



Public Health
Prevent. Promote. Protect.

North Central Public Health District

"Caring For Our Communities"

North Central Public Health District Board of Health Meeting (Full)

Tuesday, October 8, 2019
3:00 PM

Senior's & People with
Disability Klickitat Room
3641 Klindt Drive
The Dalles, OR

AGENDA -

1. **Minutes**
 - a. Approve from 9/10/2019 & 4/9/2019 Executive Committee Meeting.
 - b. Set Next Meeting Date (11/21/2019) (Executive Committee Meeting)
2. **Additions to the Agenda**
3. **Public Comment**
4. **Unfinished Business**
 - a. Office Space
5. **New Business**
 - a. Resolution 2019-04 Resolution Transferring Budgeted Funds from Reserve for Vehicle
 - b. Resolution 2019-05 FY 2019-20 Supplemental Budget Resolution
 - c. SWOT Analysis Progress Update
 - d. Staff Updates
 - e. Approval of A/P Check Report
 - September 2019
 - f. Contracts Summary
 - g. Director's Report
 - October 2019

Note: This agenda is subject to last minute changes.

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

****If necessary, an Executive Session may be held in accordance with: ORS 192.660 (2) (d) Labor Negotiations; ORS 192.660 (2) (h) Legal Rights; ORS 192.660 (2) (e) Property; ORS 192.660 (2) (i) Personnel****



Public Health
Prevent. Promote. Protect.

NORTH CENTRAL PUBLIC HEALTH DISTRICT
"Caring For Our Communities"

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

North Central Public Health District
Executive Committee Meeting
Meeting Minutes
September 10, 2019

In Attendance: Commissioner Scott Hege – Wasco County; Commissioner Joan Bird – Sherman County; Commissioner Leslie Wetherell – Gilliam County; Celeste Hill-Thomas – Wasco County; Jayme Mason – Sherman County

Staff Present: Teri Thalhofer, RN/BSN – Director NCPHD; Kathi Hall - Fiscal Manager NCPHD; Nicole Bailey – Environmental Health (EH) Supervisor NCPHD; Eric Grendel – EH Trainee NCPHD; Paula Grendel – EH Trainee NCPHD

Guests Present: Commissioner Steve Kramer

Minutes taken by: Laurie Jupe

Meeting called to order at 3:03 p.m. by Chair Commissioner Scott Hege

SUMMARY OF ACTIONS TAKEN

MOTION by Commissioner Joan Bird, and seconded by Commissioner Leslie Wetherell, to accept the August 13, 2019 board meeting minutes with corrections.

Vote: 5-0
Yes: Commissioner Joan Bird, Commissioner Leslie Wetherell, Commissioner Scott Hege, Jayme Mason, and Celeste Hill-Thomas
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 August 2019 as presented.

Vote: 5-0
Yes: Commissioner Joan Bird, Commissioner Leslie Wetherell, Commissioner Scott Hege, Jayme Mason, and Celeste Hill-Thomas
No: 0
Abstain: 0

Motion: Carried

WELCOME AND INTRODUCTIONS

MINUTES & NEXT MEETING DATE

1. Approval of past meeting minutes.
 - 1 A motion was made to approve the August 13, 2019 Board of Health meeting minutes with corrections.
 - 2 The wording noting that Commissioner Leslie Wetherell voted to approve the July 2019 meeting minutes was changed to show that Commissioner Wetherell was not present during the July 2019 meeting.
2. Set next meeting date.
 - 1 The next scheduled Board of Health meeting will be on Tuesday, October 08, 2019 at 3:00 p.m. This will be a meeting of the full board. The meeting location will be at the Senior's & People with Disabilities building in the Klickitat Room at 3641 Klindt Drive, The Dalles, OR.

ADDITIONS TO THE AGENDA

1. Teri Thalhofer – Introduction of the new Environmental Health (EH) Trainees.
 1. Nicole Bailey, the Environmental Health Specialist, introduced herself and the new EH trainees.
 2. Eric and Paula Grendel are the new Environmental Health Trainees for the North Central Public Health District.

PUBLIC COMMENT

1. Commissioner Steve Kramer
 1. Commissioner Kramer has been following the Opioid crisis at the AOC (Association of Oregon Counties) for the last six years.
 2. Commissioner Kramer has participated with the Governor's Taskforce on Opioid issues.
 3. The "Take Back" bill has been recently passed and will take effect in 2021.

