

**NORTH CENTRAL PUBLIC HEALTH DISTRICT**

***“Caring For Our Communities”***

419 East Seventh Street

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

**North Central Public Health District**

**Board of Health**

**Meeting Minutes**

**April 14, 2015 (3:00 pm)**

**In Attendance:** Commissioner Mike Smith – Sherman County; Roger Whitely – Sherman County; Commissioner Steve Kramer – Wasco County; Fred Schubert – Wasco County; Judge Steve Shaffer – Gilliam County and Michael Takagi – Gilliam County.

**Staff Present:** Teri Thalhofer – Director, Jane Palmer – Nursing Supervisor, Dr. McDonell – Health Officer

**Guests:** Bridget Bailey, Neita Cecil – The Dalles Chronicle, Widge, Ken Farner, Tyler Stone – Wasco County and Hans Graichen – Pauly, Rogers & Co.

 Minutes taken by Gloria Perry

Meeting called to order on April 14, 2015 at 3:00m by Chair Commissioner Mike Smith.

**Summary of Actions Taken**

**Motion by Commissioner Kramer, second by Judge Steve Shaffer, to approve the minutes from the March 10, 2015 Board meeting as corrected.**

Vote: 6-0

Yes: Commissioner Mike Smith, Roger Whitely, Commissioner Steve Kramer, Fred Schubert, Michael Takagi, and Judge Steve Shaffer

No: 0

Abstain: 0

Motion carried.

**Motion by Judge Steve Shaffer, second by Michael Takagi, to approve audit as presented.**

Vote: 6-0

Yes: Commissioner Mike Smith, Roger Whitely, Commissioner Steve Kramer, Fred Schubert, Michael Takagi, and Judge Steve Shaffer

No: 0

Abstain: 0

Motion carried.

**WELCOME**

1. **MINUTES**
	1. Approval of past meeting minutes.
		* Commissioner Kramer apologized to the board for not sending out the sample HHW transfer resolution by email to the board as promised.
		* Minutes were approved with the following correction:
			+ Correct the spelling of Judge Steve Shaffer’s last name.
	2. Set next meeting date:
		* The next regular meeting was scheduled for Tuesday, May 12, 2015 at 3 pm. Meeting location will be at the North Central Public Health District, Meeting Room. (419 E. 7th St., The Dalles).
2. **ADDITIONS TO THE AGENDA**
	1. Public Comment Period
		* Bridget Bailey asked if Wasco County has a plan where its clinic is going to be.
		* Commissioner Smith stated this would be addressed during updates from Wasco County.
3. **UNFINISHED BUSINESS**
	1. Audit Presentation
		* Teri introduced Han Graichen from the auditing firm of Pauly, Rogers. This auditing firm was hired to provide an opinion over NCPHD’s financial statements whether they are fairly presented and in accordance with GASB.
		* Mr. Graichen explained that they have issued an unmodified opinion on NCPHD’s financial statements. This means they have given a “clean” opinion with no reservations. He also stated that the audit went smoothly and staff was very helpful and courteous.
		* Pauly, Rogers provided a management letter to the board. Mr. Graichen explained that there would be three levels of comments in this letter.
			+ Material weakness (This is where you would have control deficiency that essentially is going to result in material mistakes in the financial statements). **NONE FOUND**
			+ Significant Deficiency (This is anything that the auditors feel is important enough to warrant putting into a letter to notify the board of).
				- Because of a limited number of available personnel, it is not always possible to adequately segregate certain incompatible duties so that no one employee has access to both physical assets and the related accounting records or to all phases of a transaction. Specifically, the Executive Assistant can enter vendors, initiate checks, input Purchase Orders and process Purchase Orders in the accounting software Eden. Consequently, the possibility exists that unintentional or intentional errors or irregularities could exist and not be promptly detected and increases possibility of management override of controls.
				- The auditors recommend that that Board continually monitor the financial activities to mitigate this risk and consider reviewing check listings for sequence, payees and the amount to compensate for this risk.
			+ Best Practice (These are not control deficiencies but are items the auditors like to put in the management letter just to be helpful to the board).
				- In reviewing fidelity insurance (employee theft) coverage, the auditors noticed that NCPHD carries cash and investment balances in excess of the insurance coverage amount. The auditors recommend that the Board examine this exposure risk and make a determination as to the amount of insurance coverage they feel is prudent in regard to their oversight.
				- An integral part of internal controls is the monitoring of financial activities by those charged with governance (the Board). This can be accomplished by asking specifically designed questions to senior staff, by reviewing financial statements and projections and by comparing financial results to pre-established benchmarks. While the Board participates in the budget adoption process and receives staff prepared financial statements, these only partially fulfill the monitoring function.

