



Public Health
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North Central Public Health District

North Central Public Health District Board of Health Executive Committee Meeting

Tuesday, January 14, 2020
3:00 PM

To Be Held At:
**North Central Public Health
District Meeting Room.**

AGENDA

1. **Minutes**
 - a. Approve from 12/10/2019 Full Board of Health Meeting.
 - b. Set Next Meeting Date (2/11/2020) (Full Board of Health Meeting)
2. **Additions to the Agenda**
3. **Public Comment**
4. **Unfinished Business**
 - a. Office Space
5. **New Business**
 - a. Discuss election of Chair and Vice Chair for NCPHD Board.
 - b. Recruitment and hiring for Director position.
 - c. July – December 2019 Fiscal Report.
 - d. 2020 – 2021 Budget
 - e. Salary Survey Comparison
 - f. Staff Updates
 - g. Approval of A/P Check Report
 - December 2019
 - h. Contracts Summary
 - i. Director's Report
 - January 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

**North Central Public Health District
Board of Health
Meeting Minutes
December 10th, 2019**

In Attendance: Commissioner Joan Bird – Sherman County; Celeste Hill-Thomas – Wasco County; Roger Whitley – Sherman County; Commissioner Leslie Wetherell – Gilliam County; Commissioner Scott Hege – Wasco County; Taylor Steen – Wasco County – arrived later in the meeting.

Staff Present: Teri Thalhofer, RN/BSN – Director NCPHD; Laurie Jupe – Program Secretary NCPHD; Alyssa Bachman – Fiscal Assistant 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.

Guests Present: Mike Middleton – Wasco County Finance Director

Minutes taken by: Laurie Jupe

Meeting called to order at 3:00 p.m. by Commissioner Scott Hege

SUMMARY OF ACTIONS TAKEN

MOTION by Commissioner Joan Bird, and seconded by Commissioner Leslie Wetherell, to accept the November 12th, 2019 Executive Committee meeting minutes as presented.

Vote: 5-0
Yes: Commissioner Joan Bird, Commissioner Leslie Wetherell, Commissioner Scott Hege, Roger Whitley, and Celeste Hill-Thomas
No: 0
Abstain: 0
Motion: Carried

MOTION by Roger Whitely, and seconded by Celeste Hill-Thomas, to accept the A/P Checks Issued reports for November 2019 as presented.

Vote: 6-0
Yes: Commissioner Joan Bird, Commissioner Leslie Wetherell, Commissioner Scott Hege, Roger Whitley, Taylor Steen, and Celeste Hill-Thomas
No: 0
Abstain: 0
Motion: Carried

MOTION by Commissioner Leslie Wetherell, and second by Commissioner Joan Bird, to accept the Policy AD - Safeguarding Social Security Numbers - 11142019.

Vote: 6-0

Yes: Commissioner Scott Hege, Commissioner Joan Bird, Commissioner Leslie Wetherell, Taylor Steen, Roger Whitley, and Celeste Hill-Thomas

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 November 12th, 2019 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, January 14th, 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. 7th Street, The Dalles, OR.

ADDITIONS TO THE AGENDA

1. Teri requested the Strategic Plan presentation, under Unfinished Business, be moved to follow the Public Health Orientation, under New Business.
2. All Board members present agreed to the move.

PUBLIC COMMENT

1. None.

UNFINISHED BUSINESS

1. North Central Public Health office repair and upstairs office space update.
 1. Teri updated the committee on the status of the previously flooded office space in Annex A.
 - a) Teri thanked Gene Scherer and Mike Couch, Wasco County Facilities, for their excellent efforts at finishing the necessary work following the flooding of the east end offices of Annex A.
 - b) Commissioner Hege informed the Board that the new Wasco County Facilities Lead, Matthew Cleaves, would be starting soon.
 2. Teri is still waiting for an estimate from the contractor for the costs of work on the upstairs office space remodel.