UNFINISHED BUSINESS

1. North Central Public Health office space update.
 1. Teri updated the committee on the status of the recent flooding of the east end office space.
 - a) Teri has had no news on the status on the flooding repairs.
 - b) Commissioner Hege had an information update from facilities and the status at this time is that the contractor has been difficult to reach and not following through on the work.
 2. Teri updated the committee on the status of the upstairs office space.
 - a) Teri is waiting for some contractors to get back to her so she can obtain further information on costs.

NEW BUSINESS

1. Teri Thalhofer – NCPHD in the news - Opioids in Wasco County

1. Teri played a video from Katu news featuring information on the Opioid crisis in Oregon and Wasco County which featured interviews from NCPHD's Jeremy Hawkins and local Sheriff Lane Magill.
 2. Teri informed the Board on some of the local statistics.
 3. North Central Public Health is continuing to monitor this issue.
 4. Teri asked Commissioner Kramer if he would be interested in being connected to the local Opioid Work Group. Teri will contact Dr. Mimi McDonell and find a contact person for this group and let Commissioner Kramer know the contact information.
2. Proposed agenda format change discussion
 1. Teri gave a handout to each Board attendee and reviewed the new NCPHD agenda format with the board members.
 2. Teri asked for comments and questions and asked the Board if the group would like to move to the new agenda for the board meetings.
 3. The Board decided to try the new format and see if it is appropriate.
3. Staff Updates
 1. Two Environmental Health trainees have been hired. Eric and Paula Grendel have started with North Central Public Health District.
 2. The Billing Specialist has been hired. Angelica Padilla will be filling this position.
 3. The WIC Certifier position has been hired and Minarva Craig will be starting soon.
 4. The Tobacco Prevention & Education Specialist position is now open.
 5. Modernization Collaborative funding has come in. The funds asked for were \$600,000 and the funds allocated are \$400,000 for the biennium.
 - a) This is a reduction in funding.
 - b) Further discussion with the collaborative will be taking place over the next few weeks to decide on funding throughout the collaborative and how to move forward with the work.
4. Approval of A/P Check Report (August 2019)
 1. Report presented to the board.
 2. A motion was made to approve the A/P Check Reports for August 2019 as presented.
5. Title X Funding Update – Title X is the block grant that supports Family Planning and Reproductive Health Services.
 1. Teri updated the board on Oregon Title X funding.
 2. Oregon has withdrawn from Title X funding.
 3. The current federal administration requires that any state receiving Title X funds must no longer discuss abortion as an option for pregnant clients.
 4. Oregon will be replacing the Title X grant moneys with General Fund dollars.
 5. There will be no change to NCPHD's services.
6. Review of Contracts
 1. Oregon Health Authority, Seventeenth Amendment.
 - a) Funding for ACDP Health Equity grant funding 'sharps' disposal and HIV rapid testing; Funding Reproductive Health 9 month award. Funding timing aligning with State biennium.
 - b) Fiscal impact: \$16,703 total.
 2. MOU: NCPHD and NORCOR.
 - a) Agreement for NCPHD to provide Reproductive Health Services to NORCOR inmates on site.
 - b) Fiscal impact: Unknown, but services are newly eligible for reimbursement through Oregon Reproductive Health Program.

3. Agreement With Greater Oregon Behavioral Health and Four Rivers Early Learning HUB for a shared position, Family Care Coordinator.
 - a) Agreement with partners to share 1/3 of the cost of an employee to provide Maternal Child Health services and program coordination in Gilliam and Sherman Counties.
 - b) Fiscal Impact: Not to exceed \$30,000.
 4. OHA IGA for Environmental Health Services.
 - a) Agreement for revised remittance factor for Licensed Facilities. Rate was increased to 17.4%.
 - b) Fiscal Impact: NCPHD Board of Health raised fees to compensate for this increase.
 5. 2019-2020 Intergovernmental Agreement for the Financing of Public Health Services.
 - a) New biennium agreement for Local Public Health Authority. Includes Program Element Requirements.
 - b) Fiscal Impact: Initial award \$558,183.
7. Directors Report – by Teri Thalhofer
1. Report presented to the board and feedback was requested.
 2. Teri informed the board she would be on vacation September 16th – September 23rd. Leadership team will be in charge.