A review by the Board of the check sequence issued each month should be performed. Since the Board has final governance over the District, it is a good practice for them to review the check sequence each month for any breaks in sequence that they may want to question. This can be documented in the minutes, indicating the sequence of checks and the total amount (i.e. “The Board authorizes check numbers 001-025 in the amount of $10,000”). This improves internal control and can be a mitigating control over improper segregation of duties. We recommend that the Board articulate their monitoring practices and record in the minutes when those activities occur.

* + - * + An example of checks issued in the month of March was handed out to the board. Going forward, this report will be provided to the Board at their monthly board meetings.
	1. Updates from Wasco County
		+ Commissioner Smith stated he thought there was a plan about moving forward in 30 days. He asked Commissioner Kramer for an update.
		+ Commissioner Kramer stated, “We have an afternoon update tomorrow from Kathy Schwartz and Tyler Stone. They are going to update us on where and what’s happened and where everybody’s at right now. That’s really all I can give you. To answer the question about a clinic. There’s been no discussion that I’ve been aware of for any Wasco County clinic. ”
		+ Commissioner Smith stated, “Whether they’re moving or closing or what?”
		+ Commissioner Kramer stated, “I was addressing Bridget’s question. I’m assuming that was designed on where Wasco County was going if we decided to move out of this partnership, but we rescinded that. We are still a partner and we’re still moving forward. At this point, we’re still gathering information.”
		+ Commissioner Smith asked Bridget Bailey if that answered her question and she responded that yes it does.
		+ Commissioner Smith stated to Commissioner Kramer, “So you’ll have an update tomorrow? Is that something you could share with the board?”
		+ Commissioner Kramer stated, “Yes. It’s opened to the public. It’s at 2:00pm on our agenda tomorrow afternoon.”
		+ Commissioner Smith stated, “If you could, if there is actually a presentation that’s electronic to share that would be great because there is just no way for me to attend.”
		+ Teri Thalhofer stated, “It’s not in the board packet.”
		+ Commissioner Kramer stated, “I don’t have it. We didn’t get it, so it will be handed out tomorrow.”
		+ Tyler Stone stated, “It’s probably on the website by now. There were some last minute changes this morning. It should be on the website by now.”
		+ Teri Thalhofer reviewed the following documents with the board:
			- Service Plan Draft Handout:
				* Teri Thalhofer stated, “This is a document that Kathy Schwartz sent as an example of what information Wasco County was looking for. Much of this information has already been presented to the board of health in different formats, but we’re willing to put it forward in this format. But what I want to know from this board is what else? Is there something else you want on here, is there different information. You can respond to me now or you can respond to me later, but is there other information that would be helpful to you moving forward. Is this format helpful?”
				* Commissioner Smith stated, “This document is incomplete.”
				* Teri Thalhofer stated, “It came originally with only one program listed as an example. Before Kathi Hall went on vacation she added a lot of information. We haven’t yet filled in the rest of it, but we will be working on that.”
				* Commissioner Smith stated, “Okay, so we are talking about doing a presentation to Wasco County Commission on the afternoon of May 20th.”
			- CD Look Back Handout:
				* Teri Thalhofer stated, “This is a snapshot of communicable disease work in the three counties. Next month, Allyson Smith our CD Nurse is going to do a larger presentation for you on communicable disease, but I had heard a couple of different times the question about if you’re not having family planning clients come into the clinic and you’re not having immunization clients, what does it matter, just close the clinic. But the reality is, is that nurse that was seeing family planning clients is picking up this significant communicable disease burden that has increased. From 2010 to 2014 the total reported cases of illness in Wasco County have gone from 109 to 153. That’s a significant increase and what we know is that for every CD that meets a case definition, there are two more that have to be investigated that don’t meet case definition. As the reports go up, so do the reports that don’t turn into a case. Total outbreaks in Wasco County, we’ve gone from 3 to 6.”
				* Commissioner Smith asked for an example of an outbreak.
				* Teri Thalhofer stated, “Outbreaks are often non-reportable diseases. So if one of the long-term care facilities has Norovirus, a case of Norovirus is not reportable, however an outbreak of Norovirus is reportable. The sexually transmitted infections are broken out separately on this report. You can see that the Chlamydia in Wasco County has almost doubled and that takes a significant amount of work. For the sexually transmitted infections, there’s partner notification that has to happen so you do a lot of work with the person whose sick trying to figure out who their partners are and then chase down their partners trying to get them treated. We’ve investigated a total of 5 outbreaks in the first quarter of 2015. It continues to increase. One was in Gilliam County, 4 were in Wasco County. We’ve also assisted in testing and interviewing Wasco County residents who were affected by a Deschutes County outbreak. We have a higher level out outbreak reporting in comparison to the rest of the state. We feel that reflects a better relationship with our community partners, whether in long-term care or organizational camps. We’re seen as a resource to those organizations and they trust us and seek our help in containing outbreaks rather than waiting until things explode.”
