



**Public Health**  
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**North Central Public Health District**

## North Central Public Health District Executive Committee Board of Health Meeting

**Tuesday, May 12, 2020**

**At 4:00 PM**

**PLEASE NOTE TIME CHANGE**

**To Be Held Electronically:**

**North Central Public Health  
District.**

### **AGENDA -**

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1. **Minutes**
  - a. Approve from 4/14/20 Full Board of Health Meeting
  - b. Approve from 4/28/20 Special Executive Committee Board of Health Meeting
  - c. Set Next Meeting Date (6/9/2020) (Full Board of Health Meeting)
  
2. **Additions to the Agenda**
  
3. **Public Comment**
  
4. **Unfinished Business**
  - a. COVID-19 Update
    - General update
    - Migrant farmworker protection efforts
    - Reopening Oregon Framework efforts
  - b. Plan for hiring Administrator.
  
5. **New Business**
  - a. Resolution 2020-02 Supplemental Budget FY 2019-20
    - Resolution 2020-02
  - b. NCPHD Non-regulatory Environmental Health Update
  - c. Staff Updates
  - d. Approval of A/P Check Report
    - April 2020
  - e. Contracts Summary
  - f. Director's Report
    - May 2020

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) (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](http://www.ncphd.org)

**North Central Public Health District  
Full Board of Health  
Meeting Minutes  
April 14th, 2020**

**In Attendance:** Commissioner Joan Bird – Sherman County; Commissioner Leslie Wetherell – Gilliam County; Commissioner Kathy Schwartz – Wasco County; Celeste Hill-Thomas – Wasco County; Taylor Steen – Wasco County

**Staff Present:** Teri Thalhofer – Director NCPHD; Alyssa Bachman – Fiscal Assistant NCPHD; Gloria Perry – Office Manager NCPHD; Kathi Hall – Fiscal Manager NCPHD; Shellie Campbell – Clinical Program Supervisor NCPHD; Dr. Mimi McDonell – Medical Officer NCPHD; Nicole Bailey – Environmental Health Specialist Supervisor NCPHD; Laurie Jupe – Program Secretary NCPHD

**Guests Present:** Commissioner Steve Kramer

Minutes taken by: Laurie Jupe

Meeting called to order at 3:03 p.m. by Commissioner Kathy Schwartz.

**SUMMARY OF ACTIONS TAKEN**

**MOTION by Commissioner Joan Bird, and seconded by Commissioner Leslie Wetherell, to accept the March 10th, 2020 Executive Committee meeting minutes as presented.**

Vote: 5-0  
Yes: Commissioner Joan Bird, Commissioner Leslie Wetherell, Commissioner Kathy Schwartz, Celeste Hill-Thomas; and Taylor Steen.  
No: 0  
Abstain: 0  
Motion: Carried

**MOTION by Celeste Hill-Thomas, and seconded by Commissioner Joan Bird, to accept the A/P Checks Issued reports for March 2020 as presented.**

Vote: 5-0  
Yes: Commissioner Joan Bird, Commissioner Leslie Wetherell, Commissioner Kathy Schwartz, Celeste Hill-Thomas and Taylor Steen.  
No: 0  
Abstain: 0  
Motion: Carried

## **WELCOME AND INTRODUCTIONS**

## **MINUTES & NEXT MEETING DATE**

1. Approval of past meeting minutes.
  - 1 A motion was made to approve the March 10th, 2020 Executive Committee meeting minutes as presented.
2. Set next meeting date.
  - 1 The next scheduled Board of Health Executive Committee meeting will be on Tuesday, May 12th, 2020 at 3:00 p.m. This will be a meeting of the Executive Committee. The meeting location will be at North Central Public Health District office located at 419 E. 7<sup>th</sup> Street, The Dalles, OR.

## **ADDITIONS TO THE AGENDA**

1. None

## **PUBLIC COMMENT**

1. None.

## **UNFINISHED BUSINESS**

1. COVID-19 Update
  1. Teri updated the Board on the COVID-19 current response status.
    - Positive Cases to Date: Wasco County – 10 cases; Sherman County – 1 case; Gilliam County – 0 cases.
    - Testing ability remains low.
    - Unified Command oversees the response and includes Wasco County, Mid-Columbia Fire & Rescue, and North Central Public Health.
    - Detailed outline is included with the April Directors Report.
  2. Dr. Mimi McDonnel is the lead for North Central Public Health and the Unified Command.
    - Two areas of concern at this time:
      - a) Approximately 6,500 seasonal migrant workers will be arriving in the area shortly. Planning for safety, housing, and care is ongoing.
    - Physical isolation fatigue: Public resilience is wearing off.
      - a) Measures already in place need to continue.
  3. Questions and feedback was requested.
2. FY 2020-21 Budget Update: Kathi Hall.
  1. The Budget Committee met and was presented with the proposed budget.
  2. There were no increases in the budget. Status quo remains at 3%.
  3. The proposed budget was accepted by the Committee.
  4. The Budget will now go before the Board at the June 2020 meeting for approval.
  5. Additional staff and leadership team funding requests were presented to the committee. No action was taken on these requests but all information is part of the public record for the Budget Committee meeting.

3. Plan for hiring Administrator

1. Gloria Perry reported to the Board on the status of the Administrator Search:

- a) The first part of April I contacted Sharon Harris who is the HR Consultant at CIS to talk about our internal process for recruiting and hiring for this position.