NEW BUSINESS

1. PERS Employer Incentive Fund: Wasco County Finance Director Mike Middleton
 1. Mike Middleton presented PERS Side Accounts and the Employer Incentive Fund to the Board members.
 2. Teri informed the Board members that at Budget time there will be an ask Ad Proposal for a Side Account whether there are matching funds with the two scenarios of matching funds or not matching funds.
2. Orientation to Your Local Public Health
 1. Teri presented the Orientation to Your Local Public Health to all Board members.
 2. Teri asked for feedback and discussion and offered a tour of the facilities to all Board members following the Board meeting.
 3. Commissioner Hege requested the Board receive a report from the Area 51 Work Group sometime in 2020.
3. NCPHD Strategic Plan Update
 1. Teri reviewed the updated timeline and goals for the NCPHD Five Year Strategic Plan with the Board members.
 2. Teri invited the Board members that their help and participation would be welcome within any of the areas within the Strategic Plan moving forward.
 3. The Board members will take the Strategic Plan handout, review the information, and provide feedback at a later time.
4. Staff Updates
 1. One Registered Nurse position remains open.
 2. Teri notified the Board members of her Retirement from North Central Public Health District to be effective as of June 30th, 2020.
5. Policies
 1. AD-Safeguarding Social Security Numbers-11142019.
 - a) A motion was made to approve the Policy – AD-Safeguarding Social Security Numbers-11142029.
 2. Policy & Procedure Approval Levels.
 - b) It was the unanimous consensus of the Board that Policies previously signed by Mike Smith stay in effect until they are significantly changed.
 - c) It was the unanimous consensus of the Board that if a Policy is rewritten in any way it should come back to the Board for approval.
6. Approval of A/P Check Report (November 2019)
 1. A/P Check Report presented to the board.
 2. A motion was made to approve the A/P Check Reports for November 2019 as presented.
7. Contracts Summary
 1. Agreement for Temporary Environmental Health Specialist Services – Restaurant Inspections: An agreement between NCPHD and Melissa Ney for Ney to perform licensed facility inspections. NCPHD needs additional capacity to meet the obligations for the inspections for the first half of the calendar year due to staff vacancies. Ney is a temporary employee paid \$50 for restaurant inspections and \$40 for all other inspections.

- a) Fiscal Impact: NCPHD fiscal staff are monitoring Ney's hours to assure that the budget for EH remains positive.
- 2. Agreement with PacificSource Community Solutions for 2019 Regional Quality Pool Dollars: NCPHD will be using our share of the 2019 Quality Pool Dollars to maintain reproductive health services at the current level of 30 hours per week available for appointment and walk in services.
 - b) Fiscal Impact: \$53,600 to support reproductive health services.
- 8. Directors Report – by Teri Thalhofer
 - 1. Report presented to the board and feedback was requested.
 - 2. Commissioner Hege informed the Board that the December 10th meeting would be his last Board meeting. Commissioner Kathy Swartz will be taking his place at the January 14th, 2020 meeting.

Being no further business to be conducted at this time, Commissioner Scott Hege adjourned the Board of Health meeting at 4:40 p.m. and Board members started the tour of the facilities with Teri Thalhofer.