				* Commissioner Kramer stated, “These are pretty broad numbers as far as age. Let’s take Chlamydia because it jumped 50%. Are we at 16 to 18 or are we at 18 to 30?”
				* Teri Thalhofer stated, “That’s everybody.”
				* Commissioner Kramer stated, “So we are just lumping it all together.”
				* Teri Thalhofer stated, “In this report we can get it by age, but probably won’t present it to this body by age because it can be identifying. We have to be careful about how small our numbers get.”
				* Jane Palmer stated, “The vast majority of our cases are less than 25 years old.”
				* Commissioner Kramer stated, “So the proper folks are being notified so that maybe that education piece can lower that number. Is that what I’m hearing or is that a direction we..?”
				* Teri Thalhofer stated, “We are working diligently with community partners to get them to use expedited partner therapy which doesn’t require a name on a prescription, it just requires a prescription so they don’t have to identify their partner. We work really hard to get people notified but the problems with sexually transmitted diseases is everyone of them has a time in the case where you don’t have any symptoms and people don’t believe they’ve got it. Men can have Chlamydia for years and never have a symptom. Men don’t get tested. Women get tested as part of their annual exams and contraceptive services. Men often, because they don’t have symptoms, refuse to get treatment so they re-infect their partner. We’ve seen women 3 and 4 times in the same year infected by the same partner who refuses to come in for treatment and this is a very treatable disease.”
			- County Contribution Handout:
				* Teri discussed this handout in item 3d.
	2. HWR Program Transition – Consideration of potential resolution for transfer of program if received by counsel.
		+ Commissioner Smith stated, “We have a Resolution in our packet. Commissioner Kramer, I think your counsel said this looks good and everything was fine.”
		+ Commissioner Kramer stated, “Yes, but I think that Tyler I’m going to turn it over to you because he’s had Timmons take a look at it so I’m not sure where that’s at.”
		+ Tyler Stone stated, “Timmons is in the process of reviewing that and has had some questions back and forth. They and Olsen are going to have a conference call about some of those things.”
		+ Teri Thalhofer stated, “My understanding from Mr. Sponslor is this does not need Wasco County approval. It was only given to Dan Olsen as a courtesy. This is a board of health resolution and it incorporates the two asks of Wasco County. One that it be effective with the new budget so it didn’t have to go to the three counties for approval for a budget adjustment and two, that there is no facilitated meeting to talk about the processes.”
		+ Commissioner Smith stated, “And then there are the transfer steps that go along with it as a reference. Is Wasco County asking us to delay the board of health from signing this resolution?”
		+ Tyler Stone stated, “Mike, it would be wise to hold off until we can get a read back on that because if it turns around and the attorneys aren’t okay with it, then you guys have taken an action and we end up not accepting that action, then we’re right back to square one. One of the clauses in this agreement is that we accept, I think, all pending liabilities. I can’t remember what the wording was and or issue in it as you know you’ve got some issues around a $54.00 dollar can of paint.”
		+ Commissioner Smith stated, “We? This board does not.”
		+ Tyler Stone stated, “And if that ends up being a legal issue, we don’t know that’s something we would take on as part of a transfer.”
		+ Commissioner Smith stated, “Okay. So you’re asking for delay then?”
		+ Tyler Stone stated, “Yes.”
		+ Commissioner Smith stated, “Okay, thank you. This doesn’t need to take place until the first of the fiscal year. It can be done at the May or June meeting. I don’t want to force the issue. This is something you wanted us to have ready and it’s ready. So your legal counsels you have are working together?”
		+ Tyler Stone stated, “Yes. They’ll have that discussion and we should have an answer here in the next several days.”
		+ Commissioner Smith stated, “So perhaps at the next board meeting we can take care of this for you.”
		+ Commissioner Kramer asked if the board of health was okay with the resolution as it is presented today.
		+ Both Judge Shaffer and Commissioner Smith stated they were okay with the resolution as it reads today.
		+ Commissioner Kramer stated he was okay with it as well. He also stated he was going on good faith on this that everything is going to move smoothly and he wanted the board to know that’s where he’s at and he’s tired of sending money to attorneys and he thinks we just need to get past it and get on with it.
		+ Commissioner Smith stated, “Clearly you are a representative on the board and if you want to delay we will delay.”
		+ Commissioner Kramer stated, “I’m convinced that they’re not going to find anything and everything’s going to be fine so let’s put it off for one more meeting so they can come back and tell us this and then we can move forward.”
		+ It was the consensus of the board to postpone signing the HHW transfer resolution.
		+ Teri Thalhofer asked Commissioner Kramer if he had any issues with the process timeline.