Below is an overview of our conversation and her recommendations:

- Update the original job posting to say that in order to be considered for the position, an NCPHD application packet must be fully completed and returned along with a resume and cover letter by the closing date of this position. Our application packet consists of an application and veterans' preference form.
  - Change the posting from "Opened Until Filled" to "Closes at 5:00PM, Friday, May 27, 2020". Our goal is to get the right person in the job and in order to do that, we may need to slow the process down to provide an opportunity for qualified applicants to apply. The applicants we are looking for are either hunkered down, or as our staff is doing, they are working on the Covid-19 outbreak.
  - Once the posting has closed, and we end up with only 2 or 3 applicants, we can either move forward with the interview process or make a decision to extend the closing date out in the hope that additional applicants will apply. If we choose to extend the closing date, no interviews should take place until the extended date has occurred.
  - It was recommended that once the interview team has been determined, that this team meet in advance of the first and second round interviews to review the interview questions and process and to also ensure all interview team members are on the same page and fully understand the scoring process.
  - In the meantime, Sharon Harris suggested if we have an internal applicant, it would be appropriate to give the internal applicant some of the job duties of the Administrator position to see how that works out.
- b) To date, we have 1 internal applicant and 16 external applicants.
- Of the 17 applicants only 3 have completed and returned the required application packet along with a resume and cover letter.
- c) It is the recommendation of NCPHD's leadership to have two rounds of interviews.
- First round would consist of leadership team members, Dr. McDonell, Kathi Hall, & Nicole Bailey (Gloria Perry would sit in as HR to answer benefit questions), two staff members and one public member of the board of health.
  - The first round interview team will invite the top 2 or 3 candidates to a second round of interviews to be conducted by the NCPHD board of health.
  - Due to Covid-19, first round and possibly second round interviews will be done electronically.
  - The Board will make final hiring decision.
  - It is our hope to have all interviews completed by the end of June. However, realistically<sup>st</sup> this process may take longer and we may not have a new administrator in place by July 1 .
- d) In the case an administrator for NCPHD is not hired and in-house on July 1, 2020, the Leadership Team proposes the following plan:
- It is NPCHD's leadership team's recommendation to assign Shellie Campbell, NCPHD Clinical Program Supervisor, as the interim Administrator.
  - Shellie will assume all responsibilities of the administrator except medical & communicable disease questions, which will remain with Dr. McDonell.

- The Nursing Supervisor role will be delegated to a current nurse at NCPHD. Discussion has been taking place on how this responsibility will be transferred to a nurse. The nurse supervisor role is to conduct periodic chart reviews for home visiting and clinic and to also provide support to address nursing standards questions.
  - Shellie will continue, in the short term, to oversee her program areas with support from key program staff to take on some additional responsibilities, as appropriate.
  - Leadership Team will continue to evaluate current responsibilities in their program area and offer support as appropriate.
  - Teri and Shellie will work together during May and June to move information and responsibilities to Shellie by June 30 .
  - Teri will document details related to the administrator position, meetings, responsibilities, contacts and priorities.
- e) For information purposes, following is Center for Living's process they went through to hire a new Director:
- Hired Talence Group for \$30,000 (they solicited some of the applicants)
  - Talence recommended the board consider 8 candidates
  - Board read all applications and selected five to interview
  - Board did initial interviews along with Center for Living's Human Resource Director and interim CEO
  - Board invited top three to a second round of interviews
  - All Center for Living staff was invited to attend the second round of interviews which started with a 20 minute talk by the candidate and ended with questions
  - The staff attending interviews provided the board with their rankings
  - Board made final decision
2. The Board requested Gloria send a copy of the above report to each of the members of the Board.
  3. Discussion and feedback covered procedures to move forward with the search.
  4. It was the consensus of the Board to add one or two community partners to one of the interviews.
  5. It was the consensus of the Board to defer the decision about designating an Interim Director until the May 12<sup>th</sup> 2020 Board meeting.

## **NEW BUSINESS**

1. Quarterly Fiscal Report: Kathi Hall
  1. Kathi reviewed the quarterly fiscal report with the Board.
  2. Discussion, questions, and feedback were requested.
2. Staff Updates
  1. Dr. McDonnell currently works full-time for the COVID-19 response.
  2. The Tobacco Cessation Specialist position: Kirah Doerr has left. This position will not be refilled due to changes in funding.
3. Approval of A/P Check Report (March 2020)
  1. The March 2020 A/P report was presented to the board.

2. A motion was made, and carried, to approve the A/P Check Report for March 2020 as presented.
  
4. Review of Contract
  1. ODS/MODA/EOCCO:
    - a) Updates our requirements to reflect CCO2.0 requirements for the CCO. This is for our work as a direct service provider.
  2. THEO Agreement:
    - a) Agreement defining use and participation in THEO, the new OHA Maternal-Child Home Visiting Data System.
  3. OHA Seventh Amendment:
    - a) Reflects additional dollars negotiated for TPEP program work, reflects agreed changes to EOMC regional project. County contributions being split across the biennium rather than full contribution being deducted in the first year of the biennium.
  4. Lane County:
    - a) Lane County manages the on-line Food Handlers course for all LPHA's. This is an update to that agreement.
  5. Lane County:
    - a) Lane County manages the Environmental Health inspection software, Healthspace, for all LPHA's. This is an update to that agreement.
  
5. Directors Report: Teri Thalhofer (April 2020)
  1. Report presented to the board and questions and feedback was requested.

Being no further business to be conducted at this time, Commissioner Kathy Schwartz adjourned the Board of Health meeting at 4:25 p.m.

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*Signature*

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*Date*

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Printed Name



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**North Central Public Health District  
Special Executive Committee Board of Health  
Meeting Minutes  
April 28th, 2020**

**In Attendance:** Commissioner Joan Bird – Sherman County; Commissioner Leslie Wetherell – Gilliam County; Commissioner Kathy Schwartz – Wasco County

**Staff Present:** Teri Thalhofer – Director NCPHD; Alyssa Bachman – Fiscal Assistant NCPHD; Gloria Perry – Office Manager NCPHD; Kathi Hall – Fiscal Manager NCPHD; Shellie Campbell – Clinical Program Supervisor NCPHD; Nicole Bailey – Environmental Health Specialist Supervisor NCPHD; Laurie Jupe – Program Secretary NCPHD

**Guests Present:** None

Minutes taken by: Laurie Jupe

Meeting called to order at 2:00 p.m. by Commissioner Kathy Schwartz.

