



**Public Health**  
Prevent. Promote. Protect.

## North Central Public Health District

### North Central Public Health District Full Board of Health Meeting

**Date:** Tuesday, November 10<sup>th</sup>, 2020

**Time:** 3:00 PM

**To Be Held Electronically:**

To Join Zoom Meeting please use link below:

<https://wascocounty-org.zoom.us/j/87261084328>

Meeting ID: 872 6108 4328

## AGENDA

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### 1. Call to Order

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

### 2. Action Items

- 10/13/2020 Executive Committee Meeting Minutes
- Vacation Policy
- Fiscal Resolution 2020-05 for fiscal year 2020-21
- A/P Check Report October 2020

### 3. Non-Action Items

- COVID-19 Update
- FY 2020-21 Budget Updates
  - COVID Funding
  - First Quarter Update
- Salary Survey
- Annex A Space
- EH Licensing Fee
- Administrator Position Hiring Process
- Contracts Summary
- Interim Administrator Report
  - November 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) (a) to consider the employment of a public officer, employee, staff member or individual agent; ORS 192.660 (2) (d) Labor Negotiations; ORS 192.660 (2) (h) Legal Rights; ORS 192.660 (2) (e) Property; ORS 192.660 (2) (i) Personnel\*\**



**Public Health**  
Prevent. Promote. Protect.

**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 Executive Committee**

**Meeting Minutes**

**October 13<sup>th</sup>, 2020**

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

**Staff Present:** Shellie Campbell – Interim Director NCPHD; Kathi Hall – Fiscal Manager NCPHD; Gloria Perry – Office Manager NCPHD; Nicole Bailey – EH Supervisor NCPHD; Dr. Mimi McDonell – Medical Officer NCPHD; Laurie Jupe – Program Secretary NCPHD

**Guests Present:** Commissioner Steve Kramer – Wasco County

Minutes taken by: Laurie Jupe

**Public Meeting was 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 September 8<sup>th</sup>, 2020 Full Board meeting minutes as presented.**

Vote: 3-0

Yes: Commissioner Joan Bird – Sherman County; Commissioner Kathy Schwartz – Wasco County;  
Commissioner Leslie Wetherell

No: 0

Abstain: 0

Motion: Carried

**MOTION by Commissioner Joan Bird, and seconded by Commissioner Leslie Wetherell, to accept the A/P Checks Issued reports for September 2020 as presented.**

Vote: 3-0

Yes: Commissioner Joan Bird – Sherman County; Commissioner Kathy Schwartz – Wasco County;  
Commissioner Leslie Wetherell

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 September 8<sup>th</sup>, 2020 Full Board of Health meeting minutes as presented.

2. Set next meeting date.
  - 1 The next scheduled Board of Health meeting will be on Tuesday, November 10<sup>th</sup> 2020 at 3:00 p.m. This will be a meeting of the Full Board. 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. Environmental Health Licensing Fees
2. Staff Salary Survey
3. Annex A Space

### **PUBLIC COMMENT**

1. None.

### **UNFINISHED BUSINESS**

1. COVID-19 Update
  1. Dr. Mimi McDonell updated the board on the COVID-19 status.
    - a) There has been an uptick in local cases.
    - b) NCPHD's COVID Team work continues: monitoring cases, testing, contact tracing, and ensuring the communities are safe.
    - c) Questions and feedback were requested.
  2. COVID-19 Funding update.
    - a) Kathi Hall updated the board on the latest information on the COVID-19 funding.
    - b) Questions and feedback were requested.
2. FY 2020-21 Budget Update
  1. Kathi Hall reviewed the Fiscal Budget 2020-21 revenue and timelines with the Board.
  2. Questions and feedback were requested.
3. Staff and Program Support
  1. The new Nurse, who was working with the COVID Team, will be leaving at the end of October 2020. This position will be posted soon.
  2. The position for an Epidemiologist for contract work with the Regional Eastern Oregon Modernization group will be posted soon.
  3. Questions and feedback were requested.
4. Environmental Health
  1. Nicole Bailey, Environmental Health Specialist, informed the Board about the planning for a possible discount, or waive of license fees, for 2021 for the local restaurants.
  2. Matthew Klebes, of Wasco County, is working with the Environmental Health Department at NCPHD in an effort to put together a possible plan which might bring some relief for local community restaurants during the challenging times of the COVID-19 pandemic.
  3. Nicole Bailey will send informative and support documentation to Sherman and Gilliam Counties in the hopes of eliciting participation from Sherman and Gilliam Counties.
  4. A fee adjustment proposal will be presented to the Board for approval at the November 2020 Board meeting.
5. EOMC Modernization Update
  1. Shellie Campbell, Interim Director, updated the Board on the progress for the move of the Modernization Grant funding and work.
  2. North Central Public Health will continue to be the fiscal agent for the current biennium Modernization Grant.
  3. In June of 2021 the Regional EOMC group will make a final decision on what the movement and fiscal responsibilities will be for the next biennium of the grant funding starting July 1, 2021.
  4. Currently NCPHD will continue to look for an Epidemiologist to support the Regional CD Investigation work.

5. NCPHD is working on a contract with Judy Bankman to cover the Data work for the EOMC Regional Modernization group.

## **NEW BUSINESS**

1. Discussion of NCPHD Board of Health member status and makeup.
  1. Commissioner Schwartz welcomed new Board member Dani Sperry. Dani will be the public member representing Gilliam County.
  2. Commissioner Schwartz has met with each of the board members on a one-on-one basis to welcome them to the board of health.
2. Discussion of NCPHD Executive Committee vs Full Board Meetings
  1. It was the unanimous consensus of the Board members present to bring an Executive Committee recommendation to the full board and hold the final discussion on NCPHD's BOH Executive Committee vs Full Board Meetings discussion until the next meeting of the full board on November 10<sup>th</sup>, 2020.
  2. The recommendation to the full board will be:
    - a) To move to having a full Board meeting every month.
    - b) To only call an Executive Committee meeting when it is specifically needed.
    - c) Discuss the possibility of changing the meeting times to encourage better board participation.
3. Staff Salary Survey
  1. Shellie Campbell reminded the board of the salary survey which had been done some years ago and presented to the Board on several occasions.
  2. Shellie requested that consideration be given to bringing NCPHD staff salaries more up to date.
    - a) Improving staff salaries would ensure a more equitable environment, and bring NCPHD more in line with salaries staff enjoy in other organizations.
    - b) If staff salaries were more equitable and comparable, it would help NCPHD in canvassing for new staff hires and aid in the retention of already trained staff from moving to other entities where better salaries are offered.
  3. It was requested that the Board add this item to regular Board meeting discussions early to give enough time for thorough review and discussion prior to the start of the yearly budget process.
    - a) NCPHD may have some funding available at this time to begin the process of bringing a more equitable level to staff salaries, but a sustainable plan moving forward would need to be discussed by Wasco, Sherman and Gilliam counties.
  4. Commissioner Schwartz requested all Salary Survey updated information and supporting documentation be presented to the board at the November 10<sup>th</sup>, 2020 Board meeting.
4. Annex A Upstairs Space
  1. Shellie Campbell revisited the issue of NCPHD staff moving to the empty upstairs space in Annex A.
  2. Teri Thalhofer, previous Director of NCPHD, had done some work and investigation into a move and had been working closely with Matthew Klebes of Wasco County prior to her retirement in June 2020.
  3. Currently, NCPHD staff are dispersed over three separate buildings. NCPHD staff have expressed their desire to have all NCPHD staff under one roof.
    - a) This would provide a more equitable and stable environment for staff.
    - b) This would aid in improving current staff morale.
    - c) This would ensure improved working conditions for all NCPHD staff.
  4. Currently NCPHD would have some funding to aid in the facilitation of moving this forward.
  5. Commissioner Schwartz requested that a work plan and proposal for NCPHD's use of the space in the upstairs of Annex A be forwarded to the Board for consideration.
5. Approval of A/P Check Report (September 2020)
  1. A/P Check Report was presented to the board.

