



Public Health
Prevent. Promote. Protect.

North Central Public Health District
"Caring For Our Communities"

North Central Public Health District Board of Health Meeting

December 8, 2015
3:00 PM
Meeting Room @
NCPHD

AGENDA -

1. **Community Meeting**
2. **Minutes**
 - a. Approve from November 10, 2015 meeting.
 - b. Set Next Meeting Date (January 12, 2015)
3. **Additions to the Agenda**
4. **Public Comment**
5. **Unfinished Business**
 - a. Updates from Wasco County – Wasco County Project Plan
 - b. Fiscal Update
6. **New Business**
 - a. Fit n' Beverage Proposal – Dr. Vern Harpole
 - b. ICAA (Indoor Clean Air Act) – Presentation by Shellie Campbell, TPEP Coordinator
 - c. Wasco County Dog Ordinance
 - d. Budget Adjustment
 - e. Policies & Procedures
 - f. Review of A/P checks issued (November 2015)
 - g. Director's Report

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
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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
Board of Health
Meeting Minutes
November 10, 2015 (3:00pm)**

In Attendance: Commissioner Mike Smith – Sherman County; Roger Whitley – Sherman County; Linda Thompson – Sherman County; Commissioner Scott Hege – Wasco County; and Fred Schubert – Wasco County. **By Phone:** Michael Takagi – Gilliam County (Note: Mr. Takagi was not present to vote on the approval of the 10-13-15 BOH meeting minutes)

Staff Present: Teri Thalhofer, RN BSN – Director NCPHD

Minutes taken by Gloria Perry

Meeting called to order on November 10, 2015 at 3:04pm by Commissioner Mike Smith.

SUMMARY OF ACTIONS TAKEN

Motion by Fred Schubert, second by Commissioner Scott Hege, to approve the minutes from the 10/13/15 board of health meeting as presented.

Vote: 5-0
Yes: Commissioner Mike Smith, Roger Whitley, Linda Thompson, Commissioner Scott Hege, and Fred Schubert.
No: 0
Abstain:
Motion carried.

Motion by Linda Thompson second by Scott Hege to approve the A/P Checks Issued in October 2015 report as presented.

Vote: 6-0
Yes: Commissioner Mike Smith, Roger Whitley, Linda Thompson, Michael Takagi, Commissioner Scott Hege, and Fred Schubert.
No: 0
Abstain:
Motion carried.

WELCOME & INTRODUCTIONS

1. MINUTES

- a. Approval of past meeting minutes
 - Minutes were approved as presented.
- b. Set next meeting date
 - The next regular meeting was scheduled for Tuesday, December 8, 2015 at 3:00pm. Meeting location will be at the North Central Public Health District office located at 419 E. 7th Street, The Dalles, OR.

2. ADDITIONS TO THE AGENDA

- a. None

3. PUBLIC COMMENT

- a. No comments

4. UNFINISHED BUSINESS

- a. Updates from Wasco County – Wasco County Project Plan
 - NCPHD Board Structure
 - ✓ Commissioner Hege is looking at proposing a different governance structure for the board of health such as converting the board to County Commissioners and having an advisory board outside of that. He had hoped to have something to present at today's board meeting, however he is still working on this.
 - ✓ Commissioner Smith said this is a concept that has been talked about briefly in the past. The idea was you could do quarterly full board meetings to go over programs, etc. and then have a smaller group meet every month. This is just a concept at this point – something to be discussed at a later date.
 - At this point in time, Wasco County does not have plans of notifying NCPHD by 12/31/2015 of their intention of separating from the District. The study they wanted to conduct that will aid in that decision has not yet been completed.
 - Roger Whitely inquired about additional money for the health district. Commissioner Hege said that would be addressed at the next budget cycle.

5. NEW BUSINESS

- a. Status of Services
 - 1st Quarter Revenue Analysis & Beginning Balance Report
 - ✓ Teri reviewed report with the board.
 - ✓ The reduction in revenue from Wasco County caused a significant change in service delivery for NCPHD and how it serves the entire region.
 - ✓ The \$90,000 reduction required the layoff of two (2) staff.
 - ✓ We have seen more than the expected revenue drop.
 - ✓ We are budgeted to spend \$37,027 of our beginning balance this fiscal year.
 - ✓ Traditionally, 1st quarter we're over spent, 2nd quarter we're under spent, 3rd quarter we're over spent, and 4th quarter we're under spent and we come out with a positive balance at the end of the year. This is due to the timing of how things roll in. However, this year we have a significant over spend.
 - ✓ For comparison FY 2014 we were negative \$36,596 for the 1st quarter, FY 2015 we were negative \$55,364 and for FY 2016 we are negative \$98,139.

- ✓ Teri expressed her concern about the revenue being so low even with our reduced expenditures and this absolutely has to do with not be able to staff walk-in clinic 5 days a week and bring in the immunization and family planning revenue that comes in with that.
- ✓ Commissioner Smith said if this trends to the end of the 2nd quarter the board will have to take some kind of action.
- Fred Schubert asked Teri to clarify if 2014 was actually two million on the total figures. Teri explained that this number is correct and it is due to the fund transfer from Wasco County when NCPHD separated from them. The expenses went up for that year as well, due to a lot of one-time expenses in 2014.
- 1st Quarter Successes, Opportunities & Challenges Review
 - ✓ Teri reviewed handout *Successes, Opportunities and Challenges*:
 - Environmental Health Services
 - Administrative Services
 - Prevention Services
 - Clinical Services and WIC
 - ✓ Discussions:
 - Potential Revenue Source for Wasco County
 - The Solid Waste Advisory Committee for Wasco County was convened and recommendations were reported to the Wasco County BOCC. Advisory Committee shared potential revenue source allowed in Wasco County landfill agreement for additional fee negotiable for tonnage brought from “out of area” exceeding 100K tons. Current out of area tonnage accepted at the Wasco County Landfill for the calendar year was 375K tons at the date of the meeting.
 - These funds would go into Wasco County’s general fund.
 - Commissioner Hege said Wasco County just became aware of this when it was presented to them at their BOCC meeting. Wasco County will be looking into this possible revenue source.
 - Commissioner Smith said the health board would certainly encourage Wasco County to consider this as a possible revenue source for public health.
 - Covering the cost of outbreaks
 - Fred Schubert asked if Teri knew what the Pertussis outbreak cost the health department and if there was an agreed upon level between the three counties if an outbreak went over a certain amount in a given county, if that county would pick up the difference.
 - There is not a policy in place around this, but there has been discussion regarding it. At some point this could be a request made if an outbreak heavily exceeds into a negative budget year.
 - Hole in the Safety Net
 - Dr. McDonnell NCPHD’s Health Officer had a meeting with Duane Francis, the CEO at MCMC about the hole in the safety net. She shared that in their conversation he acknowledged that this is a concern for local providers and MCMC.
 - Budget Issues:
 - The Clinical Advisory Panel of the CGCCO is recommending that \$400,000 of their incentive metrics be split between Hood River Health Department and NCPHD. We have not yet received an official notice of this. This information was given to Teri by Dr. Harpole who was in attendance at a meeting last week where this recommendation was discussed. This would be a one-time payment that is not sustainable. The health council will be voting on this next week. Teri is not sure if there are any restrictions to this money.
 - Teri wanted the board to be aware that we are having a difficult time hiring and retaining staff at our current pay scale. A discussion was held on possible solutions.
 - A discussion was held about whether or not the board should have a work session to discuss budgetary issues regarding how to get through this budget year. The board will wait to hear if the \$200,000 will be forthcoming from the CGCCO before they decide to meet or not.

- b. Review of A/P Checks Issued (October 2015)
 - Report reviewed and approved as presented.

- c. Contracts Review
 - The following contracts were reviewed:
 - ✓ MCCC MOU 2015-16
 - ✓ MODA Commercial Agreement
 - ✓ Sherman Co Medical Clinic

- d. Director's Report
 - Teri presented her report.

