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North Central Public Health District
"Caring For Our Communities"

North Central Public Health District Executive Committee Meeting

February 13, 2018
3:00 PM
Meeting Room @
NCPHD

AGENDA -

1. **Minutes**
 - a. Approve from 1/9/2018 executive committee meeting.
 - b. Set Next Meeting Date (3/13/2018)
2. **Additions to the Agenda**
3. **Public Comment**
4. **Unfinished Business**
 - a. Budget Calendar & Process
5. **New Business**
 - a. Public Health 101
 - b. Darkness to Light Training Invite (March 14th 1pm – 5pm)
 - c. 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



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NORTH CENTRAL PUBLIC HEALTH DISTRICT

“Caring For Our Communities”

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The Dalles, OR 97058-2676
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**North Central Public Health District
Board of Health
Meeting Minutes
January 9, 2018**

In Attendance: Commissioner Tom McCoy – Sherman County; Judge Steve Shaffer – Gilliam County; Leslie Wetherell – Gilliam County; Commissioner Scott Hege – Wasco County;

Staff Present: Teri Thalhofer, RN/BSN – Director NCPHD; Kathi Hall – Finance Manager NCPHD

Guests Present: Sue Awmiller, Hans Graichen

Minutes taken by: Gloria Perry

Meeting called to order at 3:04pm by Chair Scott Hege

SUMMARY OF ACTIONS TAKEN

MOTION by Judge Steve Shaffer, second by Commissioner Tom McCoy to accept the 12/12/2017 board of health minutes as presented.

Vote: 3-0
Yes: Commissioner Tom McCoy, Judge Steve Shaffer, and Commissioner Scott Hege
Abstain: 0
Motion Carried

MOTION by Judge Steve Shaffer, second by Commissioner Tom McCoy to approve the supplemental budget for fiscal year 2017/2018 as amended in the sum of \$618,000.00.

Vote: 3-0
Yes: Commissioner Tom McCoy, Judge Steve Shaffer, and Commissioner Scott Hege
Abstain: 0
Motion Carried

MOTION by Commissioner Tom McCoy, second by Commissioner Leslie Wetherell to approve the Wage and Salary Policy and Procedure dated 1/1/2018 as presented.

Vote: 3-0
Yes: Commissioner Tom McCoy, Commissioner Leslie Wetherell, and Commissioner Scott Hege
Abstain: 0
Motion Carried

MOTION by Commissioner Tom McCoy, second by Commissioner Leslie Wetherell to accept the A/P Checks Issued report for December 2017 as presented.

Vote: 3-0
 Yes: Commissioner Tom McCoy, Judge Steve Shaffer, and Commissioner Scott Hege
 Abstain: 0
 Motion Carried

WELCOME AND INTRODUCTIONS

1. Judge Steve Shaffer introduced Commissioner Leslie Wetherell from Gilliam County. Leslie will be taking Judge Shaffer's place on NCPHD's board.
2. At the February 2018 executive board meeting, Teri will share Public Health 101 with the board.

MINUTES / NEXT MEETING DATE

1. Approval of past meeting minutes.
 1. A motion was made to approve the 12/12/2017 board of health meeting minutes as presented.
2. Set next meeting date.
 1. Next scheduled executive committee meeting will be on Tuesday, February 13, 2018 at 3:00pm. Meeting location will be at the North Central Public Health District office located at 419 E. 7th St., The Dalles, OR.

ADDITIONS TO THE AGENDA

1. Election of Chair & Vice Chair for NCPHD Board.
 1. After discussion it was agreed that the chair of the NCPHD board will be a 2-year cycle and the election of the Chair and Vice Chair for 2018 will be done at the next full board meeting which is scheduled in March 2018.
2. Outstanding Performers
 1. Teri shared with the board the listing of Outstanding Performers for the second half of 2017.
 - a) Restaurants who receive a score of 97 and above are listed as a Outstanding Performer.
 - b) This is posted on our website as well as on our Facebook page.
 2. As of December 16, 2017, scores and inspections will be posted to our website with a 2-week lag. What the public won't see are the comments and who conducted the inspection. This is happening statewide.