Signature

Date

Printed Name

Recap Report
7/1/2017 to 6/30/2018

Account Number	Budgeted	YTD REV	YTD EXP	Balance	Pct	
201 PUBLIC HEALTH FUND						
201.00.1201 NON-DEPARTME REV (Interest and SAIF Dividend)	6,000.00	5,213.81	0.00	5,213.81	86.90	
201.23.7141 PUBLIC HEALTH REV General Fund; Septic; Vital Recd	835,653.00	388,533.58			46.49	
	709,230.00		311,149.34	77,384.24	43.87	(Maj. of GF to local match)
201.23.7142 WIC REV Nutrition for Women & Children	163,357.00	92,627.54			56.70	Admin.
	209,025.00		95,601.81	-2,974.27	45.74	
201.23.7143 MCH - CAH REV Child & Adolescent Health	32,008.00	16,123.78			50.37	
	50,042.00		13,104.00	3,019.78	26.19	
201.23.7144 REPROD HEALTH REV Exams & Ed. for Reproductive Heal	258,036.00	127,113.36			49.26	lew RH NORCOR Gran
	360,408.00		185,320.04	-58,206.68	51.42	
201.23.7145 STATE SUPPORT REV Exams, treat. & invest. for Com. Dis	45,517.00	23,468.61			51.56	
	38,764.00		20,166.79	3,301.82	52.02	
201.23.7146 ENVIRONMENTAL REV Facility inspections & Education	122,000.00	62,084.00			50.89	
	128,951.00		53,968.69	8,115.31	41.85	
201.23.7148 PERINATAL HEALTH REV Home visiting program	166,250.00	23,388.00			14.07	MAC Spring Qtr \$25k
	170,201.00		51,653.86	-28,265.86	30.35	local match
201.23.7149 PHEP REV Emergency preparedness	158,553.00	72,689.01			45.85	
	162,998.00		83,136.24	-10,447.23	51.00	
201.23.7151 PUBLIC HEALTH REV Public Health Modernization	350,000.00	172,252.56			49.22	
	350,000.00		155,327.22	16,925.34	44.38	OHA contract delayed
201.23.7152 HEALTH PROMO REV Grants promoting health	159,754.00	30,867.28			19.32	Grants carryover
	179,749.00		68,730.33	-37,863.05	38.24	Mejour Juntos, 4 Rivers
201.23.7153 IMMUNIZATION S REV Vaccine inventory; monitoring vaccinatio	18,284.00	6,440.49			35.22	
	19,932.00		10,105.75	-3,665.26	50.70	Vaccine Invoice
201.23.7154 CACOON REV Home visiting program	60,958.00	34,592.00			56.75	
	47,816.00		19,626.79	14,965.21	41.05	local match
201.23.7155 TOBACCO PREV REV Prevention of tobacco use	185,460.00	25,298.00			13.64	CGHC grant period
	208,374.00		67,160.97	-41,862.97	32.23	Jan. - Dec. 2018
201.23.7156 WATER REV Monitoring of public water systems	42,184.00	19,235.29			45.60	
	54,837.00		20,832.21	-1,596.92	37.99	
201.23.7158 BABIES FIRST REV Home visiting program	215,346.00	66,128.03			30.71	
	301,526.00		131,567.11	-65,439.08	43.63	local match \$30k
201.23.7159 OREGON MOTHERS REV OHP application assistance	5,593.00	2,371.00			42.39	
	17,476.00		8,415.84	-6,044.84	48.16	Medicaid Match
201.23.7500 PASS THROUGH REV DEQ fees	15,000.00	4,100.00			27.33	
	15,000.00		4,100.00	0.00	27.33	
201.23.7999 NON-DEPARTME REV (Conting. Unapprop. & Reserves)	0.00	0.00			0.00	
	217,624.00		0.00		0.00	
PUBLIC HEALTH FUND	2,833,953.00	1,172,526.34			41.37	
	3,241,953.00		1,299,966.99		40.10	
BEGINNING BALANCE			Audited			
ENDING BALANCE YTD		-127,441				
				-127,440.65		Diff. btw total rev. & total exp
				-149,530.82		12/31/2019 comparison
OUTSTANDING REVENUE:						
4 Rivers - Network	15,000.00					
MAC Summer Quarter	20,000.00					
	<u>35,000.00</u>					
Reserve for vehicle	20,000.00					
	<u>55,000.00</u>					