Meeting adjourned at 4:29pm

Commissioner Michael Smith, Chair

Date

{Copy of 10/13/2015 board of health meeting minutes, 1st Quarter Revenue Analysis Report, A/P Checks Report, MCCC MOU 2015-16 contract, MODA Agreement, Sherman County Medical Clinic Agreement, and Director's Report attached and made part of this record.}

First Qtr Revenue Analysis and Beginning Balance

| NCPHD Recap Report | | FY 2014 | | | FY 2015 | | | FY 2016 | | | Annual | | |
|------------------------|-----------------|------------------|-------------------|------------|------------------|-------------------|------------|------------------|-------------------|------------|-----------|---------------|---------|
| | | BUD | July-Sept 2013 | | BUD | July-Sept 2014 | | BUD | July-Sept 2015 | | FY 2014 | FY 2015 | FY 2016 |
| 201 PUBLIC HEALTH FUND | | | | | | | | | | | | | |
| Grand Total REVENUE | | 2,263,573 | 412,156 | 21% | 2,223,195 | 441,152 | 20% | 2,165,988 | 367,812 | 17% | 1,231,900 | 2,102,785 | |
| Grand Total EXP | | 2,263,573 | 448,752 | 22% | 2,231,195 | 496,516 | 22% | 2,165,988 | 466,005 | 22% | 1,009,314 | 1,982,607 | |
| | | | -36,596 | | | -55,364 | | | -98,193 | | 222,586 | 120,178 | |
| Beg Balance | | | | | | | | | | | 0 | 222,586 | 342,764 |
| Fee Analysis | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| Clinic Fees & OHP | | | | | | | | | | | | | |
| | Immunizations | 62,450 | 7,704 | 12% | 45,000 | 4,296 | 10% | 27,200 | 1,271 | 5% | 33,728 | 22,767 | |
| | Family Planning | 103,000 | 11,012 | 11% | 63,500 | 10,379 | 16% | 87,500 | 10,461 | 12% | 70,045 | 103,337 | |
| | CD & STD | 17,050 | 3,278 | 19% | 14,600 | 2,680 | 18% | 11,800 | 1,140 | 10% | 9,588 | 7,764 | |
| | | | 21,994 | | | 17,355 | | | 12,873 | | 113,361 | 133,868 | |
| | | | | | | -4,639 | | | -4,482 | | | 20,508 | |
| | | | | | | | | | | | | more OHP elig | |
| CCARE Fees | | 175,000 | 38,288 | 22% | 170,000 | 20,770 | 12% | 100,000 | 11,113 | 11% | 133,782 | 101,023 | |
| | | | | | | -17,517 | | | -9,657 | | | -32,759 | |

Beg Balance Budegted to spend:

| 2016 | Budgeted | Actual |
|------------------------------|----------|---------|
| Beg Bal | 257,948 | 342,764 |
| less Contingency & unapprop. | 220,921 | |
| Budgeted to spend | | |
| Beg Bal | 37,027 | |

84,816 came in higher

per qtr 9256.75

First Qtr Revenue Analysis and Beginning Balance

Staff Adjustments:

| Proposed 15-16 FTE | 15-16 FTE Adjusted | | annual | qtr avg. |
|--------------------|--------------------|-------|----------|----------|
| 23.8 | 20.8 | | | |
| July | - 1 FTE PHN | -6150 | -73,800 | |
| July | - 1 FTE Bill | -3542 | -42,504 | |
| Aug | - 1 FTE Off | -4030 | -40,300 | |
| Sep | - .40 PHN | -2641 | -26,410 | |
| Aug | + .40 Acct. | 3264 | 35,904 | |
| | -3.00 | | -147,110 | -36,778 |

such, and the restaurant would be encouraged to include this certification in press releases and advertising. In addition, the restaurant will also be given a 10% discount on their NCPHD Licensed Facility Fee.

The discount fee costs to the budget of the NCPHD EH department must be recovered from county funds according to State law. ORS 624.490. Each county will be sent an invoice for fund recovery quarterly, listing the facilities and the license fees discounts given that require reimbursement.

REVIEWED BY:

DATE:

DRAFT

DRAFT

North Central Public Health District Licensed Facility Fee Schedule

FOOD SERVICE FEES:

Full service restaurant fees based on seating criteria:

| | |
|---------------------------------------|--------------|
| 0 - 15 Seats..... | \$512 |
| 16 - 50 Seats..... | \$575 |
| 51 - 150 Seats..... | \$656 |
| > 150 Seats..... | \$732 |
| Not for Profit Restaurant..... | \$150 |
| Bed & Breakfast..... | \$222 |
| Commissary..... | \$366 |
| Mobile unit..... | \$347 |
| Warehouse..... | \$146 |

Fit in Beverage Fees:

| |
|----------|
| \$460.80 |
| \$517.50 |
| \$590.40 |
| \$658.80 |
| \$135.00 |
| \$199.80 |
| — |
| \$312.30 |

10% discount of Fee will be given to restaurants that qualify for NCPHD Fit in Beverage policy.

*A license expires annually on Dec. 31. To reinstate a license after the Dec. 31 expiration, the applicant must pay a reinstatement fee of \$100 in addition to the license fee required. The reinstatement fee shall increase by an additional \$100 on the first day of each succeeding month until the license is reinstated.

TEMPORARY RESTAURANT LICENSES:

| | |
|---|----------------------------------|
| One Day Events... \$54 | Two or More Days Events... \$76 |
| If NOT received at least four days prior to event- | |
| One Day Events... \$76 | Two or More Days Events... \$130 |

Seasonal/Intermittent:

Seasonal - A food operation at a specific location in connection to an event arranged by one oversight organization.
Intermittent - A food operation at a specific location in connection with multiple public events having different oversight organizations.

| | |
|--|-------|
| Seasonal/Intermittent License Fee | \$ 75 |
| Seasonal/Intermittent Plan Review Fee | \$ 75 |
| Seasonal/Intermittent Reinspection Fee | \$ 50 |
| Benevolent License | \$20 |

PLAN REVIEW FEES FOR FOOD SERVICE:

For Initial Construction:

| | |
|-------------------------|-------|
| Full Service Restaurant | \$353 |
| Bed & Breakfast | \$105 |
| Commissary | \$177 |
| Mobile Unit | \$122 |
| Warehouse | \$72 |

For Remodeling:

| | |
|---------------------------|-------|
| Full Service Restaurant | \$141 |
| All Other food Facilities | \$76 |

Vending Machines (by # of machines):

| | | | |
|--------------------|-------|------------------|--------|
| 1 - 10 | \$41 | 101 - 250 . . . | \$511 |
| 11 - 20 | \$75 | 251 - 500 . . . | \$808 |
| 21 - 30 | \$111 | 501 - 750 . . . | \$1098 |
| 31 - 40 | \$145 | 751 - 1000 . . . | \$1347 |
| 41 - 50 | \$180 | 1001 - 1500 . . | \$1755 |
| 51 - 75 | \$221 | 1500 | \$2196 |
| 76 - 100 | \$291 | | |

OTHER FOOD SERVICE FEES:

| | |
|--|----------------------|
| Mobile Inspection Fee - | |
| (For units licensed through other jurisdictions) | \$ 25 per inspection |
| Quarterly Inspection Fee - (A result of getting a score of less than 70 on 2 consecutive, unannounced semi-annual inspections) | |
| | \$222 per inspection |
| Hard Copy of Food Sanitation Rules | \$ 10 per copy |

TOURIST FACILITY FEES:**

| | |
|--|--------------|
| Bed & Breakfast..... | \$ 92 |
| Travelers Accommodation..... | \$ 98 |
| Organizational Camp 0 to 300 campers..... | \$325 |
| 301 to 600 campers | \$434 |
| 601 + campers..... | \$1844 |
| Picnic Park..... | \$92 |

Recreation Park:

| | |
|---------------|--|
| Base Fee..... | \$98 plus |
| \$3 | per space for 1 - 50 RV spaces, plus |
| \$2.50 | per space for 51 - 100 RV spaces, plus |
| \$2 | per space for >100 RV spaces |

**Facilities that renew later than January 15 will be assessed a penalty fee of 50% of the original fee, and another 50% on the first day of each successive month of delinquency.

SWIMMING POOL & SPA FEES:

| | |
|--|-------|
| First Pool/Spa..... | \$212 |
| Additional Pool/Spa..... | \$127 |
| Plan Review Fees for Pools & Spas..... | \$421 |

UNLICENSED FACILITIES:

| | |
|--|-------------------------|
| School (food service inspection) | \$ 150 (per inspection) |
| Daycare Inspection..... | \$ 150 (per inspection) |
| Institutional Inspection (Jail, Nursing Home, etc.)... \$ 200 (per inspection) | |

ALL FACILITIES:

A \$100 fee will be charged per inspection for any facility requiring more than two reinspections per year.

Tobacco's toll in one year



4,200 Adults who regularly smoke cigarettes

1,485 People with a serious illness caused by tobacco



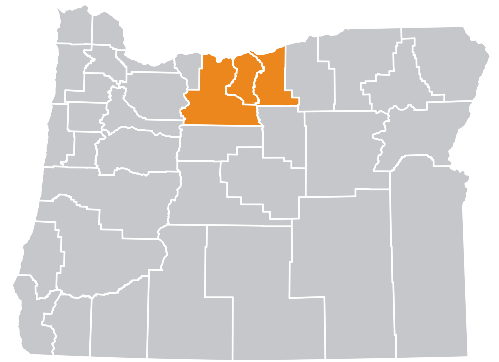
76

Tobacco-related deaths



\$15.2 Million

spent on tobacco-related medical care



Population

| | |
|-----------------|--------|
| Youths | 6,648 |
| Adults | 22,887 |
| Total residents | 29,535 |

\$12.1 Million

in productivity losses due to premature tobacco-related deaths

Among tobacco retailers assessed in North Central Health District



Nearly **1 in 2** advertised tobacco outside



100% sold flavored tobacco



Nearly **8 in 10** sold tobacco at discounted prices



\$1.05 was the average price of a single, flavored little cigar



The Tobacco Industry spent **\$112 million** a year promoting tobacco products in Oregon stores in 2012.

