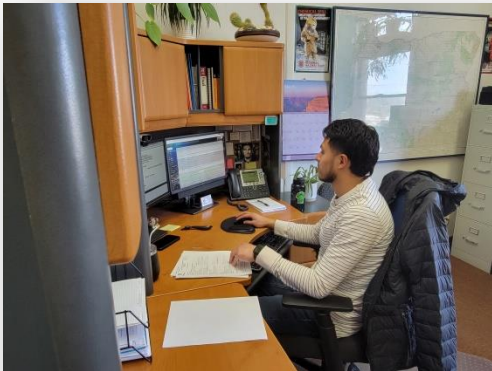
Date

Printed Name

Environmental Health

Who We Are

The Environmental Health team provides a wide variety of services to the community. We are dedicated to reducing the risk of contracting disease or experiencing other adverse health effects from pathogens in the environment.



Jessie Elias
Environmental Health
Technician



Eric Grendel
Environmental Health
Specialist



Paula Grendel
Environmental Health
Specialist

Programs and Service

Areas of oversight



Food Safety



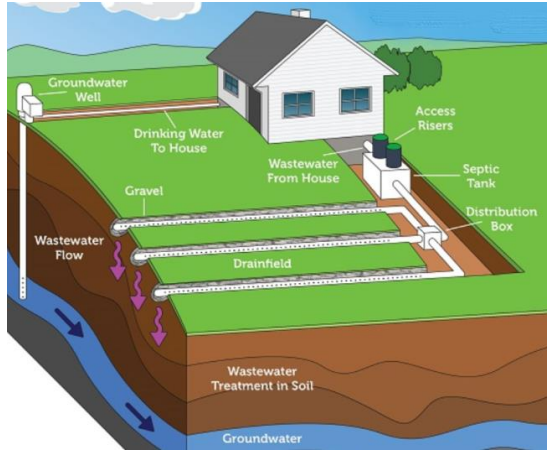
Pools and Spas



Hotels & Public Lodging



Public Drinking Water



Onsite (Septic Systems)



Vector Control

Program and Services (cont'd)

- Schools
- Child Care Facilities
- Institutions
- Organizational Camps
- Lead Poisoning

Onsite Wastewater Program

Permits	90
Evaluations	39
Total	129

Licensed Facilities (Food, Pool, Lodging)

Restaurants	159
Pools/Spas	27
Lodging/RVs/Camps	46
Total Facilities	232

Drinking Water Program (3-5 year cycle)

DWS Type	# of Systems	People Served
Community	25	6444
Non-transient non community	7	731
Transient non community	30	5260
Total	62	12435

