



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

# North Central Public Health District Board Executive Committee Meeting

May 10, 2016

3:00PM

Meeting Room @ NCPHD

## **AGENDA -**

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1. **Minutes**
  - a. Approve from April 12, 2016 meeting.
  - b. Set Next Meeting Date (June 7, 2016)
2. **Additions to the Agenda**
3. **Public Comment**
4. **Unfinished Business**
  - a. Budget Update
  - b. QIM Funds Update
5. **New Business**
  - a. 3<sup>rd</sup> Quarter Fiscal Report
  - b. Review of A/P checks issued April 2016
  - 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”*

419 East Seventh Street  
The Dalles, OR 97058-2676  
541-506-2600  
[www.ncphd.org](http://www.ncphd.org)

**North Central Public Health District  
Board of Health  
Executive Committee  
Meeting Minutes  
April 12, 2016 (3:00pm)**

**In Attendance:** Commissioner Mike Smith – Sherman County; Judge Steve Shaffer – Gilliam County; and Commissioner Scott Hege – Wasco County

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

**Guests Present:** Marti Dane – Six Rivers Mediation

Minutes taken by Gloria Perry

Meeting called to order on April 12, 2016 at 3:02pm by Commissioner Mike Smith.

**SUMMARY OF ACTIONS TAKEN**

**Motion by Commissioner Hege, second by Judge Shaffer, to approve the minutes from the 3/14/16 executive committee board of health meeting as presented.**

Vote: 3-0  
Yes: Commissioner Mike Smith, Commissioner Scott Hege, and Judge Steve Shaffer.  
No: 0  
Abstain: 0  
Motion carried.

**Motion by Judge Sahffer, second by Commissioner Hege, to approve the A/P Checks Issued – March 2016 report as presented.**

Vote: 3-0  
Yes: Commissioner Mike Smith, Commissioner Scott Hege, and Judge Steve Shaffer.  
No: 0  
Abstain: 0  
Motion carried.

## WELCOME & INTRODUCTIONS

Marti Dane requested that in order for good communication to take place that the board should have an agreement to refrain from using cell phones or getting pulled into answering email during the board meeting. It was unanimously agreed by the board to this agreement.

### 1. MINUTES

#### a. Approval of past meeting minutes

- 3/14/2016 minutes were approved as presented.
- Commissioner Hege asked if the community health assessment that Teri had sent to him was the most current one. Teri Thalhofer replied that it is the most current one; however, NCPHD is working with Columbia Gorge CCO on their new one. She anticipates it will be approximately one (1) year before it is completed. These are usually done every 3 to 5 years.

#### b. Set next meeting date

- The next Executive Committee board meeting was scheduled for Tuesday, May 10, 2016 at 3:00 PM. Meeting location will be at the North Central Public Health District office located at 419 E. 7<sup>th</sup> Street, The Dalles, OR.
- Due to scheduling conflicts, the next full board of health meeting will be moved from June 14<sup>th</sup> to June 7<sup>th</sup>. Gloria Perry will send out a meeting Doodle request to the full board to ascertain if this date change will work with the full board's schedule. Budget adoption will take place at the June meeting.

### 2. ADDITIONS TO THE AGENDA

#### a. None

### 3. PUBLIC COMMENT

- #### a.
- Discussion held regarding the City of Morrow's water issue. Commissioner Smith suggested it might be helpful if John Zalaznik could come out and talk at a City Council meeting regarding safe water practices or at the very least provide a useful document about safe water practices.