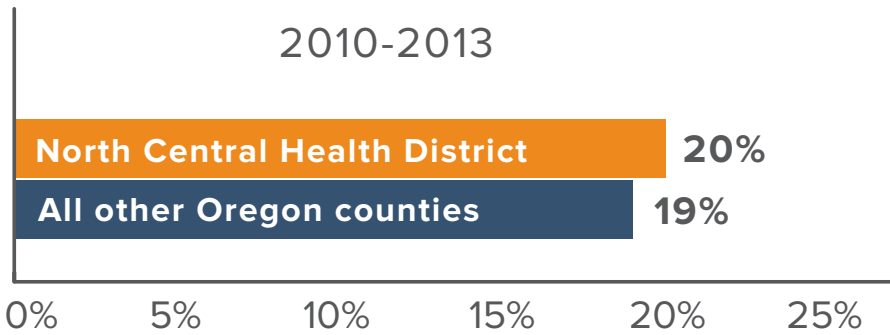
Components of a comprehensive tobacco prevention program



Oregon's Tobacco Prevention and Education Program (TPEP) supports local public health authorities to serve all 36 counties and nine federally-recognized tribes. TPEP works to:

- Engage communities in reducing the tobacco industry influence in retail stores
- Increase the price of tobacco
- Promote smokefree environments
- Provide support and resources to Oregon smokers who want to quit
- Engage diverse populations of Oregonians

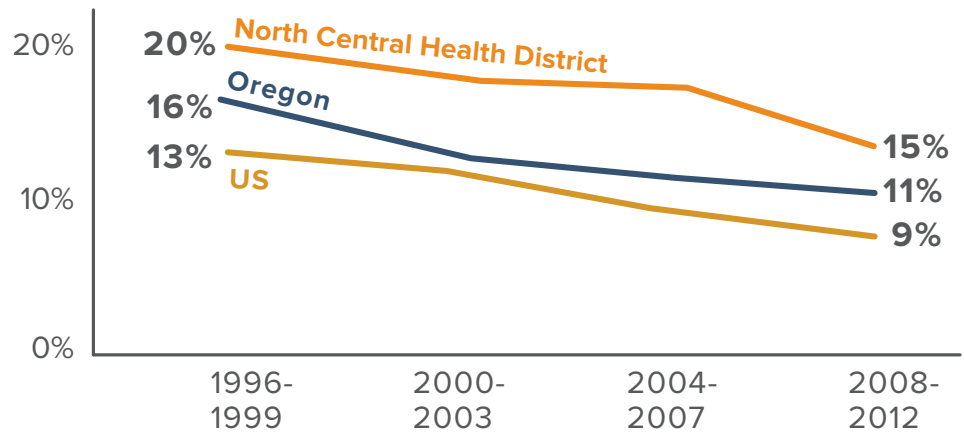
Adult cigarette smoking



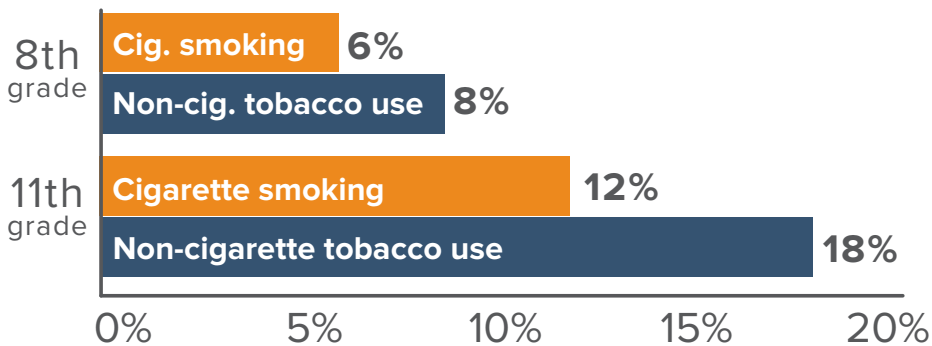
Cigarette smoking among adults in North Central Health District is similar to the rest of Oregon.

Cigarette smoking during pregnancy

Cigarette smoking among pregnant women in North Central Health District is **higher** than Oregon overall and the rest of the United States.



Youth cigarette and non-cigarette tobacco use



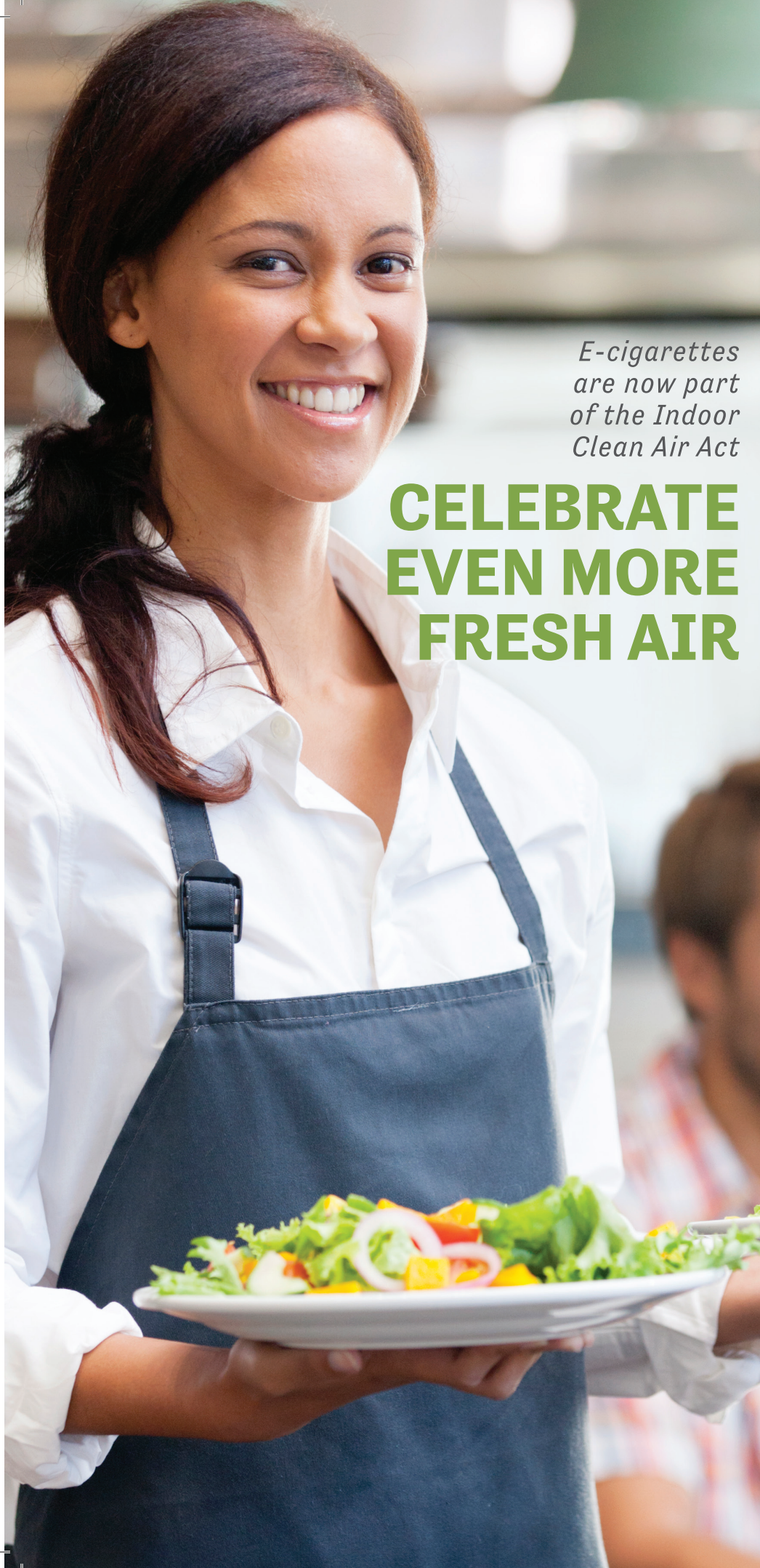
Among 11th graders in North Central Health District, non-cigarette tobacco product use is **about 50% higher** than cigarette smoking.

Note: non-cigarette tobacco products include: cigars, pipe tobacco, hookah tobacco, chewing tobacco, dissolvable tobacco, and electronic cigarettes.



Want to know more or have questions about the burden of tobacco in your community?

Visit Smokefree Oregon to find out what you can do:
<http://smokefreeoregon.com/what-you-can-do/>



*E-cigarettes
are now part
of the Indoor
Clean Air Act*

CELEBRATE EVEN MORE FRESH AIR

Starting Jan. 1, 2016, e-cigarettes and similar devices will no longer be allowed in restaurants, bars, workplaces and other indoor areas in Oregon. With a few easy steps, you'll be ready by January 1 to make some more fresh air.

FOR YOUR EMPLOYEES

- ▶ Ensure they are informed about the law and how to comply.
- ▶ Provide training to employees on how to ask visitors not to smoke or vape within 10 feet of entrances, exits, accessibility ramps, windows that open and ventilation intakes.

FOR YOUR BUSINESS AND CUSTOMERS

- ▶ Replace existing "No Smoking within 10 feet" signs to include "No Vaping" at all building entrances and exits.
- ▶ Use non-smoking/no vaping signs for outdoor seating or dining areas that are within 10 feet of entrances, exits, accessibility ramps, windows that open and ventilation intakes.



Oregon
Health
Authority

healthoregon.org/morefreshair
QUIT LINE: 1-800-QUIT-NOW
Español: 1.855.DEJELO-YA

What is new about the ICAA?