Being no further business to be conducted at this time, Commissioner Hege adjourned the Executive Committee meeting at 3:47 p.m.

Signature

Date

Printed Name



Public Health
Prevent. Promote. Protect.

NORTH CENTRAL PUBLIC HEALTH DISTRICT

“Caring For Our Communities”

419 East Seventh Street
The Dalles, OR 97058-2676
541-506-2600

**North Central Public Health District
Executive Committee Meeting
Meeting Minutes
April 9, 2019**

In Attendance: Commissioner Scott Hege – Wasco County; Commissioner Joan Bird – Sherman County; Commissioner Leslie Wetherell – Gilliam County; Taylor Steen – Wasco County; and Celeste Hill-Thomas – Wasco County.

Staff Present: Teri Thalhofer, RN/BSN – Director; John Zalaznik – EH Specialist Supervisor and Lisa Waters – Program Secretary.

Guests Present: None

Minutes taken by: Lisa Waters

Meeting called to order at 3:10pm by Chair Commissioner Scott Hege

SUMMARY OF ACTIONS TAKEN

MOTION by Commissioner Joan Bird, and seconded by Commissioner Leslie Wetherell, to accept the March 12, 2019 board meeting minutes as presented.

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

MOTION by Commissioner Joan Bird, and seconded by Commissioner Leslie Wetherell, to accept the proposed fee increases for the On-site Sewage and Licensed Facilities as presented.

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

MOTION by Commissioner Joan Bird, and seconded by Commissioner Leslie Wetherell, to accept the A/P Check Issued Report for March 2019 as presented.

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

WELCOME AND INTRODUCTIONS

1. Teri Thalhofer introduced Lisa Water. Lisa is filling in for Gloria Perry for the recording and transcription of today's Executive Committee meeting.

MINUTES & NEXT MEETING DATE

1. Approval of past meeting minutes.
 - a. A motion was made to approve the March 12, 2019 Board of Health meeting minutes as presented.
2. Set next meeting date.
 - a. Due to scheduling conflicts, there will not be a board meeting held in May 2019.

ADDITIONS TO THE AGENDA

1. None

PUBLIC COMMENT

1. None

UNFINISHED BUSINESS

1. Budget Committee Meeting Date & Members
 - a. Budget calendar for FY 2019/20 was reviewed with the board.
 - b. NCPHD's budget committee meeting is scheduled for May 9, 2019 from 1:30pm to 4:30pm. Meeting location is at the Steve Burnet Extension Building in Moro, OR.
 - c. Budget Committee members are:
 - ✓ Commissioner Scott Hege – Wasco County
 - ✓ Matthew Kiebes – Public member Wasco County
 - ✓ Commissioner Joan Bird – Sherman County
 - ✓ Linda Thompson – Public member Sherman County
 - ✓ Commissioner Leslie Wetherell – Gilliam County
 - ✓ Lori Anderson – Public member Gilliam County
2. Office Space
 - a. A discussion was held regarding the possibility of NCPHD occupying both the 1st and 2nd floors of Annex A once Center for Living moves out.
 - b. The Board asked Teri to obtain estimates on what might need updated/remodeled on the 2nd floor.
 - c. John Zalaznik suggested a walk around the building for the new board appointees to see building needs for remodel.
3. Salary Survey
 - a. A discussion was held regarding the salary survey completed by HR Answers for NCPHD in 2017.

- b. The board was reminded that the survey results showed that NCPHD staff salaries are significantly below the market and it is making it difficult to recruit for certain positions.

NEW BUSINESS

1. Environmental Health & DEQ Fee Increases
 - a. John Zalaznik presented to the board for approval a fee increase for Onsite Sewage Disposal Systems and Licensed Facilities.
 - b. After discussion, a motion was made to approve fee increases for Onsite Sewage Disposal and Licensed Facilities as presented.
2. Legislative Update
 - a. Legislative update presented to the board by Teri Thalhofer and feedback was requested.
3. Approval of A/P Check Report (March 2019)
 - a. Report presented to the board for approval.
 - b. A motion was made to approve the A/P Check Report for March 2019 as presented.
4. Review of Contracts
 - a. Teri provided a brief description of the following contracts to the board:
 - ✓ OCDC 02-031
 - ✓ Pacific Source – MOU
 - ✓ Pacific Source – CCO
 - ✓ Wasco County ME – Amendment #1
5. Director's Report
 - a. Report presented to the board and feedback requested.