### 4. UNFINISHED BUSINESS

#### a. Budget Direction

- Kathi Hall reviewed the budget calendar for FY 2016/17.
  - ✓ After discussion, it was agreed that in Teri's absence, Kathi Hall along with Commissioner Hege would meet with Wasco County's budget team to present the budget ask to Wasco County for FY 2016-17.
  - ✓ Also discussed was how future budget processes should go and that the details of this process should be worked on well in advance of FY 2017-18. Commissioner Hege suggested that as Wasco County develops their budget, the health district would work to provide a proposed budget number into Wasco County's budget, get it approved and then it comes out and it goes into the health district's budget.
- Kathi Hall reviewed the following reports:
  - ✓ County Contribution Report
    - Commissioner Hege would like to see on the report where the greatest unmet need is and why.
  - ✓ 2015 Fiscal Analysis with General Fund Contribution
  - ✓ Graphs with County Split
  - ✓ Revenue Actuals (2013-2016)
    - It was suggested to Kathi to use budgeted numbers on this report.
    - Commissioner Hege asked Kathi to explain line item 7145 State Support.
      - This is a general fund amount from the state that needs to be used first for communicable disease (CD) and then it can be used for other things if it is not used all up with CD; however these funds are usually used up within the first

quarter. We don't get nearly enough funding from the state to cover the cost of CD investigation.

- ✓ Expenditure Actuals (2013-2015)
  - ✓ TGeneral Fund Cost Allocation 1<sup>st</sup> Qtr.
  - ✓ 2017 Proposed Revenue (draft)
  - ✓ 2017 Proposed Expenditure (draft)
  - Proposed budget includes:
    - ✓ 1.5% COLA (cost of living adjustment) for all positions.
    - ✓ \$20,000 reserve for replacement vehicles
      - NCPHD was told by Lane Magill of Wasco County that they are no longer in the vehicle roll-down plan.
      - Commissioner Hege said that is not his understanding and will discuss with Lane.
    - ✓ Salary survey
  - Kathi recommended to the board that they should have a discussion regarding fiscal policies about what levels to fund unappropriated and contingency.
  - Teri discussed enhancements to the proposed budget:
    - ✓ Conducting a full compensation study as opposed to a salary only survey. Teri received a quote from HR Solutions for \$15,000.00.
    - ✓ Either a 10% or 5% increase for our registered nurses. This request is due to the significant equity between the market and what we pay our registered nurses.
    - ✓ .8 FTE Nurse
    - ✓ Commissioner Smith said in regards to a raise for the nurses we are probably off by 35%. He would like to look at either a 5% or a 10% raise for the nurses.
  - Questions / Comments:
    - ✓ Commissioner Hege asked if the increased clinic hours were in the proposed budget. Kathi Hall stated that they were.
    - ✓ The \$90,000 Pacific Source QIM money is listed in both 2016 YTD and 2017 proposed. Since it was received in FY 2016 it needs to be removed from the 2017 proposed.
    - ✓ It was asked what 7146 Oregon State Payback was for listed in Expenditures. Kathi explained that a portion of every license is paid to the State and this is the line item that is paid out of.
    - ✓ It was asked what 7148 TCM & MAC Match in expenditures is for. Kathi explained that this is the Medicaid match. We have to put forth local county dollars in order to draw down federal funds.
    - ✓ In Expenditures 7152 Health Promotions – The Health insurance and Dental insurance numbers in the proposed budget seem high. Kathi Hall stated the numbers shouldn't be that high and will take a look at that.
    - ✓ If possible, depending on what Wasco County's contribution is the board would like to add to the proposed budget presented the following additions/corrections:
      - Additional 5% pay increase for all registered nurses.
      - Add a .8 nurse position.
  - Commissioner Hege's hope is that meeting with Kathi Hall and the Wasco County budget team on Thursday he can give his budget team a number that not only he is willing to advocate for, but the budget team will advocate for at the budget team committee meeting. The process is as follows:
    - ✓ Kathi Hall along with Commissioner Hege will meet with Wasco County's budget team on Thursday, April 14<sup>th</sup>.
    - ✓ The following Wednesday, April 20<sup>th</sup> is when all of Wasco County's department heads meet and the proposed budget is presented. The department heads work to determine what they want to move forward to Wasco County's budget committee.
  - Commissioner Hege will communicate with Kathi Hall tomorrow, April 13<sup>th</sup> as to what number she can include in the proposed budget for Wasco County's contribution.
- b. QIM Funds Update
- Due to lack of time, this item was pushed out to the May 10, 2016 meeting.
- c. EOCCO Funding Update
- Due to lack of time, this item was pushed out to the May 10, 2016 meeting.