- The Oregon Indoor Clean Air Act (ICAA) has been expanded to include the use of “inhalant delivery systems.”
- Inhalant delivery systems are devices that can be used to deliver nicotine in the form of a vapor or aerosol.
- People may not use e-cigarettes and other inhalant delivery systems in any indoor public spaces in Oregon, or in cars with minors under the age of 18.
- People may not use e-cigarettes and other inhalant delivery systems within ten feet of doors, windows that open, air intake vents or accessibility ramps.

When does the ICAA expansion take effect?

- The ICAA expansion goes into effect January 1, 2016.

What are inhalant delivery systems?

- Inhalant delivery systems are devices that can be used to deliver nicotine and other substances in the form of a vapor or aerosol.
- These include e-cigarettes, vape pens, e-hookah and other devices.

Why is it a problem if people are exposed to e-cigarette vapor or aerosol?

- Smokeless does not mean harmless.
- Preliminary testing of e-cigarettes has identified chemicals known to cause cancer and birth defects in first and secondhand e-cigarette vapor.
 - The Center for Tobacco Control Research and Education at University of California, San Francisco analyzed recent studies and concluded benzene, cadmium, isoprene, lead, nickel, formaldehyde, acetaldehyde and toluene are present in the aerosol emitted from e-cigarettes.¹
- The Food and Drug Administration (FDA) analyzed samples of e-cigarettes and found carcinogens and detectable levels of other toxic chemicals.²

Why is Oregon doing this?

- The ICAA protects all Oregonians from the potential harms of e-cigarettes and other inhalant delivery systems.
- This is an important step toward protecting our kids and reducing their exposure to nicotine and tobacco.

Are there any exceptions to the law?

- The law permits healthcare facilities to allow inhalant delivery systems on site for the purpose of administering medical marijuana.

¹ <http://www.tobacco.ucsf.edu/9-chemicals-identified-so-far-e-cig-vapor-are-california-prop-65-list-carcinogens-and-reproductive-t>

² <http://www.fda.gov/NewsEvents/PublicHealthFocus/ucm173146.htm>

Can I put a substance other than nicotine in my e-cigarette or other inhalant delivery system and use it in an area covered by the Indoor Clean Air Act?

- No. The law defines inhalant delivery systems as devices that can be used to deliver nicotine, cannabinoids or other substances. Cannabinoids are chemical compounds found within the cannabis, or marijuana, plant.

Does the law mean customers can no longer aerosolize or vape inside of a vape shop?

- That is correct. The law prohibits the use of inhalant delivery systems indoors and within ten (10) feet of doors, windows that open, accessibility ramps and air intake vents.

Am I required to post signs on my business that vaping is no longer allowed?

- Yes. Beginning January 1st “No smoking or vaping” signs need to be placed at all entrances and exits.

Where do I get those signs for my business?

- Download printable signs at:
<http://public.health.oregon.gov/PreventionWellness/TobaccoPrevention/EducationalResources/Pages/index.aspx>
- Contact your local health department to connect with a local Tobacco Prevention and Education Program.
<http://public.health.oregon.gov/ProviderPartnerResources/LocalHealthDepartmentResources/Pages/lhd.aspx>

What are the consequences for not following the law?

- If a business is not in compliance with the law, they could incur fines up to \$500 per day for each violation.

As an employer, how do I comply with the law?

- Talk with your customers and employees about the law.
- Provide training to employees on how to ask visitors and patrons not to smoke or vape.
- Prohibit smoking and use of inhalant delivery systems in the workplace and within 10 feet of all entrances, exits, accessibility ramps that lead to and from an entrance or exit, windows and air-intake vents.
- Post signs at all building entrances and exits.
- Mark as non-smoking/vaping outdoor seating or dining areas that are within 10 feet of entrances, exits and accessibility ramps that lead to and from an entrance or exit, windows that open and ventilation intakes.
- Provide support for employees who smoke or vape to quit.
 - Encourage them to call Oregon's toll-free **QUIT LINE at 800-QUIT-NOW (800-784-8669)** or, for Spanish, is **1.855.DEJELO-YA (1.855.335356.92)**
 - Or go to www.quitnow.net/oregon and www.quitnow.net/oregonsp (Spanish).

Who's enforcing the law?

- All Local Public Health Authorities (LPHAs) work with the Oregon Health Authority (OHA) for enforcement of the Oregon Indoor Clear Air Act.
- LPHAs respond to complaints of violation and work with businesses to come into compliance.

How do I report someone breaking the law?

- People may report violations of the law anonymously online at:
<https://public.health.oregon.gov/PreventionWellness/TobaccoPrevention/SmokefreeWorkplaceLaw/Pages/complaints.aspx>
- Or call 1-866-621-6107.

Where can I find out more information about the ICAA?

- Visit <http://healthoregon.org/morefreshair>

Are there resources to help people quit using e-cigarettes?

- Encourage them to call Oregon's toll-free **QUIT LINE at 800-QUIT-NOW (800-784-8669)** or, for Spanish, is **1.855.DEJELO-YA (1.855.335356.92)**
- Or go to www.quitnow.net/oregon and www.quitnow.net/oregonsp (Spanish).

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

Resolution No. 2015-03

A RESOLUTION ACCEPTING AND APPROPRIATING ADDITIONAL AND UNANTICIPATED
HOME SECURITY GRANT FUNDS DURING FISCAL YEAR 2015-16

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 2015-16 Budget Document NCPHD did not anticipate receiving additional Homeland Security Grant Funding from the State of Oregon during said Fiscal Year; and

IT FURTHER APPEARING TO THE NCPHD BOARD OF HEALTH: That NCPHD will receive \$23,606 in additional and unanticipated Homeland Security Grant Funding for expenditure during Fiscal Year 2015-2016; and

NOW, THEREFORE, IT IS HEREBY RESOLVED: That \$23,606 in additional and unanticipated Homeland Security Grant Funds are accepted to the Health Grants Fund Public Health Emergency Preparedness (PHEP) Account #201.23.7149.413.850 entitled

"Homeland Security" and are appropriated to the Health Grants Fund PHEP Account #201.23.7149.53301 entitled "Equipment - Capital" for expenditures during Fiscal Year 2015-2016.

ADOPTED by the North Central Public Health District Board of Health this 8th day of December, 2015.

Michael Smith, Sherman County Commissioner
Chair, NCPHD Board of Health

Teri Thalhofer, Director
NCPHD Board of Health

4. Being under the influence of drugs while on duty, on NCPHD premises, on NCPHD work time, while in NCPHD-provided clothes, while on NCPHD business, or while operating an NCPHD vehicle (or while operating a personal vehicle in connection with the performance of NCPHD business);
5. Refusing to cooperate with any and all tests required by this policy. This includes, but is not limited to, tampering with, or attempting to tamper with, a specimen sample, using chemicals or other ingredients to mask or otherwise cover up the presence of metabolites, drugs or alcohol in a specimen, or providing a blood or urine specimen that was produced by anyone or anything other than the employee being tested.

An employee who uses prescription or over-the-counter drugs that may impair the employee's ability to safely perform the job, or that may affect the safety or well-being of others, must notify their supervisor of such use immediately before starting or resuming work.

Employees are asked to report when they observe or are informed, and have reasonable grounds to believe, that another employee is under the influence of alcohol or drugs while on duty, on NCPHD premises, on NCPHD time, while in NCPHD-provided clothes, while on NCPHD business, or while operating an NCPHD vehicle (or while operating a personal vehicle in connection with the performance of NCPHD business).

In order to implement this policy, NCPHD reserves the right to:

- a) subject applicants who are given a conditional offer of employment in a safety-sensitive position to a drug and/or alcohol test;
- b) test employees reasonably suspected of using drugs or alcohol in violation of this policy;
- c) discipline or discharge employees who test positive or otherwise violate this policy; and
- d) Test employees after an accident.

In order to enforce this policy, NCPHD reserves the right to conduct searches of NCPHD property or employees and/or employees' personal property, and to implement other measures necessary to deter and detect abuse of this policy. Any employee who refuses to consent to such searches may be expelled from the property and subjected to discipline, up to and including termination.

Failure to abide by any provision in this policy will result in disciplinary action up to and including termination.

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Workers' Compensation and Safety On the Job

You are protected by Workers' Compensation Insurance under Oregon law. This insurance covers you in case of occupational injury or illness by providing, among other things, medical care and compensation and temporary or other disability benefits. Employees are expected to work safely and in a safe environment.

Steps to Take if You are Injured on the Job

To ensure that you receive any workers' compensation benefits to which you may be entitled, you must do all of the following:

1. Immediately report any work-related injury to your supervisor. You must report the injury at the time it happens, and no later than 24 hours after injury.
2. Seek medical treatment and follow-up care if required.
3. Promptly complete a written Employee's Claim Form (Form 801) and return it to your supervisor.

Failure to timely follow these steps may negatively affect your ability to receive benefits.

Return to Work

If you require workers' compensation leave, you will – under most circumstances – be reinstated to the same position that you held at the time your leave began, or to an equivalent position, if available. However, you must first submit an approved medical certificate demonstrating your ability to return to work.