2. Questions and feedback were requested.
3. A motion was made, and carried, to approve the A/P Check Reports for September 2020 as presented.
6. Contracts Summary
  1. **AGREEMENT** for Professional Services between North Central Public Health District (NCPHD) and Glenda Clark. Glenda will provide project support around accounting and financial duties.  
*Fiscal Impact:* Not to exceed \$9,000.
  2. **NCPHD\_AmeriCorp VISTA\_CAP\_LOA\_2020 Agreement** between NCPHD and Columbia Gorge Health Council for AmeriCorp VISTA Member.  
*Fiscal Impact:* Initial payment of \$8,305 upon signing. Second payment of \$8,305 by September 1, 2020.
  3. **OHA 154663-3 THIRD AMENDMENT to Intergovernmental Agreement** for Environmental Health Services.  
*Fiscal Impact:* Remittance to OHA \$9,959.
  4. **OHA 159826-10 FY20 exe COVID-19 Tenth Amendment 2019-2020 Intergovernmental Agreement** for COVID-19 PE 01-05 and PE 01-06.
    - a. *Fiscal Impact:* Increase of \$443,014.
7. Directors Report
  1. Shellie Campbell presented the Interim Directors report to the Board.
  2. Questions and feedback were requested.

Being no further business to be conducted at this time, Commissioner Kathy Schwartz adjourned the Board of Health meeting at 4:44 p.m.

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*Signature*

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*Date*

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Printed Name

## VACATION COMPARISON

NCPHD	WASCO COUNTY	GILLIAM COUNTY	SHERMAN COUNTY																																																														
<p><b>VACATION AWARD</b></p> <table border="1" data-bbox="191 423 596 529"> <tr> <td>Hire to 5<sup>th</sup> yr</td> <td>10 days</td> </tr> <tr> <td>5<sup>th</sup> to 10<sup>th</sup> yr</td> <td>15 days</td> </tr> <tr> <td>10<sup>th</sup> +</td> <td>20 days</td> </tr> </table> <ul style="list-style-type: none"> <li>Prorated for part-time employees</li> </ul> <p>1<sup>st</sup> year 1 week (or pro-rated amount) is awarded after completing 6 months of employment; The 2<sup>nd</sup> week (or prorated amount) is awarded on the employee's anniversary date. Going forward vacation is awarded as follows:</p> <p>Vacation is awarded in January and must be used by March 31 of the following year or it will be forfeited.</p> <p>Employees are not entitled to pay in lieu of taking time off for vacation with the following exception:</p> <ul style="list-style-type: none"> <li>In the event that a public health emergency hinders staff from using vacation</li> </ul>	Hire to 5 <sup>th</sup> yr	10 days	5 <sup>th</sup> to 10 <sup>th</sup> yr	15 days	10 <sup>th</sup> +	20 days	<p><b>VACATION AWARD/ACCRUAL</b></p> <table border="1" data-bbox="625 456 1031 1154"> <tr> <td>Hire to 1<sup>st</sup> yr</td> <td>12 days</td> </tr> <tr> <td>1<sup>st</sup> to 2<sup>nd</sup> yr</td> <td>13 days</td> </tr> <tr> <td>2<sup>nd</sup> to 3<sup>rd</sup> yr</td> <td>14 days</td> </tr> <tr> <td>3<sup>rd</sup> to 4<sup>th</sup> yr</td> <td>15 days</td> </tr> <tr> <td>4<sup>th</sup> to 5<sup>th</sup> yr</td> <td>15 days</td> </tr> <tr> <td>5<sup>th</sup> to 6<sup>th</sup> yr</td> <td>16 days</td> </tr> <tr> <td>6<sup>th</sup> to 7<sup>th</sup> yr</td> <td>17 days</td> </tr> <tr> <td>7<sup>th</sup> to 8<sup>th</sup> yr</td> <td>18 days</td> </tr> <tr> <td>8<sup>th</sup> to 9<sup>th</sup> yr</td> <td>19 days</td> </tr> <tr> <td>9<sup>th</sup> to 10 yr</td> <td>20 days</td> </tr> <tr> <td>10<sup>th</sup> to 11<sup>th</sup> yr</td> <td>20 days</td> </tr> <tr> <td>11<sup>th</sup> to 12<sup>th</sup> yr</td> <td>21 days</td> </tr> <tr> <td>12<sup>th</sup> to 13<sup>th</sup> yr</td> <td>22 days</td> </tr> <tr> <td>13<sup>th</sup> to 14<sup>th</sup> yr</td> <td>23 days</td> </tr> <tr> <td>14<sup>th</sup> to 15<sup>th</sup> yr</td> <td>24 days</td> </tr> <tr> <td>15<sup>th</sup> to 16<sup>th</sup> yr</td> <td>25 days</td> </tr> <tr> <td>16<sup>th</sup> to 17<sup>th</sup> yr</td> <td>25 days</td> </tr> <tr> <td>17<sup>th</sup> to 18<sup>th</sup> yr</td> <td>26 days</td> </tr> <tr> <td>18<sup>th</sup> to 19<sup>th</sup> yr</td> <td>27 days</td> </tr> <tr> <td>19<sup>th</sup> to 20<sup>th</sup> yr</td> <td>28 days</td> </tr> </table> <ul style="list-style-type: none"> <li>Prorated for part-time employees</li> </ul> <p>Awarded Vacation: Paid time off for the employee to use and is not owned by the employee</p>	Hire to 1 <sup>st</sup> yr	12 days	1 <sup>st</sup> to 2 <sup>nd</sup> yr	13 days	2 <sup>nd</sup> to 3 <sup>rd</sup> yr	14 days	3 <sup>rd</sup> to 4 <sup>th</sup> yr	15 days	4 <sup>th</sup> to 5 <sup>th</sup> yr	15 days	5 <sup>th</sup> to 6 <sup>th</sup> yr	16 days	6 <sup>th</sup> to 7 <sup>th</sup> yr	17 days	7 <sup>th</sup> to 8 <sup>th</sup> yr	18 days	8 <sup>th</sup> to 9 <sup>th</sup> yr	19 days	9 <sup>th</sup> to 10 yr	20 days	10 <sup>th</sup> to 11 <sup>th</sup> yr	20 days	11 <sup>th</sup> to 12 <sup>th</sup> yr	21 days	12 <sup>th</sup> to 13 <sup>th</sup> yr	22 days	13 <sup>th</sup> to 14 <sup>th</sup> yr	23 days	14 <sup>th</sup> to 15 <sup>th</sup> yr	24 days	15 <sup>th</sup> to 16 <sup>th</sup> yr	25 days	16 <sup>th</sup> to 17 <sup>th</sup> yr	25 days	17 <sup>th</sup> to 18 <sup>th</sup> yr	26 days	18 <sup>th</sup> to 19 <sup>th</sup> yr	27 days	19 <sup>th</sup> to 20 <sup>th</sup> yr	28 days	<p><b>VACATION ACCRUAL</b></p> <table border="1" data-bbox="1066 423 1472 597"> <tr> <td>Hire to 1<sup>st</sup> yr</td> <td>10 days</td> </tr> <tr> <td>1<sup>st</sup> to 5<sup>th</sup> yr</td> <td>12 days</td> </tr> <tr> <td>5<sup>th</sup> to 10<sup>th</sup> yr</td> <td>15 days</td> </tr> <tr> <td>10<sup>th</sup> to 15<sup>th</sup> yr</td> <td>20 days</td> </tr> <tr> <td>15<sup>th</sup> + yrs</td> <td>25 days</td> </tr> </table> <ul style="list-style-type: none"> <li>Prorated for part-time employees</li> </ul> <p>Vacation pay may not be taken in lieu of time off.</p> <p>No vacation is accrued while the employee is on a leave of absence without pay.</p> <p>Accrual cannot exceed 200 hours. Any amounts in excess of the 200 hour limit must be taken by the end of the calendar year or will be reduced to a maximum of 200 hours or may be carried over with written permission in advance by the County Court.</p> <p>Vacation time will usually not be granted for periods longer than 2 weeks. Every attempt</p>	Hire to 1 <sup>st</sup> yr	10 days	1 <sup>st</sup> to 5 <sup>th</sup> yr	12 days	5 <sup>th</sup> to 10 <sup>th</sup> yr	15 days	10 <sup>th</sup> to 15 <sup>th</sup> yr	20 days	15 <sup>th</sup> + yrs	25 days	<p><b>VACATION ACCRUAL</b></p> <table border="1" data-bbox="1501 423 1906 529"> <tr> <td>Hire to 5<sup>th</sup> yr</td> <td>10 days</td> </tr> <tr> <td>5<sup>th</sup> to 15<sup>th</sup> yr</td> <td>15 days</td> </tr> <tr> <td>15<sup>th</sup> +</td> <td>20 days</td> </tr> </table> <ul style="list-style-type: none"> <li>Prorated for part-time employees</li> </ul> <p>Vacation accrual cannot exceed a maximum of 240 hours. Vacation benefits will stop accruing once the maximum has been reached. When this total is reduced below the maximum allowable, the benefit will begin accruing again. No vacation is accrued while the employee is on a leave of absence without pay.</p> <p>Upon separation of employment, employees who have completed 12 mos of employment will be paid for unused vacation time that has been earned through the last day of work with a cap of 240 hours.</p> <p>Vacation time will usually not</p>	Hire to 5 <sup>th</sup> yr	10 days	5 <sup>th</sup> to 15 <sup>th</sup> yr	15 days	15 <sup>th</sup> +	20 days
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<p>hours exceptions to the use/lose date and vacation payouts may be granted at the PH Administrator's discretion.</p>	<p>and may not be cashed out.</p> <p>Accrued Vacation: Paid time off that accumulates as time passes and is held in a "vacation bank" owned by the employee.</p> <p>Note: Vacation has been awarded and not accrued since Jan 1, 1998. However, some employees still have accrued vacation hours on the books.</p> <p>All awarded vacation accumulates until used. Any vacation awarded over the cap of 240 hours shall be forfeited.</p> <p>Employees are limited to 2 weeks off work in any 4 week time period unless otherwise approved by the Dept. Director.</p>	<p>will be made to grant each request; however, no guarantees can be offered.</p> <p>Vacation accrual will be paid out at separation in accordance with applicable laws.</p>	<p>be granted for periods longer than 2 weeks.</p>
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One week or the prorated amount determined by FTE is awarded after completing a six month probation period; the remainder the eligible vacation will be awarded on the employee's anniversary date. Thereafter, annual leave is awarded to all employees in January. Increases in leave time will occur if the 5 year (three weeks) or 10 year (4 weeks) anniversary of employment has occurred during the proceeding calendar year.