**WELCOME AND INTRODUCTIONS**

**ADDITIONS TO THE AGENDA**

1. Plan for hiring Administrator

**PUBLIC COMMENT**

1. None.

**UNFINISHED BUSINESS**

1. Plan for hiring Administrator
  1. Commissioner Schwartz reviewed the plan for an Interim Administrator in the event that a new Administrator for NCPHD is not hired and in-house on July 1, 2020:
    - a) The Leadership Team proposed to assign Shellie Campbell, NCPHD Clinical Program Supervisor, as the interim Administrator.
    - b) It was the unanimous consensus of the Board of Health Executive Committee that Shellie Campbell be the Interim Administrator in the event a new Administrator for NCPHD is not hired and in-house on July 1, 2020.
  2. The Executive Committee thanked Gloria Perry for her excellent work to date on the Administrator hiring process.

## **NEW BUSINESS**

### 1. COVID-19 Public Health funding: Commissioner Schwartz

#### 1. Commissioner Schwartz reviewed the COVID-19 Unified Command Fiscal Policy #1.

##### 1. Source Of Funds

The Unified Command does not have its own funding source. The funding sources are the organizations making up the Unified Command. Any expenditure authorized and/or recommended by the Unified Command must identify the organization used as the source for funds. This applies even if the expense is expected to be reimbursed by the Federal Government, State Government and/or other grant sources. The responsible party will be the party that requests the funds or who carries the responsibility for the service. I.e. A request for additional ppe for law enforcement would be the responsibility of the County or City. A request for rapid test kits to be purchased would be the responsibility of Public Health or MCMC.

##### 2. Responsibility For Cost

The organization initiating a request for resources (requesting organization) where funds were expended (or the organization that holds the responsibility for providing the service) is ultimately responsible to reimburse the organization used as the source of funding (funding organization) the request. The reimbursement from the requesting organization to the funding organization will be for the net amount remaining after any reimbursements for the expense from the Federal government, State government or other funding source have been applied , if any.

##### 3. Types Of Costs

Types of costs to be reimbursed by the requesting organization to the funding organization include: Supplies, Services, Capital Assets, Non-capital equipment, and direct disbursement of funds.

##### 4. Timing Of Reimbursement

The reimbursement from a requesting organization to a funding organization will occur no later than three (3) months after the COVID-19 Unified Command has ramped down or when reimbursement from another entity has been received whichever is later.

### 2. Commissioner Schwartz reviewed the COVID-19 Unified Command Fiscal Policy #2: COVID-19 4/15/2020 Purchase process.

#### **Purpose:**

This policy is to identify the process by which the Unified Command will make necessary procurements related to the COVID-19 incident.

#### **Process:**

1. A needed resource is identified.
2. Can the agency fill the need with an internal order?
  - a. Yes – use internal processes. **End.**
  - b. No – Agency has tried to procure the resource but has been unable and needs Unified Command assistance.
3. A 213 RR is completed with supporting documents attached.
4. The 213 RR and supporting documents are submitted to Logistics and Finance.
5. Can Logistics fill the 213 from available resources?
  - a. Yes – Logistics fills the request. **End.**



- b. No – the requested resources are not available to Unified Command without being purchased.
  - 6. The responsible agency is identified by Unified Command based on:
    - a. Source of Funds: The Unified Command does not have its own funding source. The funding sources are the organizations making up the Unified Command. Any expenditure authorize and/or recommended by the Unified Command must identify the organization used as the source for funds. This applies even if the expense is expected to be reimbursed by the Federal government, State government and/or other funding sources.
    - b. Responsibility for Cost: The organization initiating a request for resources (requesting organization) where funds were expended is ultimately responsible to reimburse the organization used as the source of funding (funding organization) the request. The reimbursement from the requesting organization to the funding organization will be for the net amount remaining after any reimbursement for the expense from the Federal government, State government and/or other funding sources.
    - c. Types of Costs: Types of costs to be reimbursed by the requesting organization to the funding organization include: supplies, services, capital assets, non-capital equipment, and direct disbursement of funds.
  - 7. If necessary an agency(ies) willing to front the funds are identified.
  - 8. The request is sent to the responsible or fronting agency for approval.
    - a. Responsible agency reviews the request to determine if they are able to fill the request.
      - i. Yes – The agency fills the request using their procurement rules and tracks the cost for possible reimbursement from FEMA and/or State. **End.**
      - ii. No – The agency determines they are unable or unwilling to fill the procurement. Request is returned to Logistics in Unified Command.
    - b. Fronting agency reviews request.
      - i. Responsible agency sign agreement to reimburse net funds not recovered by other reimbursement
      - ii. Funding agency fills request
      - iii. Funding agency pursues other reimbursements before recovering net remainder from responsible agency. **End.**
  - 9. Unified Command reviews and determines if another agency is more appropriate, willing or able to fill the request.
    - a. Yes – Return to step #5 – The responsible or agency willing to front the required funds is identified and work through the steps using the past record and input from Unified Command.
    - b. No – Request is denied. **End.**
- 3. Commissioner Schwartz reviewed the COVID-19 Sub-Recipient Funding Agreement.
  - 1. See attached Appendix A for further details.
  - 2. Commissioner Schwartz asked the Executive Committee members for feedback and questions on the Sub-Recipient Agreement.
  - 4. It was the unanimous consensus of the Board of Health Executive Committee that a change in wording be requested from the Wasco County Board of Commissioners for the Sub-Recipient Agreement to include language that allows the Wasco County Board of Commissioners

discretion around which agency/agencies will be required to pay back funding outlays during the COVID-19 response.