When returning from a workers' compensation leave you have no greater right to reinstatement than if you had been continuously employed rather than on leave. For example, if you would have been laid off had you not been on leave, or if your position is eliminated, and no equivalent or comparable positions are available, then you may not be entitled to reinstatement. These are only examples and all reinstatement/reemployment decisions are guided by the terms of any applicable collective bargaining agreement. NCPHD does not discriminate against employees who suffer a workplace injury or illness.

Early Return-to-Work Program

Our Return-to-Work program provides guidelines for returning you to work at the earliest possible time after you have suffered an on-the-job injury or illness that results in time loss. This program is not intended as a substitute for reasonable accommodation when an injured employee also qualifies as an individual with a disability. The Return-to-Work Program is intended to be transitional work, to enable you to return to your regular job in a reasonable period of time.

The Return-to-Work program for job-related injuries consists of a team effort by NCPHD, injured employees and their treating physicians, and our workers' compensation insurance carrier claims staff. The goal is to return our employees

to full employment at the earliest possible date that is consistent with their medical condition and the advice of the treating physician.

If your doctor determines that you are able to perform modified work, NCPHD will attempt to provide you with such a job for a reasonable period of time (usually 6 months or less) until you can resume your regular duties (except where provided as an accommodation for a disability). If, due to a work related injury, you are offered a modified position that has been medically approved, failure to phone in or report at the designated time and place may affect your compensation. While you are on modified or transitional work, you are still subject to all other NCPHD rules and procedures.

Overlap With Other Laws

NCPHD will account for other leave and disability laws that might also apply to your situation, such as the ADA and FMLA or OFLA. If, after returning from a workers' compensation leave, it is determined that you are unable to perform the essential functions of your position because of a qualifying disability, you may be entitled to a reasonable accommodation, as governed by the Americans with Disabilities Act and/or applicable Oregon laws covering disabilities in the workplace.

PERS (Public Employees' Retirement System) Benefits

CPHD participates in the Public Employees Retirement System (PERS); therefore, your designation as a Tier I, Tier II, or Oregon Public Service Retirement Plan (OPSRP) member will depend on your prior PERS service and PERS rules. An employee's designation and eligibility for participation in PERS or the OPSRP are determined by law. For more information about these plans, please contact PERS at 1-888-320-7377 or visit their website at www.oregon.gov/PERS. For information about NCPHD's contributions to employee PERS or OPSRP plans, please see the Executive Assistant.

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- b) There will be an accepted Administrative cost allocation plan with Health and Human Services or another cognizant Federal agency in order to claim indirect costs.
 - c) Proper documentation of all income and expenditures will be maintained.
7. Program income earned during the project period will be used to further the objectives of the program.
8. Charges of salaries/wages to the program will be reflective of Title X activities. Time and effort documentation will assure proper validation.
9. Other Internal Controls:
- a) Payroll:
 - Time sheet/activity reports reflect actual activity.
 - Time sheets are signed by both the employee and the supervisor.
 - b) Travel:
 - Travel policies and procedures are in place and staff is familiar with their content.
 - There is a process for authorizing and approving travel.
 - Standard per diem rates and lodging rates are used.
 - No foreign travel is charged to the grant.
 - c) Cash Management:
 - All income is promptly deposited.
 - Checks are restrictively endorsed at time of receipt.
 - There is a written policy and procedure for handling payments received from the client at time of service. (See attached AD - Fee Collection and A-R Write off policy and procedure)
 - There are procedures written for preparation and reconciliation of cash deposits. (See attached AD - Cash Handling policy and procedure)
 - Cash handling policies and procedures will be in place for each clinic site.

REFERENCES:

Office of Population Affairs. 2014. Program Requirements for Title X Funded Family Planning Projects. Retrieved from <http://www.hhs.gov/opa/pdfs/ogc-cleared-final-april.pdf>

45 CFR Part 92. Retrieved from <http://www.hhs.gov/opa/grants-and-funding/grant-forms-and-references/45-cfr-92.html>

45 CFR Part 74. Retrieved from <http://www.hhs.gov/opa/grants-and-funding/grant-forms-and-references/45-cfr-74.html>

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NCPHD-provided cell phones will be made on a case-by-case basis; employees are not guaranteed a cell phone. In some cases, NCPHD may provide a monthly cellular telephone allowance to employees who regularly make calls on behalf of the NCPHD away from the office – see your supervisor for more information.

Employees who receive a cell phone or stipend from NCPHD must agree to not use the cell phone for personal use except in emergency situations and must abide by all aspects of the Cell Phone/Smart Phone Usage Policy (including those policies applicable to personal cell phone use). Further, employees who receive a cell phone from NCPHD must acknowledge and understand that because the cell phone is paid for and provided by NCPHD, or subsidized by NCPHD, any communications (including text messages) received by or sent from the cell phone may be subject to inspection and review if NCPHD has reasonable grounds to believe that the employee's use of the cell phone violates any aspect of the Cell Phone/Smart Phone Usage Policy or any other NCPHD policy.

Employees may not use NCPHD-provided cell phones to call 1-900, 1-976 or similar "pay per minute" services. Further, family and friends may not use an employee's NCPHD-provided cell phones.

Employee Use of Cell Phones with Cameras

Cameras of any type, including cell phones with built-in cameras and video photography devices, may not be used at any NCPHD-sponsored function unless authorized to do so by the direct supervisor.

Cell Phones and Public Records

Keep in mind, NCPHD-related business conducted on NCPHD-provided or personal cell phones, may be subject to disclosure under Oregon's Public Records laws.

Cell Phone Use While Driving

The use of a cell phone while driving may present a hazard to the driver, other employees and the general public. Subject to a few narrow exceptions for emergency or public safety purposes, Oregon law also prohibits the use of hand-held cell phones while driving, even if the driving is for work-related reasons. This policy is meant to ensure the safe operation of NCPHD vehicles and the operation of private vehicles while an employee is on work time. It applies equally to the usage of employee-owned cell phones and phones provided or subsidized by NCPHD.

Employees are prohibited from using hand-held cell phones for any purpose while driving on NCPHD-authorized or NCPHD-related business. This policy also prohibits employees from using a cell phone or other device to send or receive text or "instant" messages while driving on NCPHD business. Should an employee need to make a business call while driving, the employee must locate a lawfully designated area to park and make the call. Employees may use hands-

free cell phones or devices to make business calls. Such calls should be kept short and should the circumstances warrant (for example, heavy traffic, bad weather), the employee should locate a lawfully designated area to park to continue or make the call, even if the employee is using a hands-free device. Violation of this policy will subject the employee to discipline, up to and including termination.

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accommodations may be implemented to the extent that they are not an undue hardship for NCPHD.

3. A reasonable accommodation is any change or adjustment to a job or work environment that does not cause an undue hardship on the department or unit (or, in some cases, NCPHD) and which permits a qualified applicant or employee with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities. For example, a reasonable accommodation may include providing or modifying equipment or devices, job restructuring, allowing part-time or modified work schedules, reassigning an individual, adjusting or modifying examinations, modifying training materials or policies, providing readers and interpreters or making the workplace readily accessible to and usable by people with disabilities.
4. Employees should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary to enable the employee to perform the essential duties of a position or participate in the employment process. All requests for accommodation should be made with the Director and should specify which essential functions of the employee's job cannot be performed without a reasonable accommodation. In most cases, an employee will need to secure medical verification of his or her need for a reasonable accommodation.

For Clients

1. Department contracts with community-based agencies will include language reflecting the County's expectations that subcontractors will comply with ADA and Title VI in department funded programs.
2. All public meeting notices and advertisements of department services will inform community members that the North Central Public Health District delivers services in compliance with Title VI Civil Rights Act and Section 514 Rehabilitation Act. In addition, client complaints related to Civil Rights and Rehabilitation Act will be reported immediately to the Director (see Customer Complaints P&P).
3. Information about the availability of sign language interpreters and auxiliary devices, and the method for accessing assistance will be posted. When receiving a specific request for assistance, or when recognizing that a client needs additional assistance in order to participate in programs, services, or activities of the Health District, program staff will notify the appropriate supervisor of the nature of the needed assistance.
 - a. Clients needing services who cannot enter our building will be accommodated at another county facility that is accessible depending on the client's need. Staff will make arrangements with the Human Resources Dept to identify a

proper room. All equipment, staff etc needed to provide the service will move to the designated site in order to accommodate the client.

- b. With supervisor approval, staff will make arrangements to have necessary auxiliary devices available to the person with disabilities at the time of their meeting or appointment, and ensure that all devices are returned to their storage location after use (see Storage of Equipment P&P).
- c. Sign language interpreters will be selected from a NCPHD pre-approved list of signers. With prior supervisor approval, a signer not on the district's list may be used, but signer services cannot be compensated unless an authorized Professional Services Agreement is in place before the signer services are provided to the client.

*Once the appropriate agreement is in place, program staff will contact the signer to schedule an appointment date with the client.

*Where the signer will assist the client to access department services, program staff must instruct the interpreter of the following:

All materials requiring signatures and/or consent must be fully explained to the client.

Clients must be fully informed of their rights and the department grievance procedure at intake.

Clients must be informed of other services available through the department.

The program supervisor is responsible for reviewing the bill submitted by the sign language interpreter, to ensure that the signature, dates of services, length of services, and charges are consistent with the Professional Services Agreement.

The supervisor will initial the request for reimbursement and identify the expenditure in their program budget.