BUDGET CALENDAR FOR 2020/2021 BUDGET

1. Budget meetings with program managers – **Jan. 2020**
2. Leadership Team to prioritize Add/Asks.
3. First draft of budget will be put together before last week of February by Kathi.
4. Budget Team (Teri & Kathi) will meet as needed to balance budget.
5. Complete second draft done first week of March.
6. Executive Committee reviews and makes recommendations to budget – **3/10**
7. Send out County budget amounts to Counties – **week of 3/10.**
8. Gilliam County Budget Committee meeting _____
9. Sherman County Budget Committee meeting _____
10. 1st notice of NCPHD Budget Committee Meeting to paper by Mon. _____ for publication Thurs. _____ (17 days prior to budget committee meeting).
11. 2nd notice of NCPHD Budget Committee Meeting to paper by Mon. _____ for publication Thurs. _____ (10 days prior to budget committee meeting)
12. Compile Budget Document for distribution week of _____.
13. Budget Document to be distributed to Budget Committee week of _____.
14. Budget Committee Session – _____
 Receive Budget Message
 Review Proposed Budget
 Approve Budget
15. Wasco County Budget Committee meeting _____
16. Complete final Proposed Budget Document
17. Legal Notice of Budget Hearing to paper by **5/18** for publication **5/21.**
 (18 days prior to Budget Hearing)
18. Hold Budget Hearing (Governing Body) and Adopt Budget at **6/9/19** board meeting.

		Salary Survey Results				NCPHD		
		March 2017 Market Average Pay Ranges				1/1/2020 Salary Matrix		
		Avg. Curr. Pay	Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
DIR	Public Health Adminr - Director*	\$88,234.00	\$76,659.00	\$92,153.00	\$109,044.00	\$85,113.53		
H	Nutrition Program Technician	\$36,634.00	\$34,135.00	\$40,069.00	\$46,159.00	\$32,738.52	\$36,068.88	\$39,775.44
H	Community Health Worker	\$37,913.00	\$33,261.00	\$41,752.00	\$56,019.00			
H	Environ Health Program Technician	\$37,843.00	\$34,038.00	\$40,248.00	\$46,530.00			
H	Program Secretary	\$37,326.00	\$31,697.00	\$37,748.00	\$43,895.00			
H	Billing Specialist (new Position)							
HO1	Public Health Officer *	\$197,166.00	\$125,524.00	\$178,640.00	\$246,977.00	\$134,550.00		
L	Community Health Specialist	\$50,441.00	\$47,863.00	\$58,375.00	\$68,892.00	\$39,775.44	\$43,873.32	\$48,347.52
M	Accounting Clerk	\$38,593.00	\$34,688.00	\$40,223.00	\$46,024.00	\$41,788.20	\$46,045.32	\$50,751.24
M	WIC Coordinator (New Position)							
NP	Nurse Practitioner/Physician Asst*	\$102,067.00	\$75,896.00	\$90,891.00	\$108,231.00	\$107,640.00		
O	Office Manager (New Position)					\$46,045.32	\$4,229.27	\$55,978.20
P	Comm Disease Control Investigator	\$86,014.00	\$62,052.00	\$76,200.00	\$90,349.00	\$48,347.52	\$53,314.20	\$58,801.92
P	Emergency Preparedness Coord	\$66,464.00	\$53,176.00	\$63,973.00	\$74,769.00			
P	Environ Health Specialist Trainee	\$57,776.00	\$42,933.00	\$50,815.00	\$58,702.00			
P	TPEP Crd. (Com Hlth Prmtr/Educ)	\$51,548.00	\$46,634.00	\$55,866.00	\$65,098.00			
Q	Environmental Health Specialist	\$61,208.00	\$48,265.00	\$57,195.00	\$66,425.00	\$50,751.24	\$53,314.20	\$61,726.80
R	Public Health Nurse II (new class)	\$77,262.00	\$60,999.00	\$72,359.00	\$84,260.00	\$53,314.20	\$58,801.92	\$64,825.32
S	Clinical Program Supervisor	\$88,651.00	\$58,696.00	\$69,550.00	\$81,582.00	\$55,978.20	\$61,726.80	\$68,068.68
S	Environ Health Specialist Spvsr	na	\$62,466.00	\$74,359.00	\$86,252.00			
S	Finance Manager	\$92,260.00	\$67,251.00	\$80,543.00	\$94,218.00			
S	Epidemiologist (New Position)							