Vacation awarded in January must be used by March 31st of the following year. Earned vacation must be taken. Employees are not entitled to pay in lieu of taking time off for vacation, and will not be paid for accrued, but unused vacation at the time of termination (regardless of the reason). Vacation must be scheduled with one's supervisor at least two weeks in advance of the date(s) the employee wishes to take as vacation. In the event that a Public Health Emergency hinders staff from using vacation hours exceptions to the use/lose date and vacation pay outs may be granted at the Public Health Administrator's discretion.

#### Vacation Requests

Vacation time must be requested on the Inter-departmental communication form. Requests cannot be submitted any earlier than 3 months prior to the date requested. The employee's immediate supervisor must approve any requests of four hours or more. When the vacation is taken the hours must be recorded on a blue slip. For requests less than four hours, a verbal OK from the supervisor with a corresponding blue slip is required.

#### Sick Leave

NCPHD recognizes that an employee's inability to work because of illness or injury may cause economic hardship. For this reason, NCPHD provides paid sick leave to full-time employees and part-time employees working at least .60 FTE. Employees may also use sick leave to care for family members including parents, spouse, children or domestic partner.

After a full time employee has completed two (2) full months of employment, he/she shall be credited with fifteen (15) hours of accrued sick leave or prorated by FTE. Thereafter, full time employee shall continue to accrue sick leave at the rate of seven and one-half (7.5) hours for each full calendar month of active employment. Part time employees will accrue sick time per their FTE. Sick leave is provided by NCPHD to cover "sickness" and is not to be used as a supplement for vacation.

Sick leave may be used in the case of emergency or sudden illness without prior scheduling. Sick leave must also be used whenever an employee needs time off to attend a routine medical appointment. Absences due to illnesses or injuries that qualify under the Oregon Family Leave Act (OFLA) will not be counted against an employee's attendance record.

Sick leave is not accumulated while an employee is on a leave of absence without pay. In the case of a work-related accident or injury, you may use sick time to offset any hours not paid through Workers' Compensation, or to offset the reduction in regular pay until accumulated sick time is used. At no time, however, can the combination of these exceed normal earnings, nor can you use more sick time than what you have accumulated.

Employees are not entitled to be paid for earned but unused sick days, either before or when their employment is terminated for any reason.

Employees who abuse sick leave or violate this policy will be subject to discipline, up to and including termination.