Services will be delivered in the client's first language. Interpreters and translators are to be used for those whose first language is not English (see Use of Interpreter, Translation P&Ps).

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— *JuL. Malhofer, RN, BSN*

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Temporary: Employment in a job established for a specific purpose, for a specific period of time, or for the duration of a specific project or group of assignments. Participation in benefits programs for temporary employees is limited to eligibility for workers' compensation. Temporary employment can either be full-time or part-time.

Additionally, all employees are defined as either "exempt" or "nonexempt," which determines whether the employee is eligible for overtime. Employees will be instructed as to whether they are exempt or non-exempt at the time of hire or when a promotion or demotion occurs. All employees, regardless of employment classification, are subject to all Organization rules and procedures.

Work Hours

NCPHD generally operates on a 7.5 work day. On a case-by-case basis, at the discretion of the Director, based on workload and agency needs, some positions may work an extended work day. For those positions a work day would be three 9.5 hour days and one 9 hour day.

Work Week

The workweek is a seven-day work period beginning Sunday at 12:00 a.m. through Saturday at 11:59 p.m. Typically, business hours are from Monday through Friday 8:30 a.m. through 5:00 p.m.

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- Conferences / Workshops must be beneficial to NCPHD and be within the scope of employee's field of work.
- Must have prior approval of supervisor and Director.

Education

- Must be beneficial to NCPHD and be within the scope of employee's field of work.
- Must have prior approval of supervisor and Director.

Lodging

- Lodging shall be allowed at the appropriate GSA rate for the location in which you are spending the night. The applicable rates for lodging for the area can be found on the General Services Administration website: www.gsa.gov. Incidentals that are available at the place of lodging are not allowed and would include services such as in room movies/mini-bar, or recreational activities such as tours, or golf.
- If a block of rooms is being held to accommodate a conference but it exceeds the GSA allowable per diem, NCPHD will cover the cost at the associated lodging site.

Meals

- The allowable expense under the GSA regulations will apply for meals consumed while traveling overnight. If inappropriate charges incurred (i.e. alcohol), the employee may be required to reimburse NCPHD for such expenses that are determined to be inappropriate. Meals that are provided as part of the registration to a conference or similar event will reduce the daily allowance for that meal type from the total allowable meal expense for the day.
- Must obtain and submit itemized receipts with expense report.

Mileage and Parking

- Employees will be reimbursed for authorized use of their personal vehicles at a rate established by the Internal Revenue Service only if no NCPHD vehicle is available and prior approval by the Director has been given. Reasonable parking costs are also reimbursed upon submission of receipts on an expense report. Any traffic citations or court-ordered fees relating to driving or parking offenses (including parking tickets) are the responsibility of the employee and will not be reimbursed by NCPHD.

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“Family member” is defined as a spouse (including registered, same-sex domestic partners), parent (biological, adoptive, step, foster, or *in loco parentis*), parent of a registered, same-sex domestic partner, parent-in-law, grandparent, grandchild, or “child” (see definition below).

Child

“Child” includes a biological, adopted, foster or stepchild, the child of a registered, same-sex domestic partner, or a child with whom the employee is in a relationship of *in loco parentis*. For purposes of Serious Health Condition Leave, the “child” can be any age; for all other types of leave under this policy, the “child” must be under the age of 18 or over 18 if incapable of self-care.

Eligible Employee

To qualify for OFLA Leave for a Serious Health Condition or Sick Child Leave, an employee must have been employed for at least 180 days and worked an average of at least 25 hours per week. To qualify for Parental Leave, an employee must have been employed for at least 180 days (no per-week hourly minimum is required). For purposes of Oregon Military Family Leave Act leave, an employee becomes eligible after having worked only 20 hours per week (no minimum length of employment required).

Serious Health Condition

“Serious health condition” is defined under OFLA as an illness, injury, impairment, or physical or mental condition that, for example: requires inpatient care in a medical care facility such as a hospital, hospice or residential facility such as a nursing home; requires constant or continuing care such as home care administered by a health care professional; or involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities.

Other conditions may qualify as “serious health conditions”; please see your supervisor for more information. The common cold, flu, earaches, upset stomach, minor ulcers, headaches other than migraine, routine dental or orthodontia problems, periodontal disease, and cosmetic treatments (without complications), are examples of conditions that are not generally defined as serious health conditions.

Reasons for Taking Leave

Family Medical Leave is defined to include and may be taken under any of the following circumstances:

1. Employee’s Serious Health Condition Leave: To recover from or seek treatment for an employee’s serious health condition, including pregnancy-related conditions and prenatal care.

2. Family Member's Serious Health Condition Leave: To care for a Family Member with a serious health condition.
3. Oregon Military Family Leave Act Leave ("OMFLA"): During a period of military conflict, as defined by the statute, eligible employees with a spouse or registered same-sex domestic partner who is a member of the Armed Forces, National Guard, or military reserve forces ("Military Spouse"), and who has been notified of an impending call or order to active duty (or who has been deployed) is entitled to a total of 14 days of unpaid leave per deployment after the Military Spouse has been notified of an impending call or order to active duty and before deployment and when the Military Spouse is on leave from deployment.
4. Parental Leave: For the birth of a child or for the placement of a child under 18 years of age for adoption or foster care. Parental leave must be completed within 12 months of the birth of a newborn or placement of an adopted or foster child.
5. Pregnancy Disability Leave: For incapacity due to pregnancy, prenatal medical care or birth.
6. Sick Child Leave: To care for a child who suffers from an illness or injury that does not qualify as a Serious Health Condition but that requires home care. This type of leave does not provide for routine medical and dental appointments or issues surrounding the availability of childcare when the child is not ill or injured. Sick Child Leave is not available if another family member is able and willing to care for the child.

Length of Leave

In any One-Year Calculation Period, eligible employees may take:

- Up to twelve (12) weeks of Parental Leave, Serious Health Condition Leave (employee's own or family member), or Sick Child Leave;
- In some cases, an additional twelve (12) weeks of leave may be available to an eligible employee for an illness, injury or condition related to pregnancy or childbirth that disables the employee ("Pregnancy Disability Leave"); and
 - In some cases, employees who take the entire twelve (12) weeks of Parental Leave will be entitled to an additional twelve (12) weeks of Sick Child Leave.

One-Year Calculation Period

The “twelve month period” during which leave is available (also referred to as the “One-Year Calculation Period”) will be determined by a rolling twelve-month period measured backward from the date an employee uses any family medical leave. Each time an employee takes Family Medical Leave, the remaining leave entitlement would be any balance of the twelve weeks which has not been used during the immediately preceding twelve months.

Intermittent Leave

Intermittent or reduced schedule leave may be taken when medically necessary due to the serious health condition of a covered family member or the employee. Employees must make reasonable efforts to schedule planned medical treatments so as to minimize disruption of NCPHD operations, including consulting management prior to the scheduling of treatment in order to work out a treatment schedule which best suits the needs of both NCPHD and the employee. Intermittent leave for Parental Leave is not available.

Employee Responsibilities – Notice

Employees must provide at least 30 days’ notice before Family Medical Leave is to begin if the reason for leave is foreseeable based on an expected birth, placement for adoption or foster care, or for planned medical treatment for a serious health condition of the employee or of a family member. If 30 days’ notice is not practicable, such as because of a lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, notice must be given as soon as practicable.

Whether leave is to be continuous or is to be taken intermittently or on a reduced schedule basis, notice need only be given one time, but the employee shall advise their supervisor as soon as practicable if dates of scheduled leave change or are extended, or were initially unknown.

If circumstances change during the leave and the leave period differs from the original request, the employee must notify their supervisor within three business days, or as soon as possible.

Regardless of the reason for leave, or whether the need for leave is foreseeable, employees will be expected to comply with NCPHD’s normal call-in procedures. Employees who fail to comply with NCPHD’s call-in procedures may be disciplined, or may have their period of OFLA leave reduced.

Certification

Generally speaking, employees must provide sufficient information for NCPHD to determine if the leave may qualify for OFLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, or the need for hospitalization or continuing treatment by a health care provider.

Additionally:

1. Employees requesting Serious Health Condition leave for themselves or to care for a family member will be required to provide certification from the health care provider of the employee or the covered family member to support the request.
2. Employees requesting Sick Child Leave may be required to submit, at a minimum, a note from a doctor or health care provider if the employee has requested to use more than three days concurrently within a calendar year.

Employees must furnish NCPHD's requested medical certification information within 15 calendar days after such information is requested by NCPHD. In some cases (except for leave to care for a sick child), NCPHD may require a second or third opinion, at NCPHD's expense. Employees also may be required to submit subsequent medical verification.

Employees will not be asked for, and they should not provide, any genetic information about themselves or a family member in connection with a medical certification.

Fitness-for-Duty Certification

If family medical leave is for the employee's own serious health condition, the employee must furnish, prior to returning to work, medical certification (fitness-for-duty certification) from their health care provider stating that the employee is able to resume work.

Substitution of Paid Leave for Unpaid Leave

Employees are required to use accrued paid leave, including floating holidays, vacation, compensatory time, and sick leave prior to a period of unpaid leave of absence on OFLA leave. Use of accrued paid leaves will run concurrently with OFLA leave. If the employee has no accrued paid leave, floating holidays, vacation, compensatory time or sick leave available to use during a OFLA leave, the leave will be unpaid.