* These positions at NCPHD use a flat rate (no steps)

Total current NCPHD salary & ben.	2,507,595.79	
5% increase	2,613,652.29	
diff.		106,056.50
10% increase	2,719,547.71	
diff.		211,951.92

NCPHD
Accounts Payable Checks
Issued December 2019

Check Date	Check Number	Vendor Name	Amount		
11/25/2019	651	IRS	\$13,171.65	PAYROLL A/P (EFT)	
11/25/2019	652	ASIFLEX	\$110.00		
11/25/2019	653	P E R S	\$14,600.18		
11/25/2019	654	OREGON STATE, DEPT OF REVENUE	\$3,410.16		
12/10/2019	655	IRS	\$13,008.26		
12/10/2019	656	ASIFLEX	\$110.00		
12/10/2019	657	P E R S	\$14,441.90		
12/10/2019	658	OREGON STATE, DEPT OF REVENUE	\$3,366.22		
12/24/2019	659	IRS	\$13,176.32		
12/24/2019	660	ASIFLEX	\$110.00		
Held in Que	661	P E R S	\$14,399.25		
12/24/2019	662	OREGON STATE, DEPT OF REVENUE	\$3,408.22		
12/5/2019	13322	AMERICAN FAMILY LIFE ASSURANCE	\$340.12		PAYROLL A/P
12/5/2019	13323	CA STATE DISPURSEMENT UNIT	\$231.50		
12/5/2019	13324	NATIONWIDE RETIREMENT SOLUTION	\$1,265.00		
12/5/2019	13325	BIDDLE, THOMAS	\$525.00		
12/5/2019	13326	BRIAN W. TRUAX DBA, TRUAX PATIENT SERVICES	\$6,825.00		
12/5/2019	13327	CIS TRUST	\$34,956.88		
12/5/2019	13328	HAMMEL, NANCY	\$93.96		
12/5/2019	13329	OR STATE PUBLIC, HEALTH LABORATORY	\$457.60		
12/5/2019	13330	QWIK CHANGE LUBE CENTER INC.	\$46.50		
12/5/2019	13331	STAEHNKE, DAVID	\$243.09		
12/12/2019	13332	AHLERS & ASSOCIATES	\$860.00		
12/12/2019	13333	ASD SPECIALITY HEALTHCARE LLC, ASD HEALTHCARE	\$8.70		
12/12/2019	13334	BANKMAN, JUDY	\$500.00		
12/12/2019	13335	CYTOCHECK LABORATORY LLC	\$183.00		
12/12/2019	13336	EAGLE NEWSPAPERS, INC	\$420.00		
12/12/2019	13337	FOUR SEASONS CATERING	\$170.00		
12/12/2019	13338	FRANKLIN, SARAH	\$3,750.00		
12/12/2019	13339	H2OREGON BOTTLED WATER INC.	\$102.00		
12/12/2019	13340	LAMENDOLA-GILLIAM, CALLIE	\$139.20		
12/12/2019	13341	MID-COLUMBIA MEDICAL CENTER	\$575.00		
12/12/2019	13342	NEY, MELISSA	\$565.30		
12/12/2019	13343	OREGON STATE, DEPT OF ENVIRONMENTAL QUA	\$1,100.00		
12/12/2019	13344	RICOH USA INC.	\$163.89		
12/12/2019	13345	SAIF CORPORATION	\$901.39		
12/12/2019	13346	SATCOM GLOBAL INC.	\$61.44		
12/12/2019	13347	SPARKLE CAR WASH, LLC	\$16.20		
12/12/2019	13348	U.S. CELLULAR	\$527.73		
12/12/2019	13349	UPS	\$116.00		
12/12/2019	13350	US BANK	\$3,315.60		
12/12/2019	13351	WASCO COUNTY	\$520.54		
12/13/2019	13352	CA STATE DISPURSEMENT UNIT	\$231.50	PAYROLL A/P	
12/13/2019	13353	NATIONWIDE RETIREMENT SOLUTION	\$1,265.00		