4. COVID-19 Fiscal Funding Documents.
  1. Kathi Hall reviewed the following NCPHD Fiscal Funding documents with the Executive Committee:
    - a. 1-Covid Funding Amounts.
    - b. 2-PE01-04 COVID NCPHD Budget Submitted 4-1-20.
    - c. 3-NCPHD Budget for FY20 for PE12-02 for BOH.
    - d. 4-CGHC C19 Budget with FTE 4.232020v2.
    - e. 5-2020 Est. Ending Balance.
  2. Kathi requested questions and feedback from the Executive Committee.
  3. See APPENDIX B NCPHD COVID FUNDING April 28, 2020 for further details.
5. Governor's Criteria for re-Opening.
  1. A special session of Wasco County Board of Commissioners will be held on Wednesday, April 29, 2020 to discuss requirements for county re-opening.
  2. Teri Thalhofer and Dr. McDonnell will be attending the Wasco County special session to discuss the Governor's criteria.
  3. Teri reviewed the identified criteria with the committee.
    - a. Teri informed the Executive Committee that the newest guidance from the Governor has not yet been received.
    - b. There is no requirement for a plan to be submitted to the Governor's office at this time.

Being no further business to be conducted at this time, Commissioner Kathy Schwartz adjourned the Board of Health Executive Committee meeting at 3:30 p.m.

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*Signature*

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*Date*

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Printed Name

**APPENDIX A – BOH EXECUTIVE COMMITTEE APRIL 28, 2020**

**SUBRECIPIENT AGREEMENT BETWEEN THE COUNTY  
COMMISSIONERS OF \_\_\_\_\_ COUNTY AND  
\_\_\_\_\_**

This Subrecipient Agreement, (hereinafter, the "Agreement") effective as of this \_\_\_\_\_, day of \_\_\_\_\_, 2020 is made by and between \_\_\_\_\_ County, Oregon, (the "County") and \_\_\_\_\_, an Oregon nonprofit corporation (hereinafter referred to as the "Subrecipient").

**WHEREAS**, the (Funding Agency) has authorized the distribution of Public Assistance to local governmental agencies and eligible private nonprofit organization in accordance with procedures in 44 C.F.R. §206.202(c) to aid in life saving operations related to Covid-19.

**WHEREAS**, the County is the recipient of Public Assistance funds on behalf of the Subrecipient for the purchase of \_\_\_\_\_ (hereinafter referred to as the "Project");

**WHEREAS**, the Subrecipient is a nonprofit corporation whose mission is to \_\_\_\_\_ in \_\_\_\_\_ County, Oregon; and

**WHEREAS**, the Subrecipient has a substantial necessity for this project in order to \_\_\_\_\_, which will in tum benefit the citizens of \_\_\_\_\_ County.

**NOW, THEREFORE**, in consideration of the foregoing, the parties agree to the following:

1. Funding:

(a) All funding referred to herein shall be expended solely for the approved expenditures related to the purchase, management, and control of the Project.

(b) (i) The County shall advance \_\_\_\_\_ Dollars (\$\_\_\_\_\_) to the Subrecipient for implementation of the Project; and

(ii) Within thirty (30) days after the end of each calendar quarter, or earlier if requested, the Subrecipient shall submit an accounting for the project expenditures, reflecting payments from the advanced funding for expenses and costs of the Project, and documentation of eligible costs in excess of the advance payment for reimbursement.

2. The Subrecipient shall:

(a) Submit such original reports and documentation as required by the County

and the Federal Government, including but not limited to, documentation of expenses and costs for which the Subrecipient is seeking reimbursement from the County;

(b) Use the funds received only for the purpose stated in Section 1(a) of this Agreement.

(c) Comply with all federal, State and local laws, regulations, ordinances, resolutions and policies.

(d) Maintain records documenting the following:

(i) The receipt and inventory of all funds it received from the County;  
and

(ii) The amount and disposition of all funds it receives from the County.

(e) Provide original documents for safekeeping by the County including, but not limited to, any and all required reports, invoices, and expenditures.

(f) Provide the County with all reports required by FEMA, and maintain and grant access to all reports and as required.

(g) Agree that the County reserves the right to terminate this Agreement upon written notice to the Subrecipient, which termination shall not relieve the Subrecipient of its obligations hereunder up to termination.

(h) Agree that if a determination is made that the Subrecipient has failed to use the funds from this grant for the purposes specified in Section 1(a) of this Agreement, the Subrecipient may be required to repay all monies received.

(i) Agree to sole responsibility for financial penalties incurred through delay or non-compliance with project requirements, as determined FEMA, and/or for the difference in any funds advanced by the County pursuant to paragraph 2(b) and the amount eventually reimbursed to the County by FEMA. Repayment by the Subrecipient of funds under this provision shall occur within 30 days of demand. In the event that County is required to initiate legal proceedings to enforce this recovery provision, OEM shall be entitled to its costs thereof, including reasonable attorney fees.

(j) Assure that no person, otherwise eligible, will, on the ground of race, religion, color, national origin, sex, age or disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under, any program or activity in which the Subrecipient

participates.

(k) Provide such additional programmatic or fiscal information as requested by the County from time to time with respect to any and all programs or activities covered by this Agreement.

(l) Agree that this Agreement is non-assignable and shall not be assigned to a third-party without the written approval of the County.

(m) Agree that its obligations under this Agreement shall survive the expiration of the Grant.

(n) Agrees to comply in all other respects with the County requirements for the Project.

3. The County shall:

(a) Review requests for reimbursement and accompanying documentation submitted by the Subrecipient for the expenses and costs of the Project.

(b) Advise the Subrecipient if additional documentation is necessary.

(c) Process the request for reimbursement according to standard County procedures.