		+ Commissioner Kramer stated he did not have any issues.
	3. Budget (FY 2015-16) Update
		+ Commissioner Smith stated, “I know we have a definite misunderstanding of contribution level. At the last board meeting I had said current service level, Judge you had said current funding level and Commissioner Kramer, I think you were taking it back to your board. Do you have some clarity on this?
		+ Commissioner Kramer stated, “What we sent forward was the current at $314,000 and hold the level of service there, if possible. Then also maybe look at a reduction of $275,000 to $250,000 as our general fund contribution. That what the commission had agreed to send forward.”
		+ Commissioner Smith stated, “And that’s where we get confused because $314,000 was not the number we budgeted for.”
		+ Commissioner Kramer stated, “Well okay. Clarification, $314,000; $30,000 with the conditions, as we move forward and then there was another $30,000 that was set in reserve in case of a disaster outbreak, whatever you want to call it – an emergency. In order for Wasco County to give you $344,000 we had to budget $344,000, but the original cash contribution was to be $314,000 with the $30,000 if we got the plan and what we’re working on right now. What you guys are coming to us with the quarterly report on May 20th. I got all your guys email streams right here between you and Monica and the rest of us. So that was basically, here it is right here. Contribution $314,014, increase of $30,000 with provisions that are outlined below, regular updates at commissions, service plan to be used as budget guide as agreed with and then available through demonstration of a crisis, emergency or other type of urgent need up to $30,000. That’s what we all agreed upon last year so anyway….”
		+ Commissioner Smith stated, “I’m not 100% sure, forgive me, I was really confused by a lot of our interactions so I looked back at the public health budget meeting and we all agreed, unanimously, to send the budget to Wasco County at $376,000. There was a presentation for it because if you went from $314,000 to $376,000 it was quite a jump so we worked through that and came up with $344,000 setting $30,000 aside in case of an emergency. I’m not sure how that went to $314,000. There was an increase of $30,000 and we certainly did our best to meet those conditions. We gave a service plan that you had asked for – it wasn’t accepted so we are re-doing it again and we certainly are going to ask, because we’ve had some reductions, for the additional $30,000. We’ve been paid all along on $344,000. I just dug back through all my old emails and I’ve got an email from Ms. Morris today and I even pulled out an email from May 28th that we were all talking about it and it says, ‘Wasco County will increase the cash contribution by $30,000 bringing it to a total of $344,014. The additional $30,000 will be available within our budget in the event of a demonstrated need at the discretion of the commission.’ So the budget committee had budgeted $376,000 and sent that forward. The Wasco commission had approved $344,000 with a conditional $30,000. So for us to go back down to $314,000 and try to cut that is about a $100,000 cut in our contribution and that’s where we are really confused.”
		+ Commissioner Kramer stated, “I’m just as confused Mike. I wasn’t in the room. I didn’t get to be part of that conversation that you guys had and so I don’t know. All I can tell you is what I read and what I’ve been told.”
		+ Commissioner Smith stated, “I can give you the notes I have. It’s been an ongoing discussion but to go back down to $314,000 and then try to cut that again is a massive cut and I’ll just say, Sherman County…”
		+ Commissioner Kramer stated, “Now wait a minute. I’m not….you might still get that $30,000. You’re going to have to…”
		+ Commissioner Smith stated, “That’s true and that would bring it to $376,000.”
		+ Teri Thalhofer stated, “Is he talking $30,000 to $344,000?”
		+ Commissioner Kramer stated, “Yes.”
		+ Teri Thalhofer stated, “So you’re saying that the $376,000 is out of the question unless there’s some sort of massive disaster.”
		+ Commissioner Kramer stated, “I believe so.”
		+ Teri Thalhofer stated, “That’s not what the budget adoption meeting for the board of health reflects which happened after the Wasco County budget hearing.”
		+ Commissioner Smith stated, “It really does. It clearly, reading through the notes and reading through the emails it says its increasing the $30,000 to $344,000 which is what we’ve been paid for all throughout the year and then if there’s a demonstrated need we could ask for another $30,000 if there is a shortfall. The original idea was when we talked about this with the finance director she had felt because we transitioned we may have more revenue coming in than we realized so that putting it at $344,000 instead of $376,000 it would work out fine. We didn’t get that and we had a lot more work that needed to be done to get this to go forward so again, I can give you some highlighted notes if it would help. We’re right in the middle of the budget process. I’m not sure how to go forward because we have a variety of numbers and we simply can’t put a budget together without having some kind of clarity on what to do. I’m not sure how to move that forward. I can give you the notes I have. I’ll be glad to help in any way.”
		+ Commissioner Kramer stated, “All I can say is maybe we can get some clarity tomorrow. The three of us are at the table.”
		+ Commissioner Smith stated, “I’ll give you the notes I have because there’s a lot of different numbers we are working with. We originally had the facilitated agreements that never really went into effect and we ended up doing a lot of that work too. It’s not a dollar amount; it’s the amount of work we’re doing that we didn’t originally plan on doing.”