12/18/2019	13354	OREGON STATE, DEPT OF HUMAN SERVICES	\$12,527.79
12/20/2019	13355	AFFORDABLE CARE NW, DBA HELPING HANDS	\$275.00
12/20/2019	13356	AMERICAN ASSOCIATION, OF BIOANALYSTS	\$11.00
12/20/2019	13357	ASD SPECIALITY HEALTHCARE LLC, ASD HEALTHCARE	\$6,448.14
12/20/2019	13358	BEERY ELSNER & HAMMOND LLP	\$376.00
12/20/2019	13359	DIXON-SHANE LLC, R&S NORTHEAST LLC	\$513.00
12/20/2019	13360	LAMENDOLA-GILLIAM, CALLIE	\$54.52
12/20/2019	13361	MID-COLUMBIA MEDICAL CENTER	\$55.00
12/20/2019	13362	MULTNOMAH EDUC. SERVICE DIST	\$500.00
12/20/2019	13363	NEY, MELISSA	\$255.35
12/20/2019	13364	OFFICE DEPOT	\$35.79
12/20/2019	13365	OREGON STATE, DEPT HUMAN SERVICES-OFS	\$200.00
			\$175,040.89

NCPHD Board of Health authorizes check numbers 13322 - 13365 and payroll EFT numbers 651 - 662 totalling \$175,040.89

Signature _____

Printed Name _____

CONTRACTS SUMMARY FOR NCPHD BOARD OF HEALTH: January 14, 2020

- AMMENDMENT WITH GOBHI: Extend the agreement for the shared position (NCPHD, GOBHI, 4RELH) through September 30, 2020 *Fiscal Impact: None-this position is budgeted through the year*
- PERSONAL SERVICES WITH SARAH FRANKLIN: Contractor will be conducting "Vulnerable Populations" assessment for the health systems preparedness program region through funding obtained from OHA *Fiscal Impact: Not to exceed \$30000—grant amount*
- SECOND AMMENDMENT TO OHA FINANCING AGREEMENT: Increase of \$15,568 for TPEP program (bridge funding while biennial funding is negotiated)
- OHA INTERGOVERNMENTAL GRANT AGREEMENT: New biennium agreement language from OHA
- PACIFCSOURCE COMMUNITY SOLUTIONS: Centralized Intake and Referral Funding: *Fiscal Impact \$3800/monthly*



Public Health
Prevent. Promote. Protect.

NORTH CENTRAL PUBLIC HEALTH DISTRICT

“Caring For Our Communities”

Directors Report for the Board of Health and Staff: January 9, 2020

Greetings Board of Health Members and NCPHD Staff:

There seems to be no “slow time” any longer in public health. With the holiday season coming around, the cold and flu season decided to arrive in Oregon a bit early this year.

NCPHD staff worked with local providers to anticipate needs as influenza like illness cases increased in the area while gastrointestinal distress was also hitting hard. We partnered with OHA, local Emergency Management and our partners at MCMC to anticipate needs.

Leadership team continues to meet for work sessions to move through the strategic planning process for the next 5 years. As we work to frame it using a public health modernization lens, it challenges us to think in new ways.

Environmental health staff worked diligently to meet their end of year deadlines with new staff on board and was successful. Congratulations to Nicole, Paula and Eric for the strong work. Also, many thanks to the help from Melissa Ney who assisted us in our time of decreased staffing.

Reproductive Health staff is now seeing clients at NORCOR. They are providing reproductive health and risk reduction education as well as clinical services. The work has been well received by staff and inmates.

Maternal Child health home visitors are looking at strengthening our process and policies. We will be well prepared for “universally offered home visiting”.

Respectfully,

Teri Thalhofer, RN, BSN
Director, NCPHD