4. This Agreement may be suspended or terminated in the event of default, inability or failure to perform on the part of the Subrecipient, or when both parties mutually agree to terminate the Agreement. Except as otherwise provided herein, this Agreement shall remain in effect as long as the Subrecipient has control over the funds provided pursuant to Section 1, above, including program income generated by such funds.

5. Upon expiration of this Agreement, the Subrecipient shall transfer to the County any remaining funds on-hand provided pursuant to Section 1, above.

6. By entering into this Agreement, the County and its employees, agents and assigns do not waive any defenses and do not waive any limitations of liability, all as may be provided for by law. No provision of this Agreement modifies and/or waives any provision of the Oregon Tort Claims Act.

7. It is specifically agreed between the parties executing this Agreement that it is not intended by any of the provisions of this Agreement to create in the public or any member thereof, third party beneficiary status in connection with the performance of the obligations herein without the written consent of the County and notwithstanding its concurrence in or approval of the award of any contract or subcontract or the

solicitation thereof in fulfilling the obligations of the Agreement.

8. The County's financial obligations, if any, under this Agreement are contingent upon sufficient appropriations and authorization being made to the County by FEMA and the County's allocation of such funding for the performance of this Agreement. The County's decision as to whether sufficient appropriations are available shall be accepted by the other party or parties to this Agreement and shall be final.
9. In the event any portion of this Agreement is found to be unconstitutional, illegal or void, by a court of competent jurisdiction, it is the intent of the County to sever only the invalid portion or provision, and that the remainder of the Agreement shall be enforceable and valid, unless deletion of the invalid portion would defeat the clear purpose of the Agreement, or unless deletion of the invalid portion would produce a result inconsistent with the purpose and intent of the County in entering into this Agreement.
10. The Subrecipient, its officers and directors shall have no authority to bind or obligate the County to any contract, undertaking or obligation without the express written authorization of the County.
11. This Agreement shall be governed by and construed and enforced in accordance with the laws of the State of Oregon.
12. Except when caused by the willful misconduct of the County, the Subrecipient shall indemnify and save the County harmless against and from, and shall reimburse the County for, all liabilities, obligations, damages, fines, penalties, claims, demands, costs, charges, judgments, and expenses, including but not limited to reasonable attorney's fees, which may be imposed upon or incurred or paid by or asserted against the County arising, directly or indirectly, out of or from this Agreement.
13. The parties hereto agree that the above writing constitutes the entire agreement between them concerning this matter and that there are no understanding, promises or arrangements binding either part hereto that have not been written herein. The parties further agree that this Agreement can be amended only by written agreement signed by the parties hereto.
14. The Subrecipient certifies that no federal funds have been paid or will be paid to any person for the purpose of influencing any official, employee of any agency or Member of Congress in the connection of awarding any federally funded contract or agreement.
15. The Subrecipient certifies that no funds provide by this Agreement shall be used or used by personnel employed in the activities funded under this agreement for political activities, lobbying, political patronage or nepotism.
16. The Subrecipient shall not discriminate in the provision of its services, hiring

practices or procurement on any of the following basis; Race, Color, National Origin, Family Status, Gender, Handicapping Condition, or Religion.

**IN WITNESS THEREOF**, the parties hereto have caused this Agreement to be duly executed by their hands and seals, intending to be so bound, as of the day and year first above written.

**BOARD OF COUNTY  
COMMISSIONERS  
OF WASCO COUNTY**

\_\_\_\_\_, **An Oregon  
Non-Profit Corporation**

\_\_\_\_\_  
County Commissioner

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: \_\_\_\_\_

\_\_\_\_\_  
County Commissioner

\_\_\_\_\_  
County Commissioner

**APPENDIX B NCPHD COVID FUNDING April 28, 2020**

**A. 1-COVID Funding Amounts**

				<b>Award Period</b>	<b>OHA Rpt - March</b>	<b>Est Apr - June</b>
PE 01-04	OHA State	\$117,594	Personal Services & Admin	1/21/20 - 6/30/20	\$30,117	\$87,477
PE 12 - 02 In April 13 contract amendment	OHA Federal	\$119,757	Personal Services, travel, contracted services, Admin	3/21/20 - 6/30/20		
Pacific Source CCO		\$25,000		No Award Period		
Covid Reserve				\$10,000		
Covid 19 Supplies thru 4/21/20:				\$4,418		
Balance					\$14,418	\$10,582
Col Gorge Health Council		\$198,672		5/1/20 - 10/31/20		
These funds will be used for the state re-opening plan to include intensifying testing and contact tracing.						

**B. 2-PE01-04 COVID NCPHD Budget Submitted 4-1-20**

<b>Program Element 01 COVID-19 Budget Proposal Form - Line Item Budget and Narrative Worksheet</b>				
<b>*** Please carefully review Budget Guidance before completing budget template. Please submit budget template to <a href="mailto:oha-phd.expendvreport@dhsosha.state.or.us">oha-phd.expendvreport@dhsosha.state.or.us</a> within 30 days of receiving award.</b>				
Please complete the following Line Item Budget for:				<b>COVID-19 Response (1/21/2020-6/30/20)</b>
<i>Identify only funds awarded under Program Element for COVID-19 Response. List any applicable in-kind or matching funds provided by the fiscal agent and/or strategic partners.</i>				
Fiscal Agent:		North Central Public Health District		
Fiscal Contact:		Kathi Hall		
E-mail address:		<a href="mailto:kathih@ncphd.org">kathih@ncphd.org</a>		
Phone Number:		541-506-2628	Fax Number:	541-506-2600