		+ Commissioner Kramer stated, “I know we are. I’m hearing what you’re saying Mike but I’m only one voice out of three so that was the direction so I’m going to have to take it back. That’s all I can offer today. I understand what we go through up here but on the other hand I’ve got the other side as well. We are all in the same boat, we all know that. I want to do the best we can for our citizens, you know that and I hope all of you know that, but it’s a tough job and I’m trying to do my best at it.”
		+ Teri Thalhofer stated, “We need to be clear. We cannot, at $344,000 you will not get the same service you are getting now. That’s just not possible. There will be a service reduction to Wasco County at $344,000 this year or next year and at $250,000 (which was the level of funding that Wasco County provided ten years ago to the health department), there will be significant reductions in service to Wasco County.”
		+ Commissioner Smith stated, “I’ll give you what I have in notes. The only other question I have is if we’re being asked to cut, I have to ask, are there other departments being cut as well.”
		+ Commissioner Kramer stated, “Our road department has eliminated a position and they are going flat. They are not starting with any beginning fund balance. So yes, our guys have been working really hard for the last five years, if you want to know it. But that’s another issue.”
		+ Mike Takagi stated, “Do you have the information on the per capita that Wasco’s paying vs. the per capita of Gilliam and Sherman Counties.”
		+ Teri Thalhofer stated, “The administrative in-kind is a moving target constantly and it hasn’t been evaluated recently. The amount of fiscal support that we’re getting is minimal compared to what was initially figured in the administrative in-kind. The amount of HR support is almost non-existent compared to what was originally discussed and the IT support of the purchase of hardware has been eliminated and so we have not re-evaluated the admin. There was an agreement that that would not be a dollar for dollar reduction. But no, Wasco County does not pay as much per capita as Gilliam and Sherman do in cash and in the old in-kind formula they paid less per capita than Gilliam and Sherman did.”
		+ Judge Shaffer stated, “Is there a way that we can get that worked out Teri in a short period of time.”
		+ Commissioner Smith stated, “I think we’ve actually had it in the past.”
		+ Teri Thalhofer stated, “I can look at what was in the past.”
		+ Judge Shaffer stated, “That did include the in-kind portion.”
		+ Teri Thalhofer stated, “I can pull the old for you. It’s not itemized in such a way that I can pick out what’s no longer being done and what we’ve taken on; it’s not itemized that way. It will be hard to change it but we can asterisk those things. When Kathi Hall returns we will look at that.”
		+ Commissioner Smith stated, “But we do have to go to budget the 27th of this month so we need to have some kind of number to work with or we will be working in the dark.”
		+ Judge Shaffer stated, “Well we did that last year and it’s gotten us into a real difficult situation. I thought we had pin-pointed exactly at budget time what the cash contribution from Wasco County was going to be. Initially, the ask was $376,000, which Wasco County felt that was too much - $60,000 too much. The agreement was during the budget time was that we would split that and the additional $30,000 Monica felt was there would be some additional revenue sources that were possible in coming in and I’m a little lost as to why it went from the $344,000 that we agreed to at budget time to the $314,000. I’m completely confused on this Commissioner.”
		+ Commissioner Kramer stated, “Wasn’t $344,000 agreed upon when and if the service plan and all those questions got answered.”
		+ Judge Shaffer stated, “No, $376,000 was agreed upon.”
		+ Commissioner Smith stated, “To be clear, we talked about having a service plan, putting a service plan together and we had hoped to have our operational agreements together as well but we were never able to complete those, not for lack of trying, but we did submit a service plan.”
		+ Judge Shaffer stated, “I’m really concerned about it because one of the obligations that public health had was that we would be at the November commissioners meeting and we didn’t make it there until December which was a tad bit concerning to me. I didn’t express anything at that time.”
		+ Teri Thalhofer stated, “That had to do with when we could get scheduled.”
		+ Judge Shaffer stated, “Right, but I just wanted to make sure that the commissioners were aware of our financial situation the entire time. Apparently some place there is a disconnect and I’m trying to pinpoint where that might’ve been. Obviously, we’re not going to get that accomplished today. Clarity I guess is something that we’re going to have to make sure of at the budget process this year.”
		+ Teri Thalhofer stated, “I can share with you all the board of health budget hearing where we adopted the budget. The board of health adopted the budget with Wasco County’s contribution being the $376,000. Commissioner Kramer was in the room and Monica Morris was in the room and we were not instructed to reduce it to $344,000. I think that to me, is the most telling.”
		+ Commissioner Kramer stated, “If you go back in the minutes Ms. Thalhofer, you’ll see that I was instructed to give you $314,000 and so….”