Accounts Payable Checks Issued April 2022

Check Date	Check Number	Vendor Name	Amount
4/8/2022	956	IRS	\$15,741.50
Held in Que	957	PERS	\$17,992.34
4/8/2022	958	OREGON STATE, DEPT OF REVENUE	\$4,134.51
Held in Que	959	OR EMPLOYMENT DEPT	\$140.65
Held in Que	960	IRS	\$577.00
Held in Que	961	PERS	\$658.22
Held in Que	962	OR DEPT OF REV	\$1,433.70
4/8/2022	963	ASIFLEX	\$130.00
4/4/2022	14837	BANKMAN, JUDY	\$250.00
4/4/2022	14838	CIS TRUST	\$44,821.70
4/4/2022	14839	COLUMBIA GORGE NEWS	\$336.25
4/4/2022	14840	OFFICE DEPOT	\$173.87
4/4/2022	14841	OREGON STATE, DEPT OF HUMAN SERVICES	\$25.00
4/13/2022	14842	CA STATE DISPURSEMENT UNIT	\$231.50
4/13/2022	14843	NATIONWIDE RETIREMENT SOLUTION	\$1,482.61
4/15/2022	14844	AHLERS & ASSOCIATES	\$860.00
4/15/2022	14845	CIS TRUST	\$735.50
4/15/2022	14846	COBBLESTONE CATERING LLC	\$402.50
4/15/2022	14847	H2OREGON BOTTLED WATER INC.	\$78.00
4/15/2022	14848	HENRY SCHEIN	\$371.00
4/15/2022	14849	HR ANSWERS INC.	\$2,484.00
4/15/2022	14850	OFFICE DEPOT	\$3.22
4/15/2022	14851	OPTIMIST PRINTERS	\$823.08
4/15/2022	14852	OREGON STATE, DEPT OF ENVIRONMENTAL QUA	\$1,500.00
4/15/2022	14853	OREGON STATE, DEPT OF HUMAN SERVICES	\$10,000.00
4/15/2022	14854	SATCOM GLOBAL INC.	\$60.34
4/15/2022	14855	SOLUTIONS YES	\$107.13
4/15/2022	14856	SPARKLE CAR WASH, LLC	\$28.40
4/15/2022	14857	STERICYCLE INC.	\$413.04
4/15/2022	14858	STRATUS AUDIO, INC.	\$38.16
4/15/2022	14859	U.S. CELLULAR	\$999.94
4/20/2022	14860	BOXX, KATHLEEN	\$425.00
4/20/2022	14861	CYTOCHECK LABORATORY LLC	\$102.50
4/20/2022	14862	FRANKLIN, SARAH	\$3,978.42
4/20/2022	14863	HENRY SCHEIN	\$435.94
4/20/2022	14864	OREGON STATE, HEALTH LICENSING OFFICE	\$450.00
4/20/2022	14865	THOMPSON TRUST, DONALD D.	\$125.00
4/20/2022	14866	WASCO COUNTY	\$35,526.54
4/27/2022	14867	ASD SPECIALITY HEALTHCARE LLC, ASD HEALTHCARE	\$256.31
4/27/2022	14868	BEERY ELSNER & HAMMOND LLP	\$2,281.50
4/27/2022	14869	CLARK, GLENDA	\$350.00
4/27/2022	14870	COUGAR EXCAVATION LLC, JEFFREY BURGENER	\$195.00
4/27/2022	14871	HALL, JAMES B	\$105.00
4/27/2022	14872	OREGON STATE, DEPT HUMAN SERVICES- OFS	\$2,606.66

PAYROLL A/P (EFT)

Payroll A/P

4/27/2022	14873	WASCO COUNTY	\$811.62
TOTAL:			\$154,682.65

NCPHD Board of Health authorizes check numbers 14837 - 14873 and payroll EFT numbers 956 -963 totalling \$154.682.65

Signature _____ Date _____

Printed Name _____
Commissioner Kathy Schwartz
Chair, NCPHD Board of Health

TOPIC: Open-Door Policy Effective Date: 02012013 Revised: 11252015 Reviewed: 5/10/2022	Regulation Referenced:
AREA OF SERVICE: Admin	Program Responsible: Admin
Approved By: NCPHD Board of Health Title: Michael Smith Kathy Schwartz , Chair	Approval Level Required: <input checked="" type="checkbox"/> Board <input type="checkbox"/> Director <input type="checkbox"/> Legal Counsel <input type="checkbox"/> Health Officer <input type="checkbox"/> Supervisor <input type="checkbox"/> Department

AD_Open-Door Policy

POLICY

~~NCPHD's Open Door Policy is based on our belief that employee suggestions for improving NCPHD are welcome at any time. NCPHD's Open Door Policy is based on our belief that open, honest communication between managers and employees should be a common business practice.~~

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PURPOSE

~~To facilitate open communication between staff and leadership team. NCPHD's managers and supervisors are responsible for creating a work environment where employee input is welcomed, and where issues are identified early and shared without the fear of retaliation (when the employee provides the input in good faith).~~

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PROCEDURE

~~If you have a complaint, suggestion, or question about your job, working conditions, or the treatment you are receiving from anyone in NCPHD, please raise them first with your immediate supervisor. If you are not satisfied with the response from your immediate supervisor, or if your issue involves your immediate supervisor, request to have the facts/situation reviewed by the Director and/or the Board of Health Chairperson.~~

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If you have a complaint, suggestion, or question about your job, working conditions, or the treatment you are receiving from anyone in NCPHD, please raise them first with your immediate supervisor. If you are not satisfied with the response from your immediate supervisor, or if your issue involves your immediate supervisor, request to have the facts/situation reviewed by the Director and/or the Board of Health Chairperson.