Being no further business to be conducted at this time, Commissioner Hege adjourned the Executive Committee meeting at 4:33PM.

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

Resolution No. 2019-04

A RESOLUTION TRANSFERRING BUDGETED FUNDS FROM RESERVE FOR VEHICLE TO
CAPITAL EXPENDITURE ACCOUNT FOR THE FISCAL YEAR 2019-20

Whereas, the Board of Health sitting as the Directors at a regularly scheduled meeting on this 8th day of October, 2019, and

Whereas, North Central Public Health District, an intergovernmental agency formed under the authority of Oregon Revised Statutes, Chapter 190, consisting of three (3) counties of Wasco, Sherman and Gilliam, and

Whereas, North Central Public Health District finds it necessary to transfer budgeted funds for the amount of \$20,000.00 from Reserve for Vehicle account to Vehicles capital account. These funds will be used towards the purchase of a vehicle.

Therefore, Be It Resolved, the North Central Public Health District Board formally approves and adopts the transfer of Reserve funds.

Adopted by the North Central Public Health District Board this 8th day of October, 2019.

Scott Hege
Chair, NCPHD Board

Teri Thalhofer, RN, BSN
Director NCPHD

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

Resolution No. 2019-05

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

1. **BE IT HEREBY RESOLVED** that the Board of Health sitting as the Directors at a regularly scheduled meeting on October 8, 2019, approved the supplemental budget for fiscal year 2019/2020 and as amended by Attachment "A" in the sum of \$20,000.00

ADOPTED by the North Central Public Health District Board of Health this 8th day of October, 2019.

Scott Hege
Chair, NCPHD Board of Health

Teri Thalhofer, Director
NCPHD Board of Health

North Central Public Health District

Attachment A

Increased Capital Expenditure

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
201.23.7141.53201	Vehicles	\$20,000.00

Decreased Reserve Expenditure

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
201.23.7999.59299	Reserve for Vehicle	\$20,000.00

NCPHD
Accounts Payable Checks
Issued September 2019

Check Date	Check Number	Vendor Name	Amount
Helld in Que	618	IRS	341.94
Helld in Que	619	P E RS	367.89
Helld in Que	620	OREGON STATE, DEPT OF REVENUE	96.01
9/10/2019	621	IRS	\$10,573.04
9/10/2019	622	ASIFLEX	\$110.00
Helld in Que	623	P E RS	\$13,912.47
9/10/2019	624	OREGON STATE, DEPT OF REVENUE	\$2,664.50
9/10/2019	625	IRS	\$310.15
Helld in Que	626	P E RS	\$217.94
9/10/2019	627	OREGON STATE, DEPT OF REVENUE	\$37.40
9/4/2019	13166	CIS TRUST	\$31,753.70
9/4/2019	13167	WATERS, LISA	\$12.00
9/10/2019	13168	CA STATE DISPURSEMENT UNIT	\$231.50
9/10/2019	13169	OREGON STATE, DEPT OF REVENUE	\$383.06
9/10/2019	13170	NATIONWIDE RETIREMENT SOLUTION	\$1,265.00
9/11/2019	13171	AMERICAN FAMILY LIFE ASSURANCE	\$449.42
9/13/2019	13172	AFFORDABLE CARE NW, DBA HELPING HANDS	\$275.00
9/13/2019	13173	AHLERS & ASSOCIATES	\$860.00
9/13/2019	13174	DANA MEYER, DBA DANA MEYER CONSULTING	\$974.00
9/13/2019	13175	LAMENDOLA-GILLIAM, CALLIE	\$163.56
9/13/2019	13176	OFFICE DEPOT	\$378.44
9/13/2019	13177	OPTIMIST PRINTERS	\$62.00
9/13/2019	13178	RICOH USA INC.	\$168.44
9/13/2019	13179	SAIF CORPORATION	\$896.91
9/13/2019	13180	SATCOM GLOBAL INC.	\$60.63
9/13/2019	13181	SHRED-IT USA	\$62.44
9/13/2019	13182	SPARKLE CAR WASH, LLC	\$16.20
9/13/2019	13183	STAEHNKE, DAVID	\$65.70
9/13/2019	13184	U.S. CELLULAR	\$527.24
9/13/2019	13185	WASCO COUNTY	\$531.15
9/18/2019	13186	CLARK, GLENDA	\$1,033.56
9/18/2019	13187	OREGON STATE, DEPT OF HUMAN SERVICES	\$10,000.00
9/18/2019	13188	UPS	\$116.00
9/20/2019	13189	US BANK	\$3,357.23
9/27/2019	13190	ACTION AUTO GLASS	\$290.49
9/27/2019	13191	BEERY ELSNER & HAMMOND LLP	\$282.00
9/27/2019	13192	MID-COLUMBIA MEDICAL CENTER	\$73.00
9/27/2019	13193	OPTIMIST PRINTERS	\$255.40
9/27/2019	13194	OREGON STATE, DEPT OF ENVIRONMENTAL QUA	\$600.00
9/27/2019	13195	PARAGARD DIRECT	\$1,617.00
9/27/2019	13196	QWIK CHANGE LUBE CENTER INC.	\$178.95
9/27/2019	13197	SKY'S COLLN.REPAIR DBA, FIX AUTO THE DALLES	\$701.30
9/27/2019	13198	STRATUS AUDIO, INC.	\$51.18