		+ Teri Thalhofer stated, “I’m talking about the board of health budget hearing adoption, after you had your board meeting, not our budget meeting but the day the board of health looked at the budget and after all three counties had had their budget meetings and adopted and made their own budget decision. We were not instructed to reduce the budget at that time to $344,000. It was adopted at $376,000 unanimously.”
		+ Tyler Stone stated, “So it appears that there is a whole bunch of confusion about what the actual number currently is and we’re not doing any good other than point and counter point in this scenario. To me, we need to go back and actually figure out what that dollar amount was and whether it was $314,000 or $344,000 we also need to figure out what the additional $30,000 was conditioned on because there were conditions upon that and then we can come back and have another discussion. I think $314,000 is the number that was thrown out there because that’s what we thought it was $314,000 plus $30,000. Maybe we’re wrong so let’s go back and take a look at and see if we can get to the bottom of it.”
		+ Commissioner Smith stated, “I’ll give you what I have in minutes and notes. Clearly the $344,000 with a service plan, which we did. Whether or not it was accepted or not – we are redoing it for you and our best guess. The $30,000 was noted there as, in Monica’s response, as needed. It wasn’t necessarily emergency or disaster. If we can get some clarity that would be great because we have to go to budget here pretty soon and we need something to hang our hat on.”
		+ Tyler Stone stated, “I would further follow that up with if we use the $314,000 number when we asked you to do a current cost budget and a cost reduction budget as two different models, if the number was $344,000 then I think we would come back and ask that you do a $314,000 model which is a current cost model and a model that, I can’t remember what the range was, $25,000 to $50,000 less than. And, keep in mind, these are models.”
		+ Teri Thalhofer stated, “Models create a significant amount of work and it creates an incredible amount of stress to staff. We are talking about losing people at a $50,000 to $75,000 reduction. You are talking about people losing their jobs in this entity. This workforce has already been under considerable stress because of the actions that have already taken place.”
		+ Commissioner Smith stated, “The other thing I want to make clear is I know for sure Sherman County and I believe Gilliam County, if Wasco County wants to cut their contribution, I don’t feel Sherman or Gilliam should have that reflected in their services. We’re paying clearly more than our fair share in this.
		+ Judge Shaffer stated, “I think the key is the per capita cost that we would be looking at and I know we are substantially higher now. To answer your question Mike, I don’t feel we should have to increase our cost to keep the services where they’re at.”
		+ Commissioner Kramer stated, “Respectfully Judge, our costs are more to go to Gilliam County from our offices here.”
		+ Judge Shaffer stated, “Absolutely, there is no doubt about that. That’s why we are more than happy to pay the additional.”
		+ Fred Schubert stated, “It was also very clear at the time of the facilitated agreement, which has been alluded to, hasn’t been followed very well. But that if those funding were cut, it would fall on that county to lose services and not the other two. That was agreed to by everybody as was this service plan which was a once a year budgeting tool not a regular report. So that’s been a change also.”
		+ Tyler Stone stated, “Mike, I just want to say, we’re not trying to cause problems. We don’t have our budget together so we don’t know what the bottom line looks like yet. It may be we have tons of money or maybe we have no money. North Central Public Health is ahead of us on their budgeting process and you’re asking for numbers and right now the number is just a number. There’s nothing behind it or there’s nothing in front of it because we have no idea where we are currently with our budget process until we pull all of our departmental budgets together. Patience I guess.”
		+ Commissioner Smith stated, “Well you have a meeting tomorrow and hopefully you’ll learn something. We do have to come up with something to go forward with our budget because you need it. All departments have to do budgets early in front of the county so that we can get them to the county to be approved. I’m not sure this is early for us or not, regardless.
		+ Teri Thalhofer stated, “When does the Wasco County budget meet?”
		+ Tyler Stone stated, “Our hearings are in May. The 18th & 19th, something like that.”
		+ Mike Smith stated, “So we’re kind of getting to you right on time, I would think.”
		+ Teri Thalhofer stated, “My understanding is that departments have already been meeting with the budget team putting budgets together; the Wasco County departments.”
		+ Commissioner Kramer stated, “Not all of them.”
		+ Mike Takagi stated, “Just to clarify, when we’re talking about this money, we’re talking about money that was for last year’s fiscal year, not the future fiscal year.”
		+ Teri Thalhofer stated, “No, we’re talking about both.”
		+ Mike Takagi stated, “So is there still an amount that we budgeted that hasn’t been paid for last year.”
		+ Teri Thalhofer stated, “Yes.”
		+ Mike Takagi stated, “And then we don’t know what to build on for next year.”
		+ Teri Thalhofer stated, “Yes.”
		+ Teri Thalhofer stated, “In your packet, you’ll see a document titled County Contribution. It’s been asked what the county contribution is spent on. Kathi made two examples, one if it’s $344,000 and one if it’s $376,000. But $66,000 of the county contribution is budgeted for the targeted case management and maternity case management local match. Both of those programs are matched for federal Medicaid dollars and require local money and that number is not going to move no matter what because that’s a dedicated number. General fund salary and benefits is $384,724. General fund Material & and then the balance for program support. With the reduction down to $344,000 you’ll see that the biggest reduction is in program support.”