REVIEWED BY:
Michael Smith, Chair

DATE:
11/25/2015

Kathy Schwartz, Chair

**NCPHD Recap Report
7/1/21 to 3/31/22**

Account Number		Budgeted	YTD REV	YTD EXP	Balance	Pct	
201 PUBLIC HEALTH FUND							
201.00.1201 NON-DEPARTMENTAL (Interest and SAIF Dividend)	REV	8,000	9,118.13	0.00	9,118.13	113.98	
201.23.7141 PUBLIC HEALTH <i>General Fund; Septic; Vital Records</i>	REV	850,130.00	635,974.50			74.81	Co. GF to local match & program support
	EXP	627,110.00		444,518.60	191,455.90	70.88	
201.23.7142 WIC <i>Nutrition for Women & Children</i>	REV	216,091.00	132,514.52			61.32	
	EXP	205,857.00		170,218.24	-37,703.72	82.69	
201.23.7143 IMM. & NURSING SERVICES <i>Child & Adolescent Health</i>	REV	36,193.00	32,761.40			90.52	
	EXP	53,573.00		27,918.99	4,842.41	52.11	
201.23.7144 REPROD HEALTH <i>Exams & Ed. for Reproductive Health</i>	REV	234,310.00	128,874.98			55.00	
	EXP	337,865.00		143,364.36	-14,489.38	42.43	
201.23.7145 STATE SUPPORT <i>Exams, treat. & invest. for Com. Disease</i>	REV	1,859,068.00	331,653.26			17.84	COVID OHA funding
	EXP	1,019,697.00		1,006,868.38	-675,215.12	98.74	\$1,859,068 rolled over from FY21
201.23.7146 ENVIRON. HEALTH <i>Facility inspections & Education</i>	REV	113,000.00	102,750.49			90.93	
	EXP	163,410.00		84,697.74	18,052.75	51.83	
201.23.7147 STD SERVICES <i>STD Client Services</i>	REV	46,524.00				0.00	
	EXP	46,524.00		1,648.03	-1,648.03	3.54	
201.23.7148 PERINATAL HEALTH <i>Home visiting program</i>	REV	124,900.00	174,734.01			139.90	Supports other prog.
	EXP	131,287.00		104,914.00	69,820.01	79.91	
201.23.7149 PH EMERGENCY PREPAREDNESS <i>Emergency preparedness</i>	REV	265,139.00	124,498.21			46.96	\$119,757 rolled over from FY21
	EXP	279,235.00		240,498.49	-116,000.28	86.13	C/O COVID OHA
201.23.7151 PH MODERNIZATION <i>Public Health Modernization</i>	REV	262,124.00	272,983.51			104.14	
	EXP	346,936.00		311,008.93	-38,025.42	89.64	
201.23.7152 HEALTH PROMOTION <i>Grants promoting health</i>	REV	234,871.00	233,478.77			99.41	CCO Grants: QIM, Mejour Juntos; LCAC
	EXP	142,237.00		170,972.50	62,506.27	120.20	
201.23.7153 PH PRACTICE - IMM SERVICES <i>Vaccine inventory; monitoring vaccinations</i>	REV	118,346.00	28,763.95			24.30	COVID Flu
	EXP	27,798.00		16,260.62	12,503.33	58.50	
201.23.7154 CACOON & SYSTEMS OF CARE <i>Home visiting program</i>	REV	55,958.00	26,492.68			47.34	
	EXP	48,246.00		29,904.53	-3,411.85	61.98	
201.23.7155 TOBACCO PREV & ED <i>Prevention of tobacco use</i>	REV	93,637.00	19,905.98			21.26	
	EXP	208,980.00		23,843.74	-3,937.76	11.41	
201.23.7156 WATER <i>Monitoring of public water systems</i>	REV	50,621.00	39,341.78			77.72	
	EXP	56,627.00		45,286.68	-5,944.90	79.97	
201.23.7158 BABIES FIRST <i>Home visiting program</i>	REV	135,662.00	104,726.73			77.20	incl local match for TCM
	EXP	278,731.00		202,481.90	-97,755.17	72.64	
201.23.7159 OREGON MOTHERS CARE <i>OHP application assistance</i>	REV	4,744.00	3,820.48			80.53	Supported by Med. Match
	EXP	17,706.00		10,614.62	-6,794.14	59.95	
201.23.7500 PASS THROUGH <i>DEQ fees</i>	REV	12,000.00	7,600.00			63.33	
	EXP	12,000.00		8,100.00	-500.00	67.50	
201.23.7999 NON-DEPARTMENTAL (Conting. Unapprop. & Reserves)	REV	0.00	0.00			0.00	
	EXP	229,752.00		0.00		0.00	
PUBLIC HEALTH FUND	REV	4,666,794.00	2,409,993.38			51.64	
	EXP	4,187,047.00		3,041,472.32	-631,478.94	72.64	