5. **NEW BUSINESS**

- a. 3<sup>rd</sup> Quarter Fiscal Report
  - Due to lack of time, this item was pushed out to the May 10, 2016 meeting.
- b. Review of A/P checks issued March 2016
  - Motion made to approve A/P checks report as presented.
- c. Contracts Reviewed
  - CCO QIM funds Agreement
  - OHA Agreement 148025-3
- d. Director's Report
  - No report provided.

Meeting adjourned at 5:25pm

\_\_\_\_\_  
Commissioner Michael Smith, Chair

\_\_\_\_\_  
Date

**{Copy of 4/12/16 board of health executive committee meeting minutes, Budget Calendar FY 16-17, 2015 Fiscal Analysis, Graphs with County Split handout, Revenue History & Actuals, Expenditure History & Actuals, GF Cost Allocation 1<sup>st</sup> Qtr, 2017 Proposed Revenue Budget, 2017 Proposed Expenditure Budget, A/P Checks Issued – March 2016 Report, CCO QIM Funds Agreement, OHA Agreement 148025-3 attached and made part of this record.}**

NCPHD Recap Report Third Qtr 2016		FY 2014 (rev incl \$210k transfer)								
	Budgeted	July-Sept		Oct - Dec		Jan - Mar		Apr - June		Total
Grand Total REV	2,263,573	412,156	21%	405,181	18%	710,907	31%	520,993	23%	
Grand Total EXP	2,263,573	448,752	22%	442,080	20%	483,337	21%	525,977	23%	
		-36,596		-36,899		227,570		-4,984		222,586 End bal

FY 2015											
	Budgeted	July-Sept		Oct - Dec		Jan - Mar		Apr - June		Total	
Grand Total REV	2,223,195	442,647	20%	616,043	28%	440,556	20%	603,540	27%	2,102,785	95%
Grand Total EXP	2,231,195	496,516	22%	465,598	21%	499,540	22%	520,953	23%	1,982,607	89%
		-53,869		150,445		-58,984		82,587		120,178	342,765 end bal
											257,948 Bud Beg Bal.

FY 2016											
	Budgeted	July-Sept		Oct - Dec		Jan - Mar*		Apr - June		Total	
Grand Total REV	2,189,594	367,812	17%	538,705	25%	614,880	28%			1,521,397	*incl. 90,000 QIM & 77,577 Co. 69% invoices
Grand Total EXP	2,189,594	466,005	22%	489,320	22%	425,463	19%			1,380,788	63%
		-98,193		49,386		189,417				140,609	

Est. YE	
1,859,307	85%
1,847,237	84%
12,071	
	354,835 EST. End Bal.

## Fee Analysis Summary

	2014 Actual	2015 Actual	2016 est YE	2017 BUD
Immunizations	33,728	22,767	11,200	14,600
Family Planning	70,045	103,337	29,650	101,700
CCARE	92,993	101,023	50,000	80,000
CD & STD	18,712	9,334	1,600	7,200
	<u>215,478</u>	<u>236,461</u>	<u>92,450</u>	<u>203,500</u>

## Fee Analysis Detail

FY 2014											
Clinic Fees & OHP	Budgeted	July-Sept		Oct - Dec		Jan - Mar		Apr - June		Total	
Immunizations	62,450	7,704	12%	10,131	16%	4,716	8%	11,178	18%	33,728	54%
Family Planning	103,000	11,012	11%	16,016	16%	7,308	7%	35,709	35%	70,045	68%
CD & STD	17,050	3,278	19%	1,880	11%	2,377	14%	11,178	66%	18,712	110%
		21,994		28,027		14,401				122,485	
CCARE	175,000	38,288	22%	40,789	23%	32,119	18%	22,586	13%	92,993	