Holiday Pay While on Leave

Employees receiving short- or long-term disability will not qualify for holiday pay. Employees using vacation pay or sick pay during a portion of approved family medical leave in which a holiday occurs will qualify to receive holiday pay. Employees who are on unpaid leave during a holiday will not qualify to receive holiday pay.

On-the-Job Injury or Illness

OFLA leave will not be reduced by and will not run concurrently with any period the employee is unable to work because of a disabling compensable on-the-job injury; however, if the injury or illness is a "serious health condition" as defined by

Oregon law and the employee has refused a bona fide offer of light-duty or modified employment, OFLA leave will commence.

Benefits While on Leave

NCPHD will continue the employee’s health coverage under any “group health plan” through the end of the month in which the OFLA leave began. Employees wishing to maintain health insurance during a period of approved OFLA leave will be responsible for bearing the cost of coverage he or she paid prior to the beginning of the OFLA leave. Please see the Administrative Assistant for more information regarding health insurance coverage.

Job Protection

Employees returning to work from Family Medical Leave will be reinstated to their former position. If the position has been eliminated, the employee may be reassigned to an available equivalent position. Reinstatement is not guaranteed if the position has been eliminated under circumstances where the law does not require reinstatement.

Employees are expected to promptly return to work when the circumstances requiring Family Medical Leave have been resolved, even if leave was originally approved for a longer period. With the exception of employees on leave as the result of an on-the-job injury or illness or otherwise required by law, reinstatement shall not be considered if the leave period exceeds the maximum allowed.

The use of Family Medical Leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

Employees who work for other employers during a “serious health condition” leave may be subject to discipline up to and including termination. Additionally, all employees who use Family Medical Leave for reasons other than the reason for which leave had been granted may be subject to discipline up to and including termination.

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All information and communications in any format, stored by any means on NCPHD's electronic equipment, facilities or services, are subject to inspection at any time without notice. Personal passwords may be used for purposes of security, but the use of a personal password does not affect NCPHD's ownership of the electronic information, electronic equipment, facilities, or services, or NCPHD's right to inspect such information. NCPHD reserves the right to access and review electronic files, documents, archived material, messages, email, voicemail and other such material to monitor the use of all of NCPHD's electronic equipment, facilities and services, including all communications and internet usage and resources visited. NCPHD will override all personal passwords if it becomes necessary to do so for any reason.

Personal Hardware and Software

Employees may not install personal hardware or software on NCPHD's computer systems without approval from the Director and/or Wasco County IS Department (WCIS). All software installed on NCPHD's computer systems must be licensed. Copying or transferring of NCPHD-owned software may be done only with the written authorization of the Director and/or WCIS.

All hardware will be purchased and installed through WCIS.

If an employee's work dictates the persistent use of a laptop, a laptop will be the user's "PC" and a docking station (standard monitor, keyboard and mouse) will be provided at the user's desk for use when in the office.

Computer configuration and specification will be determined based on the essential functions of the position.

A user logon and password will be given to each individual. This is unique to each user and should NOT be divulged to any other individual. This logon/password allows each user to log on any computer on the NCPHD network and gives them the same network rights as if they logged on their regular workstation.

Software standards have been established to ensure NCPHD-wide compatibility, efficiency in use and support.

Individual software packages may be authorized to meet an individual department's unique needs.

Software will not be downloaded from the Internet. If there is a need to do this, the user must get the Director's approval and submit a MOJO to Wasco County IS to perform the download. This is to prevent virus infection and to confirm compatibility.

No application software may be copied or installed from a non-NCPHD computer. This doesn't include word processing documents or spread sheets (data) that a user has worked on at a non-NCPHD work location.

All other software must meet NCPHD standards, be removed from the PC, or proven to NCPHD officials that there is a "business related need" including a valid license for the software.

Unauthorized Access

Employees are not permitted unauthorized access to the electronic communications of other employees or third parties unless directed to do so by NCPHD management. No employee can examine, change or use another person's files, output or user name unless they have explicit authorization from the Director, after consulting this Wasco County IS Department, to do so.

Security

Many forms of electronic communication are not secure. Employees who use cell phones, cordless phones, fax communications or email sent over the Internet should be aware that such forms of communication are subject to interception and these methods of communicating should not be used for privileged, confidential, or sensitive information unless appropriate encryption measures are implemented.

Inappropriate Web Sites

NCPHD's electronic equipment, facilities or services must not be used to visit Internet sites that contain obscene, hateful or other objectionable materials, or that would otherwise violate NCPHD's policies on harassment and discrimination.

Social Media

For purposes of this policy, "social media" includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with NCPHD, as well as any other form of electronic communication.

Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of co-workers, or otherwise adversely affects our citizens or people who work on behalf of NCPHD or NCPHD's legitimate business interests may result in disciplinary action up to and including termination.

Prohibited Postings

Employees will be subject to discipline, up to and including termination, if they create and post any text, images or other media that violate NCPHD's no-

harassment and no-discrimination policies and that include discriminatory remarks, harassment, or threats of violence or similar inappropriate or unlawful conduct.

Do not create a link from your blog, website or other social networking site to an NCPHD-owned or -maintained website without identifying yourself as an NCPHD employee.

Express only your personal opinions. Never represent yourself as a spokesperson for NCPHD. If NCPHD is a subject of the content you are creating, be clear and open about the fact that you are an NCPHD employee, and make it clear that your views do not represent those of NCPHD or its employees or elected officials.

Encouraged Conduct

Always be fair and courteous to co-workers, the citizens we serve, NCPHD's employees and elected officials, and suppliers or other third parties who do business with NCPHD. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage citizens, co-workers, NCPHD employees or elected officials, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or NCPHD policy.

Maintain the confidentiality of NCPHD's confidential information. Do not post internal reports, policies, procedures or other internal, NCPHD-related confidential communications or information.

Request for Employee Social Media Passwords

NCPHD's supervisors and managers are prohibited by law from requiring or requesting an employee or an applicant for employment to disclose or to provide access through the employee's or applicant's user name and password, password or other means of authentication that provides access to a personal social media account. This includes, without limitation, a user name and password that would otherwise allow a supervisor/manager to access a private email account not provided by NCPHD.

Nothing in this policy prohibits NCPHD from requiring an employee to produce content from his or her social media or internet account in connection with an NCPHD-sponsored investigation into potential misconduct, unlawful or unethical behavior, or policy or rule violations.

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Such response must be filed not later than thirty days following the date the performance evaluation was received.

Supervisors and managers are encouraged to provide employees with informal evaluations of their employees' work on an as-needed basis.

REVIEWED BY:

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early. An employee who fails to abide by these policies and laws may be subjected to discipline, up to and including termination. Sample rest and meal break schedules are listed below. Employees with questions about the rest or meal breaks available to him or her should contact their supervisor.

| Length of | Number of Rest Breaks | Number of Meal Periods |
|-------------------------------|------------------------------|-------------------------------|
| 2 hours or less | 0 | 0 |
| 2 hrs., 1 min. – 5 hrs., 59 | 1 | 0 |
| 6 hrs. | 1 | 1 |
| 6 hrs., 1 min. – 10 hrs. | 2 | 1 |
| 10 hrs., 1 min. – 13 hrs., 59 | 3 | 1 |

Rest Breaks for Expression Breast Milk

NCPHD will provide reasonable rest periods to accommodate an employee who needs to express milk for her child eighteen (18) months of age or younger. If feasible, the employee will take the rest periods to express milk at the same time as the rest breaks or meal periods that are otherwise provided to the employee. If not feasible, the employee is entitled to take reasonable time as needed to express breast milk.

NCPHD will treat the rest breaks used by the employee for expressing milk as paid rest breaks up to the amount of time NCPHD is required to provide as paid rest breaks and/or meal periods under applicable personnel rules. Additional time needed beyond the paid rest breaks and/or meal periods may be taken as unpaid time.

If an employee takes unpaid rest breaks, NCPHD may, at the discretion of the employee’s supervisor, allow the employee to work before or after her normal shift to make up the amount of time used during the unpaid rest periods. NCPHD will allow, but not require, an employee to substitute paid leave time for unpaid rest periods taken in accordance with this rule.

NCPHD will make a reasonable effort to provide the employee with a private location within close proximity to the employee’s work area to express milk. For purposes of this policy, “close proximity” means within walking distance from the employee’s work area that does not appreciably shorten the rest or meal period. A “private location” is a place, other than a public restroom or toilet stall, in close proximity to the employee’s work area for the employee to express milk concealed from view and without intrusion by other employees or the public. If a private location is not within close proximity to the employee’s work area, NCPHD will identify a private location the employee can travel to. The travel time to and from the private location will not be counted as a part of the employee’s break period.

Notice

An employee who intends to express milk during work hours must give their supervisor reasonable oral or written notice of her intention to do so in order to allow NCPHD time to make any preparations necessary for compliance with this rule.

Storage

Employees are responsible for storing expressed milk. Employees may bring a cooler or other insulated food container to work for storing the expressed milk. If an office provides access to refrigeration for personal use, an employee who expresses milk during work hours may use the available refrigeration.

REVIEWED BY:

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Limitation on Overtime Pay

Paid hours not actually worked (for example, vacation, holidays, etc.) will not be counted toward the 40 per workweek required to receive overtime pay.