### Holidays

NCPHD recognizes seven holidays each year. All full-time employees will receive their regular straight-time compensation for each holiday. Regular part-time employees receive pay for each designated holiday in the proportion that their normally scheduled number of hours equals 37.5 hours per week. The holidays celebrated are:

- New Year's Day
- Labor Day
- Veteran's Day
- President's Day
- Memorial Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Martin Luther King, Jr's Birthday
- Independence Day
- Christmas Day

A holiday that falls on a weekend will be observed on either the preceding Friday or the following Monday to coincide with local custom.

To be eligible for holiday pay, an employee must have worked his or her regularly scheduled hours the workday before and the workday after the holiday, or have been on an approved vacation day or any other excused absence under NCPHD policy. If an employee is on vacation when a holiday is observed, the employee will be paid for the holiday and will be granted an alternate day of vacation at a later date.

Any hourly, non-exempt employee required to work on a holiday will receive double-time payment for the hours worked.

### Floating Holiday

Employees may select 1 additional day of with pay (known as “floating holiday”) during a calendar year.

Floating holidays are awarded on the employee’s anniversary date. Floating holidays may not be accrued.

Employees must coordinate requests for floating holidays with their supervisor. Part-time employees, who are eligible for benefits will receive a proportional amount of time off.

### Bereavement Leave

Bereavement leave will be granted to full-time employees and part-time employees working at least 0.6 FTE, in the event of absence necessitated by the death of a family member. In the event of the death of an employee’s family member, the employee will be granted three days off work with pay. Personal days or vacation days may be used if additional time off is needed. Requests for bereavement leave should be made to the employee’s immediate supervisor before the leave is to begin.

For purposes of this policy, “Family Member” is defined to include the employee’s spouse, same-sex domestic partner, child, sibling, parent, parent-in-law, grandparent, or grandchild, or the same relations of an employee’s same-sex domestic partner or spouse.

### Jury and Witness Duty

**Jury Duty:** NCPHD will grant employees time off for mandatory jury duty and/or jury duty orientation. A copy of the court notice must be submitted to the employee’s supervisor to verify the need for such leave. Jury duty leave is paid time off. Jury duty compensation for time served must be submitted to the Executive Assistant when received.

The employee is expected to report for work when doing so does not conflict with court obligations. It is the employee’s responsibility to keep his or her supervisor or manager informed about the amount of time required for jury duty.

**Witness Duty:** Time spent serving as a witness in a work-related, legal proceeding will be treated as time worked for pay purposes, provided the time served occurs during regularly scheduled hours, the employee is subpoenaed to testify, and the employee submits witness fees to Executive Assistant upon receipt.

Except for employee absences covered under NCPHD’s “Crime Victim Leave Policy” or “Domestic Violence Leave and Accommodation Policy,” employees who are subpoenaed to testify in non-work-related legal proceedings must use any available vacation time to cover their absence from work. If the employee

does not have any available vacation time, the employee may use Leave Without Pay after consultation with their supervisor. Employees must present a copy of the subpoena served on them to their supervisor for scheduling and verification purposes no later than 24 hours after being served.

#### Religious Observances Leave and Accommodation

NCPHD respects the religious beliefs and practices of all employees. NCPHD will make, upon request, an accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship on NCPHD's business. Employees may use vacation or unpaid time for religious holy days or to participate in a religious observance or practice; if accrued leave is not available, then an employee may request to take unpaid leave.

#### Crime Victim Leave

Any employee who has worked an average of at least 25 hours per week for 180 days is eligible for reasonable, unpaid leave to attend criminal proceedings if the employee or his or her immediate family member (defined below) has suffered financial, social, psychological or physical harm as a result of being a victim of certain felonies, such as kidnapping, rape, arson, and assault.

"Immediate family member" includes a spouse, registered same-sex domestic partner, father, mother, sibling, child, stepchild or grandparent.

Employees who are eligible for crime victim leave must:

- Use any accrued, but unused vacation/sick leave during the leave period;
- Provide as much advance notice as is practicable of his/her intention to take leave (unless giving advance notice is not feasible); and
- Submit a request for the leave in writing to their supervisor as far in advance as possible, indicating the amount of time needed, when the time will be needed, and the reason for the leave.

In all circumstances, NCPHD may require certification of the need for leave, such as copies of any notices of scheduled criminal proceedings that the employee receives from a law enforcement agency or district attorney's office, police report, a protective order issued by a court, or similarly reliable sources.

#### Domestic Violence Leave and Accommodation

All employees are eligible for reasonable unpaid leave to address domestic violence, harassment, sexual assault, or stalking of the employee or his or her minor dependents.

Reasons for taking leave include the employee's (or the employee's dependent's) need to: seek legal or law enforcement assistance or remedies; secure medical treatment for or time off to recover from injuries; seek counseling from a licensed mental health professional; obtain services from a victim services provider; or relocate or secure an existing home.

Leave is generally unpaid, but the employee may use any accrued vacation or similar paid time off while on this type of leave.

When seeking this type of leave, the employee should provide as much advance notice as is practicable of his or her intention to take leave, unless giving advance notice is not feasible.

Notice of need to take leave should be provided by submitting a request for leave in writing to the direct supervisor as far in advance as possible, indicating the time needed, when the time will be needed, and the reason for the leave.

NCPHD will then generally require certification of the need for the leave, such as a police report, protective order or other evidence of a court proceeding, or documentation from a law enforcement officer, attorney, healthcare professional, member of the clergy, or victim services provider.

If more leave than originally authorized needs to be taken, the employee should give NCPHD notice as soon as is practicable prior to the end of the authorized leave. When taking leave in an unanticipated or emergency situation, the employee must give oral or written notice as soon as is practicable. When leave is unanticipated, this notice may be given by any other person on the employee's behalf.

Finally, employees who are victims of domestic violence, harassment, sexual assault or stalking may be entitled to a "reasonable safety accommodation" that will allow the employee to more safely continue to work, unless such an accommodation would impose an "undue hardship" on NCPHD. Please contact your supervisor immediately with requests for reasonable safety accommodations.

Military Leave

Employees who wish to serve in the military and take military leave should contact the Executive Assistant for information about their rights before and after such leave. Employee's are entitled to reinstatement upon completion of military service, provided they return or apply for reinstatement within the time allowed by law.

**REVIEWED BY:**

**DATE:**

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<b>TOPIC: Vacation Policy</b> <b>Effective Date:</b> 07/01/2014 <b>Revised:</b> 11/18/2015; 3/9/2020; 01/01/2021 <b>Reviewed:</b> 11/10/2020	<b>Regulation Referenced:</b>
<b>AREA OF SERVICE: AD</b>	<b>Program Responsible:</b>
<b>Approved By:</b> NCPHD Board of Health <b>Title:</b> Kathy Schwartz, Chair	<b>Approval Level Required:</b> <input checked="" type="checkbox"/> Board <input type="checkbox"/> Director <input type="checkbox"/> Legal Counsel <input type="checkbox"/> Health Officer <input type="checkbox"/> Supervisor <input type="checkbox"/> Department

**AD – VACATION POLICY 01/01/2021**

**POLICY**

It is the policy of NCPHD to provide awarded vacation for employees.

**PURPOSE**

This policy serves to provide clear guidance on awarded vacation.