		Description		
<b>Budget Categories</b>				
(A) Salary and Fringe	<b>TOTAL SALARY &amp; FRINGE TOTAL</b>		<b>\$101,904.00</b>	
	<b>NARRATIVE DESCRIPTION:</b>			
	Staff and salaries used for the emergency preparedness and response related to COVID-19 that are not covered by PE funds designated in the March 23, 2020 letter on Program Element expectations.			
(B) Contractual:	<b>TOTAL CONTRACTUAL</b>		<b>\$5,000.00</b>	
	<b>NARRATIVE DESCRIPTION:</b>			
	Personal Services Agreement with Judy Bankman for emergency preparedness and response services related to COVID-19.			
(C) Travel	<b>TOTAL IN-STATE TRAVEL</b>			
	<b>NARRATIVE DESCRIPTION:</b>			
	(enter text here)			
(D) Equipment	<b>TOTAL EQUIPMENT</b>			
	<b>NARRATIVE DESCRIPTION:</b>			
	(enter text here)			
(E) Equipment	<b>TOTAL EQUIPMENT</b>			
	<b>NARRATIVE DESCRIPTION:</b>			
	(enter text here)			
(F) Supplies	<b>TOTAL SUPPLIES</b>			
	<b>NARRATIVE DESCRIPTION:</b>			
	(enter text here)			
(G) Other	<b>TOTAL OTHER</b>			
	<b>NARRATIVE DESCRIPTION:</b>			
	(enter text here)			
(H) Total Direct Charges	(Sum of A through G)		<b>\$106,904.00</b>	
(I) Indirect	Indirect @	0.1	Sum of Line H x Line I	<b>\$10,690.00</b>
(J) TOTALS	(Sum of H & I). Should equal PE COVID Award Amount			<b>\$117,594.00</b>

### C. 3-NCPHD Budget for FY20 for PE12-02 for BOH

#### PHEP Program Annual Budget

Wasco, Sherman & Gilliam Counties

July 1, 2019 - June 30, 2020

			Total
<b>PERSONNEL</b>			<b>\$46,540</b>
<b>NCPHD Personnel</b>	\$57,607		0
Team to assist in development, evaluation and progress of a community intervention implementation plan for Covid 19			
<b>TRAVEL</b>			<b>\$4,000</b>
<b>Total In-State Travel:</b> (describe travel to include meals, registration, lodging and mileage)		\$4,000	
<b>Hotel Costs:</b>			
<b>Per Diem Costs:</b>			
<b>Mileage or Car Rental Costs:</b>	\$2,000		
<b>Registration Costs:</b>			
<b>Misc. Costs (fuel):</b>	\$2,000		
<b>Out-of-State Travel:</b> (describe travel to include location, mode of transportation with cost, meals, registration, lodging and incidentals along with number of travelers)		\$0	
<b>CAPITAL EQUIPMENT (individual items that cost \$5,000 or more)</b>			<b>\$22,500</b>
5 laptops for field investigations	\$12,500		
1 laser printer for field work	\$5,000		
Travel vaccine refrigerator	\$5,000		
<b>SUPPLIES</b>			<b>\$24,830</b>
Phones, Medical Supplies	\$4,830		
Test kits	\$10,000		
PPE	\$10,000		
<b>CONTRACTUAL (list each Contract separately and provide a brief description)</b>		\$5,000	<b>\$5,000</b>
<i>Contract with Judy Bankman to provide project support to team</i>	\$5,000		
<b>OTHER</b>		\$6,000	<b>\$6,000</b>
Office Space for Covid testing/Contact investigation staff	\$6,000		
<b>TOTAL DIRECT CHARGES</b>			<b>\$108,870</b>
<b>TOTAL INDIRECT CHARGES @ ___% of Direct Expenses or describe method</b>			<b>\$10,887</b>
<i>Cost Allocation by FTE in the program</i>	\$10,887		
<b>TOTAL BUDGET:</b>			<b>\$119,757</b>
Date, Name and phone number of person who prepared budget		Award	119757
4/28/20 Kathi Hall 541-506-2628			\$0

**NOTES:**

Salaries should be listed as a full time equivalent (FTE) of 2,080 hours per year - for example an employee working .80 with a yearly salary of \$62,500 (annual salary) which would computer to the sub-total column as \$50,000

% of FTE should be based on a full year FTE percentage of 2080 hours per year - for example an employee listed as 50 hours per month would be  $50 \times 12 / 2080 = .29$  FTE

**D. 4-CGHC C19 Budget with FTE 4.23.2020**

Budget						
Personnel Services:						
Position	Role	Annual Sal.	FTE	# mo	Salary Request ed	Benefits Requested
Public Health Nurse	Covid testing/Contact investigation	\$55,980.00	1.00	6	\$27,990.00	\$9,516.60
Public Health Nurse	Covid testing/Contact investigation	\$51,859.00	0.50	6	\$12,964.75	\$4,408.02
Com. Health Spec.	Communication Website, Facebook	\$41,448.00	0.25	6	\$5,181.00	\$1,761.54
Com. Health Spec.	Update NCPHD Preparedness Plans	\$41,448.00	0.50	6	\$10,362.00	\$3,523.08
Com. Health Worker	Website, Facebook translation	\$41,280.00	0.25	6	\$5,160.00	\$1,754.40
Com. Health Worker*	Staff Migrant Worker hotline	\$41,280.00	0.20	6	\$4,128.00	\$1,403.52
Com. Health Worker*	Support, Outreach to migrant workers and/or community members in isolation	\$41,280.00	1.00	6	\$20,640.00	\$7,017.60
<b>Total Personnel Services</b>					<b>\$115,810.51</b>	
Equipment and Supplies:						
Name of Item						
Fit testing kits for Respirator fit testing machine	Hoods, spray, tubes					\$300.00

Food bank equipment	\$10,000.00
Supplies/ PPE for migrant workers, unsheltered, etc.	\$15,000.00
Serological test kits **	
<b>Total Equipment and Supplies</b>	<b>\$25,300.00</b>
<b>Travel:</b>	
<b>Other Expenses:</b>	
<b>Name of Item</b>	
Inventory program to be used by logistics branch	\$2,500.00
Contracted Services for Website development and brochures	\$10,000.00
Per Diem accommodations for two hotel rooms for duration of isolation costs for 3 months @ \$4500/month/room	\$27,000.00
<b>Total Other Expenses</b>	<b>\$39,500.00</b>
<b>Subtotal</b>	<b>\$180,610.51</b>
<b>Indirect:</b>	
	<b>\$18,061.05</b>
<b>Total</b>	<b>\$198,671.56</b>