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North Central Public Health District

"Caring For Our Communities"

NCPHD Contracts Summary for Board of Health Meeting of May 10th, 2022

Submitted By: Shellie Campbell, Director

1. **AGREEMENT PROFESSIONAL SERVICES CONTRACT: Contract No. C2022-2 Rede Group.** This contract is between Health Policy Solutions NW, LLC d/b/a the Rede Group and North Central Public Health District. This contract outlines the consulting services work on the five year NCPHD Strategic Plan.
 - a. *Fiscal Impact:* Cost to NCPHD \$14, 650.



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"Caring For Our Communities"

NCPHD Directors Report for Board of Health Meeting of May 10th, 2022

Presented by Shellie Campbell, Director

In April we continued transitioning away from our COVID work as much as we could based on what we knew each day. We continue to answer questions, provide test kits, support schools and long-term care facilities, connect with OHA and investigate outbreaks as they occur. So, we are still "in-it".

We have several other initiatives we are working on which started in April and will continue through the next six months.

AAR (After Action Report): Alex and Avery are currently interviewing staff and community partners on their experience through COVID, what worked well, lessons learned, improvements to be made, and mental health support then and now. We anticipate a full report will be finalized in the next two months. We look forward to reviewing and sharing.

Strategic Plan: We have entered into an agreement with The Rede Group to facilitate our strategic plan. The first meeting will happen in May with staff. A BOH and staff retreat will be scheduled for June (more information to come). Our goal is to finalize a five year strategic plan for NPCHD by October 2022.

Salary Survey: We are working with HR Answers to complete a full salary survey. We did an amended (2017) survey last year but with county and BOH recommendations it was deemed important to get a fully updated survey. We anticipate survey results in June. This will be an integral piece to include in the strategic plan as workforce development and staff retention are two important components.

Annex A Update: Work continues with Wasco County to move all NCPHD staff to Annex A (upstairs and downstairs). With a staff change at Wasco County we were concerned that this would be delayed, but Andrew Burke (Wasco County) has stepped in to move the project forward. The asbestos abatement has been completed; an architect has rendered a plan that is currently being reviewed for code updates. The ramp (ADA) to the second floor has been completed. Our next steps, if no code issues arise, is to find a contractor for the work, pick out paint, carpet, etc. We will then coordinate the MOVE!

Gilliam County: The transition with Gilliam County to complete their separation from the IGA as of June 30th, 2022 continues. The EH (Environmental Health) staff has provided updates for inspections, water systems, and septic systems that will support the transition for the community members. WIC has set up meetings to provide Gilliam County with an overview of the program. They will be shadowing our WIC staff in May to learn more. We have been providing up to date information to everyone receiving services in Gilliam County that as of July 1, 2022 their public health services will be provided by Gilliam County.

Wellness: We have made a conscious decision to focus on NCPHD staff wellness. Our leadership team has made a commitment to hold on new services, grants and programs for 6 months. This will give staff time to assess our mental health, rest, take some well deserves time off and continue to plan. We have a team that has surveyed staff on how they are doing and what is needed to move forward and thrive. The team has some very thoughtful and creative ideas they are working on to support the wellbeing of staff.