**DEFINITIONS**

VACATION WEEK is defined as the normal number of hours of work scheduled in the employee’s workweek.

FULL-TIME: Any position scheduled to work a minimum of 37.5 hours per week.

REGULAR PART-TIME: Any position scheduled to work a minimum of 21.75 hours per week up to, but less than, 37.5 hours per week.

TEMPORARY EMPLOYEE: A temporary employee is an employee with an established end date to their employment with NCPHD. The temporary employee can be either full-time or part-time.

ANNIVERSARY DATE: The date of the original hire, adjusted to the 1<sup>st</sup> of the month if the hire date is from the 1<sup>st</sup> to the 15<sup>th</sup> of the month, or adjusted to the 1<sup>st</sup> of the following month, if hired date is from the 16<sup>th</sup> to the end of the month.

AWARDED VACATION: Paid time off for the employee to use. Vacation is awarded and not earned or accrued. Vacation is not owned by the employee and cannot be sold, exchanged or bartered by the employee, except as may otherwise be specifically provided for in this or another policy of North Central Public Health District.

## PROCEDURE

It is the policy of NCPHD to provide each employee with awarded vacation time. The amount of vacation to which an employee is entitled to, is determined by the employees length of service (based on the employment anniversary date), FTE, and whether the employee is a full-time or a part-time employee.

### SECTION 1: PAID VACATION FOR FULL-TIME EMPLOYEES

For full-time new employees in their first year, once they have completed the first six months of employment, they will receive one half of their twelve awarded vacation days. The remainder of the eligible vacation will be awarded on the employees first year anniversary date. Thereafter, vacation days will be awarded to all employees in the month of January of the New Year.

**For Full-Time employees vacation accrues as follows:**

<b>Hire to 1<sup>st</sup> year</b>	<b>12 days</b>
<b>1<sup>st</sup> to 2<sup>nd</sup> year</b>	<b>13 days</b>
<b>2<sup>nd</sup> to 3<sup>rd</sup> year</b>	<b>14 days</b>
<b>3<sup>rd</sup> to 4<sup>th</sup> year</b>	<b>15 days</b>
<b>4<sup>th</sup> to 5<sup>th</sup> year</b>	<b>15 days</b>
<b>5<sup>th</sup> to 6<sup>th</sup> year</b>	<b>16 days</b>
<b>6<sup>th</sup> to 7<sup>th</sup> year</b>	<b>17 days</b>
<b>7<sup>th</sup> to 8<sup>th</sup> year</b>	<b>18 days</b>
<b>8<sup>th</sup> to 9<sup>th</sup> year</b>	<b>19 days</b>
<b>9<sup>th</sup> to 10<sup>th</sup> year</b>	<b>20 days</b>
<b>10<sup>th</sup> to 11<sup>th</sup> year</b>	<b>20 day</b>
<b>11<sup>th</sup> to 12<sup>th</sup> year</b>	<b>21 days</b>
<b>12<sup>th</sup> to 13<sup>th</sup> year</b>	<b>22 days</b>
<b>13<sup>th</sup> to 14<sup>th</sup> year</b>	<b>23 days</b>
<b>14<sup>th</sup> to 15<sup>th</sup> year</b>	<b>24 days</b>
<b>15<sup>th</sup> + Years</b>	<b>25 days</b>

### SECTION 2: PAID VACATION FOR REGULAR PART-TIME EMPLOYEES

For part-time employees the amount of vacation awarded is determined by their employment anniversary date and pro-rated by their FTE. FTE hours can be 30 hours, 22.5 hours, 21.75 hours, or whatever hours the employee is scheduled to work.

Employees who are scheduled for less than 21.75 hours per week shall not be entitled to paid vacation time.

### **SECTION 3: VACATION AWARDED**

One half of the awarded vacation amount for year one, or the prorated amount determined by FTE, is awarded after completing a six month probation period. The remainder of the eligible vacation will be awarded on the employee's anniversary date. Thereafter, vacation is awarded to all employees on the first day of January of the New Year. Increases in vacation time will occur according to the vacation time chart in section 1.

Vacation awarded in January must be used by March 31st of the following year. Employees are not entitled to pay in lieu of taking time off for vacation, and will not be paid for accrued, but unused vacation at the time of termination (regardless of the reason).

However, in the event that a Public Health Emergency hinders staff from using vacation hours exceptions to the use/lose date and vacation pay outs may be granted at the Public Health Administrator's discretion.

### **SECTION 4: VACATION SCHEDULING**

Vacation time use is subject to approval by the employees Supervisor. Employees send in an Employee Leave Request form to use vacation time. The employees Supervisor, authorizes, or does not authorize, the vacation request after determining if there is enough coverage to cover the time off. Adequate coverage includes – but is not limited to – not causing the organization overtime charges.

Employees are limited to two (2) weeks off work, in any four (4) week time period, unless otherwise approved by the Director and the employees Supervisor. Requests for one (1) to two (2) weeks must be made to the supervisor at least one (1) month in advance. Requests for periods of time off of less than one (1) week may be made at any time, but needs to be submitted as soon as possible in order to ensure adequate coverage. These requests are still subject to coverage restrictions and are determined on a first come – first served basis.

The Director or Supervisor must consider the staffing necessary to meet the needs of NCPHD without requiring overtime or delaying planned projects/tasks.

**REVIEWED BY:**

**DATE:**

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

Resolution 2020-05

A RESOLUTION ACCEPTING AND APPROPRIATING ADDITIONAL AND  
UNANTICIPATED OREGON HEALTH AUTHORITY FUNDS DURING  
FISCAL YEAR 2020-21

NOW ON THIS DAY, the above-entitled matter having come on regularly for consideration, said day being one duly set in term for the transaction of public business and a majority of the North Central Public Health District (NCPHD) Board of Health being present; and

IT APPEARING TO THE NCPHD BOARD OF HEALTH: That at the time of the adoption of the 2020-21 Budget Document NCPHD did not anticipate receiving additional Oregon Health Authority Funding during said Fiscal Year; and

IT FURTHER APPEARING TO THE NCPHD BOARD OF HEALTH: That NCPHD will receive \$791,065 in additional and unanticipated Oregon Health Authority Funding for expenditure during Fiscal Year 2020-21; and

NOW, THEREFORE, IT IS HEREBY RESOLVED: That the Board of Health sitting as the Directors at a regularly scheduled meeting on November 10, 2020, approved the supplemental budget for fiscal year 2020-2021 and as amended in Attachment "A" in the sum of \$791,065.

ADOPTED by the North Central Public Health District Board of Health this 10<sup>th</sup>  
day of November, 2020.