\*potential positions with community partners

\*\*unknown if public health to cover cost- estimate anywhere from \$10,000-\$150,000

### E. 5-2020 Est. Ending Balance

Fund Balance as of 3/31/20				
Audited Beginning Balance			\$419,963	%
Revenue	BUD	ACT		
	\$3,241,953		\$2,841,953	78%
		<b>\$2,210,359</b>		
Expenditures	\$3,241,953			64%
		<b>\$2,069,475</b>		
			\$140,884	
3/31/20 Fund Balance			<b>\$560,847</b>	
Included in Fund Balance:				
OHA & CCO Covid Funding		\$142,594		
Grant C/O		\$86,739		
Contingency		\$37,624		
Unappropriated		\$175,000		
Reserve for Accred. Exp.		\$5,000		
			<u>\$446,957</u>	

### Estimated Ending Fund Balance 6/30/20

Audited Beginning Balance					\$419,963
Actual Rev. Apr - June 2019	Est. Clinic Fees Reduction	CGHC Covid 19	OHA Fed. Covid \$		
\$832,257	\$41,000				
	<u>\$791,257</u>	\$198,671	\$119,757		
Est Ending Rev.					<b>\$3,320,044</b>
Actual Exp. Apr - June 2019	Est. Addtl Exp. Due to Covid 19	CGHC 2 mo	Covid Fed Bud expend		
\$778,017	\$48,076	\$38,603	\$52,450	PS	
	\$25,000	\$27,621	\$67,307	MS	
	<u>\$73,076</u>	\$66,224	\$119,757		
Est Ending Exp.					\$1,037,074
					<b>\$3,106,549</b>
					\$213,495
<b>Estimated Ending Fund Balance 6/30/20:</b>					<b>\$633,458</b>

### Included in Est. Ending Fund Balance:

CCO Covid Reserve:	\$10,000
CGHC Carryover (4 mo)	\$132,447
Est. Grant Carryover	\$76,739
Contingency	\$37,624
Unappropriated	\$175,000
Reserve for Accred. Exp.	\$5,000
	<u>\$436,810</u>

IN AND FOR THE BOARD OF HEALTH OF THE NORTH CENTRAL PUBLIC HEALTH DISTRICT  
FOR WASCO, SHERMAN AND GILLIAM COUNTIES

Resolution No. 2020-02

**FY 2019-20 SUPPLEMENTAL BUDGET RESOLUTION  
NORTH CENTRAL PUBLIC HEALTH DISTRICT**

1. **BE IT HEREBY RESOLVED** that the Board of Health sitting as the Directors at a regularly scheduled meeting on May 12, 2020, approved the supplemental budget for fiscal year 2019/2020 and as amended by Attachment "A" in the sum of \$479,123.

**ADOPTED** by the North Central Public Health District Board of Health this 12<sup>th</sup> day of May, 2020.

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Kathy Schwartz  
Chair, NCPHD Board of Health

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Teri Thalhofer, Director  
NCPHD Board of Health

North Central Public Health District

**Attachment A**

Increased Revenue

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
201.23.7145.412.656	Covid 19 Response	\$117,594
201.23.7145.412.693	Pacific Source	\$25,000
201.23.7145.412.702	Col. Gorge Health Council	\$198,672
201.23.7145.412.710	SAIF Grant	18,100
		<hr/>
		\$359,366

Increased Expenditure/Appropriation

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
201.23.7145.51175	Director	\$30,656
201.23.7145.51180	Com. Hlth Specialist/Worker	\$60,932
201.23.7145.51184	Health Officer	\$71,248
201.23.7145.51192	Public Health Nurse	\$54,879
201.23.7145.51250	Admin. Personal Services	\$11,600
201.23.7145.52398	Administrative Cost	\$17,151
201.23.7145.52429	Contracted Services	\$10,000
201.23.7145.52711	Meals Lodging Registration	\$27,000
201.23.7145.52929	Supplies - Medical	\$30,000
201.23.7145.52936	Supplies - Program/Ed	\$45,900
		<hr/>
		\$359,366

Increased Revenue

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
201.23.7149.413.905	Covid-19 Response	\$119,757

Increased Expenditure/Appropriation

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
201.23.7149.51178	Program Supervisor	\$11,093
201.23.7149.51179	Community Health Promoter	\$11,264
201.23.7149.51180	Community Health Worker	\$8,380
201.23.7149.51192	PHN II	\$10,600
201.23.7149.51250	Admin. Personal Services	\$7,185
201.23.7149.52398	Administrative Cost	\$3,702
201.23.7149.52429	Contracted Services	\$5,000
201.23.7149.52731	Travel & Mileage	\$4,000
201.23.7149.52919	Supplies - Equipment	\$22,500
201.23.7149.52936	Supplies - Program/Ed	\$30,033
201.23.7149.52950	Transfer	\$6,000
		<hr/>
		\$119,757