PUBLIC COMMENT

1. None

UNFINISHED BUSINESS

1. None

NEW BUSINESS

1. 2016/17 Fiscal Audit Report – Presented by Hans Graichen of Pauly Rogers & Co.
 1. Mr. Hans reviewed with the board the fiscal audit report for the year ended June 30, 2017.
 - a) Results of the audit:
 1. Audit opinion letter – an unmodified opinion on the basic financial statements has been issued. This means Pauly Rogers has given a “clean” opinion with no reservations.
 2. State minimum standards – Pauly Rogers found no exceptions or issues requiring comment.
 3. Management letter – No separate management letter was issued.
2. 2018 Supplemental Budget Hearing
 1. At 3:15pm Commissioner Hege opened up the public hearing regarding the 2018 Supplemental Budget.
 - a) NCPHD has received three (3) grants which were not known about during the budget.
 1. OHA – Modernization Grant in the amount of \$495,000.00
 2. Pacific Source – Tobacco Cessation Grant in the amount of \$88,000.00
 3. Providence – Gorge Youth Fit 4 Life Grant in the amount of \$35,000.00

- b) Public comment.
 - 1. No public comment.
- c) Commissioner Hege closed the Public Hearing regarding the 2018 Supplemental Budget at 3:20pm.
- d) After discussion a motion was made to approve the 2018 Supplemental Budget for fiscal year 2017/2018 as amended in the sum of \$618,000.00.

3. Wage and Salary Policy & Procedure

- 1. Teri explained to the board that during the annual review of policies and procedures a change to the Wage and Salary Policy needed to occur.
 - a) When NCPHD became its own entity, it adopted Wasco County's policies.
 - b) Currently Step 1 through 4 are received annually until the step between 4 and 5; which at this point employee's are required to wait 2 years.
 - c) In this updated version of the policy, Teri is proposing to eliminate the 2 year waiting period between step 4 and step 5; Step increases would be given annually on the employee's anniversary with an acceptable performance evaluation.
 - d) Part of the discussion regarding this policy changes was the fact that since becoming a separate entity, the average COLA for NCPHD employees has been less than half a percent.
- 2. After discussion, a motion was made to approve the updated Wage and Salary Policy as presented.

4. Board of Health Membership

- 1. Currently Wasco County does not have any public member representatives.
 - a) Fred Schubert chose not to be re-appointed because he had already gone over the term limit listed in the By-Laws and Bill Hamilton resigned.
- 2. Currently Gilliam County has one public member and one vacancy.
- 3. Currently Sherman County has two public members; However Roger Whitley has been a member since the inception of the public members which means he is probably coming up on the term limit.
- 4. Teri will review our By-Laws and report back to the board at the February executive committee meeting.

5. Budget Calendar and Process

- 1. Teri commented that the board has been talking about what will our budget process will be this year. Tom McCoy has been having conversations with Mike Middleton who is Wasco County's Finance Director about the process and the possibility of a funding formula for public health.
- 2. Funding Formula (Memo from Tom McCoy to Scott Hege and Steve Shaffer was handed out):
 - a) Tom McCoy and Mike Middleton have met three times to discuss a funding formula for NCPHD.
 - b) Mike is working to finish estimating Wasco County's in-kind contribution. It's estimated that number will be around \$340,000.00.
 - c) Tom proposed the following in regards to a funding formula:
 - 1. Ignore Wasco County's in-kind contributions and split the required cash subsidy so that Wasco County pays 65% and Sherman and Gilliam each pay 17.5%.
 - During the last three years, Wasco County has been paying about 62% and Sherman and Gilliam Counties have each been paying about 19% of the cash subsidies. Tom proposes lowering Sherman and Gilliam Counties percentages slightly because their contributions have grown much more rapidly than Wasco County's cash contribution since 2009-10. Sherman and Gilliam Counties cash contributions have increased by about 76% since 2009-10 while Wasco County's cash contribution has increased 12%.
 - 2. Wasco County's in-kind contribution should be reviewed every 4 or 5 years to help the board decide whether the percentages need to be adjusted.
 - 3. NCPHD's budget process will be simpler and more transparent if we ignore the in-kind contributions when determining each county's yearly required cash subsidy. Estimating Wasco County's in-kind contributions in difficult enough that It hasn't been done since 2011-12 and also depends on Wasco County's internal allocation process that isn't transparent to the other two counties.
 - d) Commissioner McCoy asked for feedback to his proposal.