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Kathy Schwartz, Wasco County Commissioner  
Chair, NCPHD Board of Health

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Shellie Campbell  
Interim Director  
North Central Public Health District

North Central Public Health District

**Attachment A**

Increased Revenue

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
201.23.7145.413.906	COVID 19 Local Active Monitoring	\$696,408
201.23.7145.413.907	COVID 19 Regional Active Monitoring	<u>\$94,657</u>
		\$791,065

Increased  
Expenditure/Appropriation

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
201.23.7145.51177	Program Secretary	\$94,000
201.23.7145.51180	Com. Hlth Wrkr/ Dis. Int. Spec.	\$267,000
201.23.7145.51192	Public Health Nurse	\$174,000
201.23.7145.52429	Contracted Services	\$25,000
201.23.7145.52929	Supplies - Medical	\$40,000
201.23.7145.52936	Supplies - Program/Ed	<u>\$191,065</u>
		\$791,065

**NCPHD**  
**Accounts Payable Checks**  
**Issued October 2020**

Check Date	Check Number	Vendor Name	Amount
Held in Que	761	IRS	\$222.32
Held in Que	762	OREGON STATE, DEPT OF REVENUE	\$65.10
Held in Que	763	OREGON STATE, EMPLOYMENT DEPT	\$1.51
10/9/2020	764	IRS	\$14,362.43
10/9/2020	765	ASIFLEX	\$190.00
10/9/2020	766	P E R S	\$15,563.20
10/9/2020	767	OREGON STATE, DEPT OF REVENUE	\$3,818.48
10/23/2020	768	IRS	\$14,107.07
10/23/2020	769	ASIFLEX	\$190.00
Held in Que	770	P E R S	\$15,230.31
10/23/2020	771	OREGON STATE, DEPT OF REVENUE	\$3,737.90
10/7/2020	13842	AMERICAN FAMILY LIFE ASSURANCE	\$188.00
10/8/2020	13843	AFFORDABLE CARE NW, DBA HELPING HANDS	\$220.00
10/8/2020	13844	BALCH HOTEL	\$195.46
10/8/2020	13845	BANKMAN, JUDY	\$862.50
10/8/2020	13846	BEERY ELSNER & HAMMOND LLP	\$141.00
10/8/2020	13847	CIS TRUST	\$33,189.15
10/8/2020	13848	CURASCRIPT SPECIALTY, DISTRIBUTION	\$66.45
10/8/2020	13849	CYTOCHECK LABORATORY LLC	\$227.50
10/8/2020	13850	DIXON-SHANE LLC, R&S NORTHEAST LLC	\$2,158.50
10/8/2020	13851	HENRY SCHEIN	\$1,440.09
10/8/2020	13852	OFFICE DEPOT	\$120.41
10/8/2020	13853	OPTIMIST PRINTERS	\$397.00
10/8/2020	13854	OREGON STATE UNIVERSITY	\$80.75
10/8/2020	13855	OREGON STATE, DEPT OF HUMAN SERVICES	\$18.00
10/8/2020	13856	PASHEK, ROBIN	\$196.00
10/8/2020	13857	QWIK CHANGE LUBE CENTER INC.	\$177.43
10/8/2020	13858	SATCOM GLOBAL INC.	\$61.95
10/8/2020	13859	STAEHNKE, DAVID	\$111.69
10/8/2020	13860	UPS	\$124.00
10/8/2020	13861	WASCO COUNTY	\$495.50
10/8/2020	13862	WATERS, LISA	\$37.00
10/8/2020	13863	WWW DO1THING US	\$146.00
10/13/2020	13864	CA STATE DISPURSEMENT UNIT	\$231.50
10/13/2020	13865	NATIONWIDE RETIREMENT SOLUTION	\$1,265.00
10/16/2020	13866	ACEVEDO, MARIA TRINIDAD	\$119.60
10/16/2020	13867	H2OREGON BOTTLED WATER INC.	\$141.00
10/16/2020	13868	HOOD RIVER COUNTY	\$15.00
10/16/2020	13869	OFFICE DEPOT	\$629.68
10/16/2020	13870	OR STATE PUBLIC, HEALTH LABORATORY	\$121.95
10/16/2020	13871	OREGON STATE, DEPT OF ENVIRONMENTAL QUA	\$800.00
10/16/2020	13872	PASHEK, ROBIN	\$98.00
10/16/2020	13873	SAIF CORPORATION	\$894.16
10/16/2020	13874	SANOPI PASTEUR INC.	\$1,245.73

PAYROLL A/P (EFT)

PAYROLL A/P

PAYROLL A/P

10/16/2020	13875	SPARKLE CAR WASH, LLC	\$78.00
10/16/2020	13876	STAPLES ADVANTAGE	\$437.55
10/16/2020	13877	STERICYCLE INC.	\$590.73
10/16/2020	13878	TEMPARMOUR REFRIGERATION	\$3,699.00
10/16/2020	13879	THE DALLES AREA CHAMBER OF, COMMERCE	\$216.00
10/16/2020	13880	U.S. CELLULAR	\$880.88
10/24/2020	13881	AHLERS & ASSOCIATES	\$860.00
10/24/2020	13882	CLARK, GLENDA	\$2,125.00
10/24/2020	13883	CYTOCHECK LABORATORY LLC	\$150.00
10/24/2020	13884	FRANKLIN, SARAH	\$3,862.50
10/24/2020	13885	MID-COLUMBIA MEDICAL CENTER	\$575.00
10/24/2020	13886	OFFICE DEPOT	\$371.27
10/24/2020	13887	PASHEK, ROBIN	\$123.00
10/24/2020	13888	RICOH USA INC.	\$172.19
10/24/2020	13889	SHRED-IT USA	\$194.01
10/24/2020	13890	US BANK	\$2,793.16
10/24/2020	13891	WASCO COUNTY	\$137.82
10/26/2020	13892	OREGON STATE, DEPARTMENT OF REVENUE	\$352.74
10/28/2020	13893	CA STATE DISPURSEMENT UNIT	\$231.50
10/28/2020	13894	NATIONWIDE RETIREMENT SOLUTION	\$1,765.00
<b>TOTAL:</b>			<b>\$133,319.67</b>

PAYROLL A/P

NCPHD Board of Health authorizes check numbers 13842 - 13894 and payroll EFT numbers 761 - 771 totalling \$133,319.67.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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