Assignment of Overtime Work

You may be required to work overtime. When overtime work is required by NCPHD on a particular job on a shift commencing on a day other than Saturday, Sunday, or a holiday, the non-exempt employee performing that job at the conclusion of his or her straight-time hours will normally be expected to continue to perform the job on an overtime basis. When overtime work is assigned by NCPHD on a Saturday, Sunday, or holiday, it generally will be assigned in order of seniority to the employees who regularly perform the particular work involved, after first asking for volunteers.

When overtime is required by NCPHD on a Sunday or on a holiday, NCPHD will endeavor to give the employees required to work notice of their assignment during their last shift worked prior to such Sunday or Holiday.

Supervisor Authorization

No overtime may be worked by non-exempt employees unless specifically authorized by a supervisor or management. Supervisors record their approval on blue slips when the overtime occurs. Employees who work unauthorized overtime may be subject to discipline up to and including termination.

Compensatory (Comp) Time

In lieu of paid overtime, Comp Time (hours worked over 40 hours) will be computed at 1.5 times the overtime hours, with prior manager/supervisor agreement. Employees are encouraged to work with their manager/supervisor to schedule and use comp time within the pay period it is earned. Comp time remaining at the end of the fiscal year will be cashed out.

Flex Time

Flex time are hours worked over your scheduled hours up to forty (40) hours. Flex time will be computed at straight time. Employees are encouraged to work with their manager/supervisor to schedule and use flex time within the pay period it is earned. Flex time remaining at the end of the fiscal year will be cashed out.

REVIEWED BY:

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Annual leave is initially awarded on the employee's anniversary date of one year. 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.

Vacation Requests

Vacation time must be requested on the Inter-departmental communication form. Requests can not 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 **forty-five (45)** 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 Family and Medical Leave Act (FMLA) or 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
- 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:

NCPHD makes all efforts to comply with applicable state and federal wage and hour laws. In the event an employee believes that NCPHD has made any improper deductions, has failed to pay them for all hours worked or for overtime, or has failed to properly calculate their wages in any way, they must immediately report the error to the Finance Manager. NCPHD will investigate all reports of improper pay practices and will reimburse employees for any improper deductions or omissions. No employee will suffer retaliation or discrimination because he or she has reported any errors or complaints regarding the NCPHD's pay practices.

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employment at any time and for any reason, with or without advance notice or other prior disciplinary action.

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Ethics Policy, or who violate Oregon ethics laws, may be subject to disciplinary action up to and including termination.

REVIEWED BY:

DATE:

The NCPHD requires employees to report outside employment to their supervisor on an annual basis, or sooner if any changes in outside employment occurs.

REVIEWED BY:

DATE:

References

All requests for references or recommendations must be directed to the Finance Manger or Director. No manager, supervisor or employee is authorized to release references for current or former employees. Managers and supervisors are expressly prohibited from providing LinkedIn “recommendations” or using a website on the internet to discuss a current or former employee’s performance. By policy, NCPHD discloses only the dates of employment and position(s) held of former employees. Former employees who authorize additional disclosures must make a request to do so in writing.

REVIEWED BY:

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- Causing, creating or participating in a significant or substantial disruption of work during working hours on NCHD property.
- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward another NCPHD employee, customer or vender.
- Failure to notify a supervisor when unable to report to work, or when leaving work during normal working hours without permission from a supervisor to do so.
- Failure to observe work schedules, including rest breaks and meal periods. You are expected to be at work on time, remain until your workday ends, and perform the work assigned to or requested of you.
- Sleeping or malingering on the job.
- Excessive personal telephone calls during working hours.
- Unprofessional appearance during normal business hours.
- Failing to attend scheduled work sessions and related activities at conferences, workshops, or educational events that are paid for by the NCPHD.
- Misrepresentation of NCPHD policies, practices, procedures, or your status or authority to enter into agreements on behalf of the NCPHD. Employees may not use the NCPHD's name, logo, likeness, facilities, assets or other resources of the NCPHD for personal gain or private interests.
- Violations of the Ethics Policy or Oregon's Ethics laws.
- Violation of any safety, health, security or NCPHD policy, rule or procedure. Employees are expected to act in accordance with all appropriate codes, laws, regulations, and policies, regardless of whether they are set by NCPHD or outside regulatory or legislative bodies.
- Harassment or discrimination that violates NCPHD policy.

This statement of prohibited conduct does not alter NCPHD'S policy of at-will employment. Either you or NCPHD remains free to terminate the employment relationship at any time, with or without cause or notice.

REVIEWED BY:

DATE:

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**NCPHD
Accounts Payable Checks
Issued - November 2015**

| Check Date | Check Number | Vendor Name | Amount |
|-------------|--------------|--|-------------|
| 10/23/2015 | 205 | PERS | \$8,857.72 |
| 11/10/2015 | 207 | IRS | \$10,354.55 |
| 11/10/2015 | 208 | ASIFLEX | \$270.00 |
| 11/10/2015 | 209 | P E R S | \$8,775.27 |
| 11/10/2015 | 210 | OREGON STATE, DEPT OF REVENUE | \$2,483.77 |
| 11/25/2015 | 211 | IRS | \$9,771.94 |
| 11/25/2015 | 212 | ASIFLEX | \$270.00 |
| Reserved in | 213 | | |
| 11/25/2015 | 214 | OREGON STATE, DEPT OF REVENUE | \$2,351.75 |
| 11/2/2015 | 11075 | CIS TRUST | \$21,815.28 |
| 11/2/2015 | 11076 | OR STATE PUBLIC, HEALTH LABORATORY | \$173.05 |
| 11/2/2015 | 11077 | OREGON STATE, DEPT OF HUMAN SERVICES | \$10,000.00 |
| 11/2/2015 | 11078 | SHRED4LESS | \$78.00 |
| 11/2/2015 | 11079 | STAEHNKE, DAVID | \$112.59 |
| 11/2/2015 | 11080 | UPS | \$64.92 |
| 11/10/2015 | 11081 | CYTOCHECK LABORATORY LLC | \$30.00 |
| 11/10/2015 | 11082 | H2OREGON BOTTLED WATER INC. | \$45.00 |
| 11/10/2015 | 11083 | HENRY SCHEIN | \$823.99 |
| 11/10/2015 | 11084 | MID-COLUMBIA MEDICAL CENTER | \$337.50 |
| 11/10/2015 | 11085 | OPTIMIST PRINTERS | \$128.32 |
| 11/10/2015 | 11086 | OREGON STATE, DEPT OF ENVIRONMENTAL QUA | \$1,200.00 |
| 11/10/2015 | 11087 | SAIF CORPORATION | \$743.00 |
| 11/10/2015 | 11088 | SATCOM GLOBAL INC. | \$51.39 |
| 11/10/2015 | 11089 | SPARKLE CAR WASH, LLC | \$40.00 |
| 11/10/2015 | 11090 | U.S. CELLULAR | \$101.66 |
| 11/10/2015 | 11091 | UPS | \$58.58 |
| 11/10/2015 | 11092 | US BANK | \$1,497.10 |
| 11/10/2015 | 11093 | WASCO COUNTY | \$670.34 |
| 11/12/2015 | 11094 | CA STATE DISPURSEMENT UNIT | \$231.50 |
| 11/12/2015 | 11095 | NATIONWIDE RETIREMENT SOLUTION | \$1,140.00 |
| 11/19/2015 | 11096 | AHLERS & ASSOCIATES | \$800.00 |
| 11/19/2015 | 11097 | BEERY ELSNER & HAMMOND LLP | \$951.98 |
| 11/19/2015 | 11098 | DEVIN OIL CO INC. | \$54.94 |
| 11/19/2015 | 11099 | OPTIMIST PRINTERS | \$79.90 |
| 11/19/2015 | 11100 | OREGON STATE, DEPT HUMAN SERVICES- OFS | \$1,748.83 |
| 11/19/2015 | 11101 | TYLER BUSINESS FORMS | \$36.59 |
| 11/19/2015 | 11102 | UPS | \$35.98 |
| 11/23/2015 | 11103 | DESCHUTES CO, ENVIRONMENTAL HEALTH | \$25.00 |
| 11/23/2015 | 11104 | HALL, KATHERINE | \$24.00 |
| 11/23/2015 | 11105 | HENRY SCHEIN | \$442.02 |
| 11/23/2015 | 11106 | OFFICE MAX INCORPORATED | \$370.12 |

**Payroll A/P (EFT)
Electronic Fund Transfers**

Payroll A/P Checks

| | | | |
|------------|-------|--------------------------------------|--------------------|
| 11/23/2015 | 11107 | OREGON STATE, DEPT OF HUMAN SERVICES | \$10,000.00 |
| 11/23/2015 | 11108 | THE DALLES NAPA AUTO PARTS INC | \$25.98 |
| 11/23/2015 | 11109 | WASCO COUNTY | \$53.52 |
| 11/23/2015 | 11110 | WRAY, TANYA | \$43.00 |
| | | TOTAL: | \$97,169.08 |

NCPHD Board of Health authorizes check numbers 11075 - 11110 and payroll EFT numbers 205, 207 - 212, & 214 totalling \$97,169.08

Signed: _____ Date: _____
 Commissioner Michael Smith, Chair