- e) Teri commented that in her conversations with Mike Middleton regarding a funding formula, he would like to review the in-kind no less than every couple of years for evaluation as opposed to every 4 to 5 years as suggested by Commissioner McCoy. He also suggested that there be some sort of agreement about what that represents. Mike has very clear understanding of what needs to be written down. We need something to refer back to because over time things either are not valued when they don't get written down or they are over-valued when they don't get written down.
 - f) Commissioner Hege had not had a chance to review Commissioner McCoy's email yet so he will do that; he did state that he can't make a decision by himself, he would need to take it back to Wasco County for review and discussion.
 - g) Commissioner McCoy would like to be able to approve a funding formula by the next board meeting.
3. Budget Process:
- a) We would like to be proactive this year in our budget process rather than reactive.
 - b) Mike Middleton has suggested to Teri that we should be working on a preliminary budget now and the Wasco County budget team would meet with Kathi Hall and Teri in mid-February. He would like to know what our anticipated expenses are going to be so he can get a sense of what Wasco County's budget is going to look like.
 - c) Teri asked the board if one of them would like to be involved in the budget process as she and Kathi work through that preliminary budget to share with Wasco County.
 - d) Salary Survey – Teri would like to also have a proposal to address the salary survey in this budget cycle.
4. Teri would like to know what the three counties are considering for a COLA for their employees. History shows that the counties give their employees COLA's but it is cut out of the NCPHD budget. This is not fair; these people are serving a statutorily required service for you.
5. SUMMARY after discussion:
- a) Commissioner Hege would work on the funding formula and it will be discussed at the next executive committee meeting.
 - b) Teri and Kathi should start working on next year's budget and put a preliminary budget together and have those elements that they would like to see changed or added available.
 - c) When the budget calendar is set up, we will set up the first budget committee meeting the beginning of March, and if necessary, we would then schedule a second budget committee meeting right after Wasco County meets.
6. Approval of A/P Check Report (December 2017)
- 1. Report presented to the board.
 - 2. A motion was made to approve the A/P Check Reports for December 2017 as presented.
7. Contracts Review
- 1. Teri reviewed with the board the following contracts:
 - a) OHA 154126-2
 - b) OHA 154126-3
 - c) PacificSource Letter of Agreement
 - d) Providence Letter of Understanding
8. Director's Report – By Teri Thalhofer
- 1. Report presented to the board and feedback requested.

Being no further business to be conducted at this time, Commissioner Hege adjourned the board of health meeting at 4:50PM

Signature

Date

Printed Name

- {Copy of 12/12/2017 Board of Health Meeting Minutes, Resolution 2018-01 Supplemental Budget, Handout Email from Tom McCoy to Steve Shaffer & Scott Hege regarding Funding Formula; A/P Check Report for December 2017; OHA 154126-2 Agreement; OHA 1541263 Agreement; PacificSource Letter of Agreement; Providence Letter of Understanding; and Director's Report for December 2017 attached and made part of this record.}

DRAFT



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Directors Report for the Board of Health: February 13, 2018

- We continue to work with partners on public health modernization and the positions have been posted. We are working with volunteers from the leadership group to narrow the field and schedule interviews. We also received confirmation of the funding for a regional tobacco cessation specialist who will serve Hood River and Wasco Counties through CGCCO funding. Our new employee will start on Monday.
- We were notified of grant awards from CGCCO and Providence for continuing work to combat childhood obesity in Wasco and Hood River Counties. We have applied for funding with EOCCO to work with immunization providers to implement a quality improvement project that has been shown to improve immunization rates.
- We have also been working to make sure folks are protected against influenza and other bugs circulating during the season. Our CD staff has been working with long term care facilities to contain influenza out breaks and we are working with The Dalles High School regarding ongoing pertussis transmission. As always, keeping your vaccines up to date, staying home when sick, covering your cough and washing your hands are the best ways to protect against communicable disease.
- Leadership team is looking at distribution of duties and efficiency of assignments as we move toward a modernized public health system.
- We are moving through the annual budget process so that participating counties have information and we can move forward smoothly.

Respectfully submitted,
Teri Thalhofer, RN, BSN
Director, NCPHD