Funding Stream		Amount	Budget	Award Period	Federal
<b>PE 01-04</b>	<b>OHA State</b>	\$117,594	Personal Services & Admin	1/21/20 - 12/30/20	
	201.23.7145.412.656				
<b>SAIF Grant</b>		18,082.21		3/2/20 - 7/2/20	
	201.23.7145.412.710				
<b>CARES Relief Fund Round 1</b>		87,602	PS - 3/1/20 - 5/15/20 Emp. Dedicated to COVID-19		
<b>County Application</b>		22,100	PPE		
		\$109,702		\$6,323 Sherman Co amt	
	201.23.7145.414.365 & 323			\$96,538 rcvd fr Wasco Co	
<b>CARES Relief Fund Round 2</b>		\$93,661	PS 5/16/20 - 6/30/20		
<b>County Application</b>		\$20,152	MS - Medical Sup, & Isolation/quarantine expenses		
	201.23.7145.414.365 & 323	\$113,813		\$6,560 Sherman Co amt	
				\$100,155 Wasco Co	
<b>Col Gorge Health Council</b>		\$200,000			
	201.23.7145.412.705				
<b>PE 12 - 02</b>	<b>OHA COVID 19 Response (Fed)</b>	\$119,757	(Incident Command Team)	3/21/20 - 3/15/21	\$119,757
	201.23.7149.413.905				
<b>Pacific Source CCO</b>		\$25,000		No Award Period	
	201.23.7145.412.693				
<b>Grant County Health Dept.</b>		\$25,000	Staff ask 2 questions	No Award Period	
	Community Counseling Solutions				
<b>PE 01-05 COVID-19 Local Active Mon. (Fed)</b>		\$253,700	1) Base Amount	6/2020 - 12/30/2020	
	201.23.7145.413.906	\$204,249	2) Inv Fee for Service	March - July	
		\$60,451	2) Inv Fee for Service	August	
		\$61,729	3) Isol. & quar. Costs (addtl)	July - August	
		104,933.36	2) Fee for serv (inv. \$104,933.36)	September	580,128.37
		\$11,346	3) Isol. & quar. Costs (inv. \$11,346)	September	
		<b>696,408</b>			
<b>PE 01-06 COVID-19 Reg. Active Mon. (Fed.)</b>		\$94,657	Regional Collaborative	6/2020 - 12/30/20	\$94,657
	201.23.7145.413.907				794,542.37
<b>Covid Funding Total</b>		\$1,403,733			
<b>Covid Expenditures 3/1/20 - 9/30/20</b>					
YTD PS	\$584,546				
YTD MS	\$143,972				
<b>Total</b>		\$728,519			
<b>Balance</b>		\$675,215			

**NCPHD Recap Report**  
7/1/20 to 9/30/20

<b>Account Number</b>		<b>Budgeted</b>	<b>YTD REV</b>	<b>YTD EXP</b>	<b>Balance</b>	<b>Pct</b>	
201 PUBLIC HEALTH FUND							
201.00.1201 NON-DEPARTMENTAL	<b>REV</b>	8,000.00	2,485.72	0.00	2,485.72	31.07	
(Interest and SAIF Dividend)							
201.23.7141 PUBLIC HEALTH	<b>REV</b>	828,831.00	196,577.54			23.72	Co. GF to local match & program support
<i>General Fund; Septic; Vital Records</i>	<b>EXP</b>	627,110.00		83,519.85	113,057.69	13.32	
201.23.7142 WIC	<b>REV</b>	164,370.00	37,841.00			23.02	
<i>Nutrition for Women &amp; Children</i>	<b>EXP</b>	205,857.00		53,514.34	-15,673.34	26.00	
201.23.7143 IMM. & NURSING SERVICE	<b>REV</b>	36,193.00	7,317.72			20.22	
<i>Child &amp; Adolescent Health</i>	<b>EXP</b>	53,573.00		11,383.53	-4,065.81	21.25	
201.23.7144 REPROD HEALTH	<b>REV</b>	267,510.00	48,582.19			18.16	
<i>Exams &amp; Ed. for Reproductive Health</i>	<b>EXP</b>	337,865.00		59,296.11	-10,713.92	17.55	
201.23.7145 STATE SUPPORT	<b>REV</b>	46,004.00	473,163.94			1,028.53	COVID OHA funding
<i>Exams, treat. &amp; invest. for Com. Disease</i>	<b>EXP</b>	228,632.00		187,764.77	285,399.17	82.13	
201.23.7146 ENVIRON. HEALTH	<b>REV</b>	113,000.00	3,271.00			2.89	Maj. of rev. in Jan.
<i>Facility inspections &amp; Education</i>	<b>EXP</b>	163,410.00		32,882.09	-29,611.09	20.12	
201.23.7148 PERINATAL HEALTH	<b>REV</b>	124,900.00	49,927.55			39.97	
<i>Home visiting program</i>	<b>EXP</b>	131,287.00		14,558.53	35,369.02	11.09	Supports other prog.
201.23.7149 PH EMERGENCY PREPARATION	<b>REV</b>	265,139.00	35,024.00			13.21	
<i>Emergency preparedness</i>	<b>EXP</b>	279,235.00		79,735.60	-44,711.60	28.56	COVID OHA funding
201.23.7151 PH MODERNIZATION	<b>REV</b>	336,719.00	87,480.48			25.98	
<i>Public Health Modernization</i>	<b>EXP</b>	346,936.00		58,036.40	29,444.08	16.73	
201.23.7152 HEALTH PROMOTION	<b>REV</b>	174,810.00	7,725.00			4.42	CCO Grants: QIM,
<i>Grants promoting health</i>	<b>EXP</b>	142,237.00		22,305.62	-14,580.62	15.68	Mejour Juntos; LCAC
201.23.7153 PH PRACTICE - IMM SERVICES	<b>REV</b>	18,346.00	4,648.60			25.34	
<i>Vaccine inventory; monitoring vaccinations</i>	<b>EXP</b>	27,798.00		5,353.97	-705.37	19.26	
201.23.7154 CACOON & SYSTEMS OF CARE	<b>REV</b>	55,958.00	7,365.76			13.16	
<i>Home visiting program</i>	<b>EXP</b>	48,246.00		8,965.52	-1,599.76	18.58	local match
201.23.7155 TOBACCO PREV & ED	<b>REV</b>	208,980.00	23,503.26			11.25	
<i>Prevention of tobacco use</i>	<b>EXP</b>	208,980.00		19,205.11	4,298.15	9.19	
201.23.7156 WATER	<b>REV</b>	50,621.00	12,657.00			25.00	
<i>Monitoring of public water systems</i>	<b>EXP</b>	56,627.00		13,979.65	-1,322.65	24.69	
201.23.7158 BABIES FIRST	<b>REV</b>	215,662.00	20,978.56			9.73	
<i>Home visiting program</i>	<b>EXP</b>	278,731.00		83,219.60	-62,241.04	29.86	TCM local match
201.23.7159 OREGON MOTHERS CARE	<b>REV</b>	4,744.00	1,273.50			26.84	
<i>OHP application assistance</i>	<b>EXP</b>	17,706.00		4,402.14	-3,128.64	24.86	Supported by Med. Match
201.23.7500 PASS THROUGH	<b>REV</b>	12,000.00	2,700.00			22.50	
<i>DEQ fees</i>	<b>EXP</b>	12,000.00		1,900.00	800.00	15.83	
201.23.7999 NON-DEPARTMENTAL	<b>REV</b>	0.00	0.00			0.00	
(Conting. Unapprop. & Reserves)	<b>EXP</b>	229,752.00		0.00		0.00	
PUBLIC HEALTH FUND	<b>REV</b>	2,923,787.00	1,022,522.82			34.97	
	<b>EXP</b>	3,395,982.00		740,022.83		21.79	

282,499.99 Diff. btw total rev. & total exp.