Payroll A/P (EFT)

Payroll A/P

9/27/2019	13199	WASCO COUNTY	\$138.37
TOTAL:			\$86,462.21

NCPHD Board of Health authorizes check numbers 13166 - 13199 and payroll EFT numbers 618 - 627 totalling \$86,462.21.

Signature _____

Printed Name _____

CONTRACTS SUMMARY FOR NCPHD BOARD OF HEALTH
October 8, 2019

AGREEMENT FOR PROFESSIONAL SERVICES: Agreement between NCPHD and Judy Bankman, an independent contractor. The contractor will be responsible for submission of the PHAB annual report, Parts 1 and 2, provide assistance to program managers and staff using the VMSG Dashboard to track performance measures and quality improvement goals, and reconvene the QI/PM Committee to create timeline for next steps. **FISCAL IMPACT:** not to exceed \$26,000 in the fiscal year ending June 30, 2020.



Public Health
Prevent. Promote. Protect.

NORTH CENTRAL PUBLIC HEALTH DISTRICT

“Caring For Our Communities”

Directors Report for the Board of Health and Staff: October 8, 2019

Greetings Board of Health Members and NCPHD Staff:

September has brought us new staff and continued opportunities to work with community partners.

Mina Craig started as our newest WIC Certifier in September. Mina is a recent MPH graduate from OSU and is excited to begin work in public health practice.

NCPHD Leadership Team continues to travel down the Strategic Planning timeline. SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis is being completed in each programmatic area. Leadership team will be meeting prior to the Board of Health (BOH) meeting to understand common themes and then will present these to the BOH for input. This is exciting work as we set our strategic direction for the future. We are looking at the themes through the lens of a modernized public health system. This should prepare us well for the changes coming.

NCPHD was awarded dollars for public health modernization both for our regional work with the Eastern Oregon Modernization Collaborative (EOMC) and for our individual efforts. The EOMC Steering Committee has met to discuss priorities and budget and will continue to move forward in the biennium in a collaborative manner. Leadership team will be meeting to discuss the deliverables in the contract for local efforts. Our work plans are due to OHA on October 11, 2019.

September is Preparedness Month and Tanya Wray, our PHEP (Public Health Emergency Preparedness) Coordinator, participated with other community agencies in “Get Ready The Dalles” sponsored by NW Natural.

We continue to work with our CCO partners. In the EOCCO region, we are supportive of the Veggie RX program through the LCAC’s and GOBHI. Dr. McDonnell has worked with CGCCO partners to secure funding for efforts around childhood obesity and substance use disorder harm reduction. We continue to work closely with 4RELH on Early Childhood efforts including Universally Offered Home Visiting.

Sincerely! Teri L. Thalhofer, RN, BSN