Total \$479,123

**NCPHD**  
**Accounts Payable Checks**  
**Issued April 2020**

Check Date	Check Number	Vendor Name	Amount
4/10/2020	688	IRS	\$16,498.01
4/10/2020	689	ASIFLEX	\$190.00
4/10/2020	690	P E R S	\$17,049.51
4/10/2020	691	OREGON STATE, DEPT OF REVENUE	\$4,303.56
Held in Que	692	OREGON STATE, EMPLOYMENT DEPT.	\$309.65
4/16/2020	693	IRS	\$520.23
Held in Que	694	P E R S	\$582.24
4/16/2020	695	OREGON STATE, DEPT OF REVENUE	\$137.70
4/24/2020	696	IRS	\$14,850.49
4/24/2020	697	ASIFLEX	\$190.00
Held in Que	698	P E R S	\$17,118.94
4/24/2020	699	OREGON STATE, DEPT OF REVENUE	\$3,898.76
4/3/2020	13520	AFFORDABLE CARE NW, DBA HELPING	\$220.00
4/3/2020	13521	BANKMAN, JUDY	\$350.00
4/3/2020	13522	CAMPBELL, SHELLIE	\$207.53
4/3/2020	13523	CIS TRUST	\$37,982.30
4/3/2020	13524	DIXON-SHANE LLC, R&S NORTHEAST LLC	\$982.30
4/3/2020	13525	GAMMON, DEBRA	\$85.00
4/3/2020	13526	HENRY SCHEIN	\$1,049.21
4/3/2020	13527	IMMENSE IMAGERY	\$3,237.80
4/3/2020	13528	OR STATE PUBLIC, HEALTH LABORATORY	\$198.60
4/3/2020	13529	OREGON STATE, DEPT OF ENVIRONMENTAL QUA	\$1,000.00
4/3/2020	13530	STAEHNKE, DAVID	\$39.42
4/3/2020	13531	STERICYCLE INC.	\$590.73
4/3/2020	13532	UPS	\$149.64
4/10/2020	13533	FRANKLIN, SARAH	\$3,750.00
4/10/2020	13534	IMMENSE IMAGERY	\$2,236.00
4/10/2020	13535	KNOWLEDGE CAPITAL ALLIANCE INC	\$3,000.00
4/10/2020	13536	LAMENDOLA-GILLIAM, CALLIE	\$108.10
4/10/2020	13537	MID-COLUMBIA MEDICAL CENTER	\$575.00
4/10/2020	13538	OFFICE DEPOT	\$551.70
4/10/2020	13539	OREGON STATE, DEPT OF HUMAN SERVICES	\$26.00
4/10/2020	13540	PETTY CASH	\$44.72
4/10/2020	13541	RICOH USA INC.	\$162.45
4/10/2020	13542	SATCOM GLOBAL INC.	\$60.24
4/10/2020	13543	STAPLES ADVANTAGE	\$183.06
4/10/2020	13544	STERICYCLE INC.	\$590.73
4/10/2020	13545	U.S. CELLULAR	\$334.31
4/10/2020	13546	WASCO COUNTY	\$209.43
4/10/2020	13547	CA STATE DISPURSEMENT UNIT	\$231.50
4/10/2020	13548	NATIONWIDE RETIREMENT SOLUTION	\$1,265.00
4/16/2020	13549	AHLERS & ASSOCIATES	\$860.00
4/16/2020	13550	BANKMAN, JUDY	\$1,070.00
4/16/2020	13551	H2OREGON BOTTLED WATER INC.	\$108.50
4/16/2020	13552	HALL, KATHERINE	\$19.92

PAYROLL A/P (EFT)

PAYROLL A/P



4/16/2020	13553	KNOWLEDGE CAPITAL ALLIANCE INC	\$400.00
4/16/2020	13554	LAMENDOLA-GILLIAM, CALLIE	\$148.35
4/16/2020	13555	NELSON TIRE FACTORY DBA, GILL'S POINT S	\$459.59
4/16/2020	13556	QWIK CHANGE LUBE CENTER INC.	\$41.95
4/16/2020	13557	SPARKLE CAR WASH, LLC	\$16.20
4/16/2020	13558	US BANK	\$2,505.40
4/16/2020	13559	WASCO COUNTY	\$464.50
4/22/2020	13560	OREGON STATE, DEPARTMENT OF REVENUE	\$338.00
4/23/2020	13561	AFFORDABLE CARE NW, DBA HELPING HANDS	\$220.00
4/23/2020	13562	AMP YOUR GOOD, INC.	\$2,599.25
4/23/2020	13563	BEERY ELSNER & HAMMOND LLP	\$141.00
4/23/2020	13564	CIS TRUST	\$1,336.65
4/23/2020	13565	CYTOCHECK LABORATORY LLC	\$245.00
4/23/2020	13566	HENRY SCHEIN	\$224.42
4/23/2020	13567	LAMENDOLA-GILLIAM, CALLIE	\$108.10
4/23/2020	13568	OFFICE DEPOT	\$77.89
4/23/2020	13569	SHRED-IT USA	\$135.96
4/29/2020	13570	AMERICAN FAMILY LIFE ASSURANCE	\$370.80
4/29/2020	13571	CA STATE DISPURSEMENT UNIT	\$231.50
4/29/2020	13572	NATIONWIDE RETIREMENT SOLUTION	\$1,265.00
4/30/2020	13573	BANKMAN, JUDY	\$790.00
4/30/2020	13574	CLARK, GLENDA	\$429.50
4/30/2020	13575	HENRY SCHEIN	\$463.37
4/30/2020	13576	LAMENDOLA-GILLIAM, CALLIE	\$148.35
4/30/2020	13577	NELSON TIRE FACTORY DBA, GILL'S POINT S	\$468.71
4/30/2020	13578	OR STATE PUBLIC, HEALTH LABORATORY	\$133.95
4/30/2020	13579	OREGON STATE, DEPT OF HUMAN SERVICES	\$20,379.82
4/30/2020	13580	STAEHNKE, DAVID	\$40.99
4/30/2020	13581	UPS	\$124.00
<b>TOTAL:</b>			<b>\$171,436.53</b>

PAYROLL A/P

NCPHD Board of Health authorizes check numbers 13530 - 13581 and payroll EFT numbers 688 - 699 totalling \$171,436.53.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_  
 Commissioner Kathy Schwartz  
 Chair, NCPHD Board of Health