**Public Health**  
Prevent. Promote. Protect.

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**North Central Public Health District**  
*"Caring For Our Communities"*

**NCPHD Contracts Summary for Board of Health Meeting of November 10<sup>th</sup>, 2020**

**Submitted By: Shellie Campbell, Interim Director**

- **FIXED ACCOUNT AMENDMENT** to Group Flexible Purchase Deferred Variable Annuity Contract between Nationwide Life Insurance Company and North Central Public Health District. This amendment reflects a change in the fixed account rate.  
*Fiscal impact:* Not applicable
- **AGREEMENT** between ODS Community Health Participating Provider 2020 and North Central Public Health District. This agreement is to continue to have NCPHD as a preferred provider for the insurance company.  
*Fiscal Impact:* Not applicable
- **OHA 159826-14 FY20 exe** Fourteenth Amendment to Oregon Health Authority 2019-2021 Intergovernmental Agreement for PE-62 Overdose Prevention.  
*Fiscal Impact:* NCPHD will receive \$74,692.
- **MOU** between One Community Health and North Central Public Health District regarding community engagement, education, support and outreach for active surveillance of COVID-19 case contacts.  
*Fiscal Impact:* Not applicable
- **AMENDMENT** First Amendment to Agreement for Professional Services between North Central Public Health District and Robin Pashek. This amendment extends the termination date for COVID-19 contact tracing.  
*Fiscal Impact:* No additional fiscal impact.
- **ENGAGEMENT LETTER** between Pauly, Rogers, and CO., PC and North Central Public Health District. The letter covers the audit for the fiscal year ending 6/30/20.  
*Fiscal Impact:* Cost to NCPHD of \$17,000.





**Public Health**  
Prevent. Promote. Protect.

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**North Central Public Health District**  
*“Caring for Our Communities”*

**NCPHD Interim Directors Report for Board of Health Meeting of November 10<sup>th</sup>, 2020**

**Presented by Shellie Campbell, Interim Director**

COVID-COVID-COVID. That seems to be the topic of all conversations these days. But, at NCPHD the staff continues to provide a number of additional programs, services and system changes.

Here is a quick overview of our work in October:

- Planning for flu clinics to provide the 300 – 400 of possible vaccines we hope to receive.
- Development and implementation of a communication plan, which will provide continuous updates to community members and partners. The communication plan includes our new website, Spanish Facebook page, and procedures to address comments and concerns.
- Preparing for our annual staff self-reflections and reviews.
- Annual fiscal audit was conducted in October.
- State triennial reviews are resuming after being postponed from last March.
- Open enrollment for insurance benefits.
- Implementation of grant funding programs and new grant programs with community partners.
- Interviewing, hiring, and training of new staff.
- Creating innovative and meaningful staff huddles.
- Developing new ways to provide monthly staff trainings (HIPPA, Bloodborne Pathogens and Health Equity to name a few).
- Identifying additional work space and transportation funding support.
- Environmental Health is working on getting license renewals sent out and looking for creative ways to support businesses.
- Continuing to provide Home Visiting, WIC and clinic services.
- Supporting school districts with blueprints as we move towards in-person learning.
- Developing new school nursing guidelines and meeting with schools to build relationships.
- Starting the process of transitioning from Unified Command to NCPHD Incident Command.
- Accreditation annual report was completed and submitted.
- Working with NORCOR, Center For Living, Wasco County, Arlington Clinic, Moro Clinic, Food Bank, community meals site and Celilo Village to provide flu vaccines.
- TPEP is working on meeting with community leaders and providing messaging to community members on the impact of tobacco use and COVID.
- Our VISTA, Emily, is working closely with Gorge Food Bank and health eating promotions.

And, of course, COVID is still with us and cases continue to be unpredictable. The COVID Team continues to provide compassionate care while juggling the work that comes with a pandemic, which includes:

- Developing policies and procedures.
- Working with community partners to identify testing needs and processes.
- Contact investigation, tracking, testing, contact tracing, and monitoring.
- Hiring and training additional staff.
- Planning for a COVID vaccine and clinic.
- Identifying equipment, PPE, vaccine refrigerator, POD equipment, and other resources for POD implementation.
- Keeping staff and community up to date on new OHA guidelines.
- Working with Community Based Organizations (CBO's) to provide wraparound services, education, and outreach and contact tracing.
- Tracking the different funding streams coming from federal, state and grant sources.
- Setting up new work spaces, getting desks, chairs, and computers.

## 2020 BOH MEETING DATES

MONTH	DAY	DATE	AGENDA Items Due	PACKET Materials Due
NOVEMBER	TUESDAY	10 <sup>TH</sup>	Thursday, October 29 <sup>th</sup> by 3:00 p.m.	Thursday, November 5 <sup>th</sup> by 3:00 p.m.
DECEMBER	TUESDAY	8 <sup>TH</sup>	Wednesday, November 25 <sup>th</sup> by 3:00 p.m. ***Thanksgiving week	Thursday, December 3 <sup>rd</sup> . by 3:00 p.m.

## 2021 BOH MEETING DATES

MONTH	DAY	DATE	AGENDA Items Due	PACKET Materials Due
JANUARY	TUESDAY	12 <sup>TH</sup>	Thursday, December 31 <sup>st</sup> ., by 3:00 p.m.	Thursday, January 7 <sup>th</sup> by 3:00 p.m.
FEBRUARY	TUESDAY	9 <sup>TH</sup>	Thursday, January 28 <sup>th</sup> by 3:00 p.m.	Thursday, February 4 <sup>th</sup> by 3:00 p.m.
MARCH	TUESDAY	9 <sup>TH</sup>	Thursday, February 25 <sup>th</sup> by 3:00 p.m.	Thursday, March 4 <sup>th</sup> by 3:00 p.m.
APRIL	TUESDAY	13 <sup>TH</sup>	Thursday, April 1 <sup>st</sup> by 3:00 p.m.	Thursday, April 8 <sup>th</sup> by 3:00 p.m.
MAY	TUESDAY	11 <sup>TH</sup>	Thursday, April 29 <sup>th</sup> by 3:00 p.m.	Thursday, May 6 <sup>th</sup> by 3:00 p.m.
JUNE	TUESDAY	8 <sup>TH</sup>	Thursday, May 27 <sup>th</sup> , by 3:00 p.m.	Thursday, June 3 <sup>rd</sup> by 3:00 p.m.
JULY	TUESDAY	13 <sup>TH</sup>	Thursday, July 1 <sup>st</sup> by 3:00 p.m.	Thursday, July 8 <sup>th</sup> by 3:00 p.m.
AUGUST	TUESDAY	10 <sup>TH</sup>	Thursday, July 29 <sup>th</sup> by 3:00 p.m.	Thursday, August 5 <sup>th</sup> by 3:00 p.m.
SEPTEMBER	TUESDAY	14 <sup>TH</sup>	Thursday  September 2 <sup>nd</sup> by 3:00 p.m.	Thursday, September 9 <sup>th</sup> by 3:00 p.m.
OCTOBER	TUESDAY	12 <sup>TH</sup>	Thursday, September 30 <sup>th</sup> by 3:00 p.m.	Thursday, October 7 <sup>th</sup> by 3:00 p.m.
NOVEMBER	TUESDAY	9 <sup>TH</sup>	Thursday, October 28 <sup>th</sup> by 3:00 p.m.	Thursday, November 4 <sup>th</sup> by 3:00 p.m.
DECEMBER	TUESDAY	14 <sup>TH</sup>	Thursday, December 2 <sup>nd</sup> by 3:00 p.m.	Thursday , December 9 <sup>th</sup> by 3:00 p.m.