		+ Commissioner Smith stated, “We would hope for clarity as soon as possible. If there is nothing else on the budget on to TCM Integration update.”
	4. TCM Integration Update
		+ Targeted case management is a local match for federal Medicaid dollars. With the CCO model, there was an expectation that targeted case management would roll into the CCO global budget July 1st. The division of Medicaid Assistance Program which used to be called DMAP and now is MAP has informed us that that will not happen July 1st because they are waiting for CMS (Center for Medicaid & Services) to do rate settings with the State. Not sure when this is going to happen. For NCPHD this doesn’t change the amount we budget as the match. We’re continuing to work with Columbia Gorge CCO on how this integration will happen.
1. **NEW BUSINESS**
	1. Commissioner Smith advised the board that the Sherman County Board of Health representative vacancy has been filled with Linda Thompson. This appointment takes effect on 5/1/2015. In the past, Linda also served on NCPHD’s budget committee and will also serve again this year on the budget committee.
	2. Program Highlights – Health Officers & ME Role
		* District Attorney Eric Nisley reviewed with the board the role and responsibilities of the Medical Examiner (ME).
		* The appointed ME for Wasco and Sherman Counties recently left the area and was unable to find a replacement at the current rate of compensation in Wasco County.
		* Oregon Revised Statute states that in the case that no other ME is appointed the County Health Officer is the ME, so by default, Dr. McDonell is the current ME for the counties of Wasco and Sherman.
		* We need to have a way to pay the ME. It’s a county general fund obligation that is paid through the DA’s office as it is part of the DA’s budget.
		* Eric has briefly reviewed the proposal from NCPHD. In the proposal there are amounts for the ME $78.00 an hour, Program Secretary $26.00 per hour and a 5% program administration fee. He estimates that it is will be about $300.00 per case. In 2013, there were 29 cases in Wasco County. Currently, Wasco County pays $100.00 per case. In Hood River, they pay $100 an hour. It does not have to be a physician it can be another person to actually do the death investigation. What is involved in non-autopsy cases is getting a call from the police, authorizing the moving of the body to take it to the funeral home. You then need to look at the extenuating circumstances, sometimes read the medical records. Some cases will have pretty extensive amount of work for somebody in the role Dr. McDonell’s now in. Eric stated this is not an easy job but most of the time it’s pretty straight forward. The $300.00 proposal is reasonable
		* Commissioner Kramer asked Eric if he had a chance to look at his budget to see what was budgeted for the year.
		* Eric stated he had not had a chance to do that but he thought his budget was around $5,000.
		* Eric stated he needs to know how much the budget will be and who it will be to. He needs this information in order to change his budget proposal. If it’s directly with Dr. McDonell we will need some kind of agreement with her. If it’s through public health we will still need some kind of agreement because we will need invoices to pay.
		* Commissioner Kramer stated that just for information he had talked to David Merriweather from Hood River and he has a line item of $30,000 and they typically spend $18,000 to $20,000. As Eric said, they pay $100.00 an hour and they typically have about 5 hours a case. Commissioner Kramer thought budgeting $12,000 would be a good number.
		* Teri Thalhofer stated she needs direction from this board. As we really don’t have a choice, the health officer is, by Statute, the medical examiner but she doesn’t think that it’s the responsibility of the health district to pick up the cost of this for two of the three counties.
		* After further discussion it was the consensus of the board to send this request off to the respective courts and pursue an MOU for services at the proposed rate schedule.
		* Dr. McDonell reviewed with the board the role and responsibilities of the Health Officer.
			+ Teri commented that the most valuable asset we’ve had in having local health officers is their ability to build relationships with the local provider community.
	3. Elected Officials Training Video
		* All elected officials on NCPHD’s board have previously viewed this training video; therefore it was not watched at today’s board of health meeting.
	4. E-Cigarette Policy
		* HB 2546 A is current legislation in the Oregon legislator about regulating the use of c-cigarettes.
		* Jane Palmer reviewed this policy with the board.
		* Oregon is one of only nine states that allow minors to purchase electronic cigarettes and there are currently no restrictions on where electronic cigarettes can be used. This policy will address this matter.
	5. .Director’s Report
		* Teri reviewed report with the board.
			+ Teri mentioned that at our April staff meeting Reliant Health came out and worked with staff around institutional trauma. They worked around the questions staff had posed to the board of health around the uncertainty of the separation. This was well received by staff and appreciated the training. They are waiting for assurance that we are going to move forward intact.

At this point Tyler Stone readdressed the issue of the amount budgeted for FY 2014-15:

* Tyler Stone stated, “Mike, I looked up an email on when we were talking about the budget numbers and this kind of sums it up. The contribution was $314,000. We agreed to increase that by $30,000 to $344,000 and the conditions on that were that the Wasco County Commission was regularly updated and that we were provided a service plan to be used as a budget guide as was agreed upon in that original facilitated meeting. Additionally, another $30,000 could be made available and I’m going to make an assumption here, through Wasco County’s contingency if there was a demonstrated public health crisis or emergency or other type of catastrophic type of event. So, 314 to 344 with some conditions. 344 to 376 in the event of an emergency.”
* Teri Thalhofer stated, “That’s the same email you have Mike.”
* Commissioner Smith stated, “That’s the same email. I think I handed that to you. That’s what I had been reading from. It says demonstrated need not crisis.”
* Commissioner Kramer stated, “I have the same email – it’s the same thing.”
* Judge Shaffer stated, “If you go back to the time of 5/28/14 which was the time that we were working on the budget, that’s not what was said what you just read Tyler. March 5th of 2015 is completely different than what was said on May 28, 2014. That’s what I have an issue with – completely different. On May 28th of 2014 it says that Wasco County had agreed to come up to the $344,000 and that the additional $30,000 would be set aside.”
* Commissioner Kramer stated, “There was only two folks in that room and that one person isn’t here tonight so anyway.”
* Judge Shaffer stated, “I have no problem with you guys, it’s that individual that I have a problem with.”
* Commissioner Kramer stated, “With all due respect, to give them a fair share of this as well so..”
* Teri Thalhofer stated, “I would just ask going forward that any discussions happen in a public meeting so that we have all of the public record to back it up because when I look at all the public meetings that were held, Wasco County dedicated the $344,00 with the $30,000 available. I would be glad to share those minutes with the rest of the board. Both in their budget hearings and in their participation in the NCPHD budget hearings $376,000 was discussed – it was not asked to be reduced.”
* Commissioner Kramer stated, “Well okay. Maybe we don’t have $376,000 and all we have is $219,000 so that’s all we write the check for. I’ve heard you say that before. I don’t know where we go from here but we’ll work at it and we’ll do the best we can and move forward. I’m not going to beat up Monica when she’s not here. I’m not going to do that anymore. I think that’s unfair.”

Motion to adjourn was made and the meeting was adjourned at 4:52 pm

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Commissioner Michael Smith, Chair Date

**{Copy of 3/10/15 board of health meeting minutes, Audit Reports, County Contribution Handout, CD Look Back Handout, Transfer Resolution 2015-01, HHW Transfer Steps, Budget Calendar, ME Rate Proposal Memo, ME Letter from State of Oregon, E-Cigarette Policy Handout and Director’s Report attached and made part of this record.}**