FY 2015											
Clinic Fees & OHP	Budgeted	July-Sept		Oct - Dec		Jan - Mar		Apr - June		Total	
Immunizations	45,000	4,296	10%	6,762	15%	6,737	15%	4,972	11%	22,767	51%
Family Planning	63,500	10,379	16%	32,624	51%	30,153	47%	30,182	48%	103,337	163%
CD & STD	14,600	2,680	18%	3,902	27%	1,040	7%	1,711	12%	9,334	64%
		17,355		43,288		37,930		36,865		135,438	
CCARE	170,000	20,770	12%	27,111	16%	23,957	14%	29,184	17%	101,023	

FY 2016											
Clinic Fees & OHP	Budgeted	July-Sept		Oct - Dec		Jan - Mar				Total	
Immunizations	27,200	1,271	5%	3,281	12%	4,409	16%			8,962	33%
Family Planning	87,500	10,461	12%	9,343	11%	3,802	4%			23,607	27%
CD & STD	11,800	1,140	10%	0	0%	22	0%			1,162	10%
		12,873		12,625		8,233				33,731	
CCARE	100,000	11,113	11%	12,824	13%	17,575	18%			41,513	42%

**NCPHD  
Accounts Payable Checks  
Issued - April 2016**

Check Date	Check Number	Vendor Name	Amount	
Reserved in Que	251			<b>Payroll A/P (EFT)</b>
4/8/2016	252	IRS	\$9,670.13	
4/8/2016	253	ASIFLEX	\$275.00	
4/8/2016	254	P E R S	\$7,938.34	
4/8/2016	255	OREGON STATE, DEPT OF REVENUE	\$2,301.90	
Reserved in Que	256			
4/25/2016	257	IRS	\$9,301.59	
4/25/2016	258	ASIFLEX	\$280.00	
Reserved in Que	259			
4/25/2016	260	OREGON STATE, DEPT OF REVENUE	\$2,211.91	
4/4/2016	11268	CIS TRUST	\$22,768.10	<b>Payroll A/P Checks</b>
4/8/2016	11269	CYTOCHECK LABORATORY LLC	\$40.00	
4/8/2016	11270	OREGON STATE, DEPT OF ENVIRONMENTAL QUA	\$1,400.00	
4/8/2016	11271	OREGON STATE, DEPT OF HUMAN SERVICES	\$26.00	
4/8/2016	11272	REGENCE BLUECROSS, BLUESHIELD	\$286.67	
4/8/2016	11273	RICOH USA INC.	\$153.52	
4/8/2016	11274	SATCOM GLOBAL INC.	\$57.46	
4/8/2016	11275	STAEHNKE, DAVID	\$118.84	
4/8/2016	11276	U.S. CELLULAR	\$237.81	
4/8/2016	11277	US BANK	\$1,906.87	
4/8/2016	11278	WASCO COUNTY	\$97.54	<b>Payroll A/P Checks</b>
4/12/2016	11279	CA STATE DISPURSEMENT UNIT	\$231.50	
4/12/2016	11280	NATIONWIDE RETIREMENT SOLUTION	\$900.00	
4/15/2016	11281	SMITH MEDICAL PARTNERS LLC	\$4,662.92	
4/22/2016	11282	AHLERS & ASSOCIATES	\$980.00	
4/22/2016	11283	BEERY ELSNER & HAMMOND LLP	\$135.00	
4/22/2016	11284	CAMPBELL, SHELLIE	\$15.49	
4/22/2016	11285	CYTOCHECK LABORATORY LLC	\$180.00	
4/22/2016	11286	DEVIN OIL CO INC.	\$109.76	
4/22/2016	11287	INTERPATH LABORATORY INC.	\$12.60	
4/22/2016	11288	MID-COLUMBIA MEDICAL CENTER	\$337.50	<b>Payroll A/P Checks</b>
4/22/2016	11289	OFFICE MAX INCORPORATED	\$331.41	
4/22/2016	11290	OPTIMIST PRINTERS	\$279.88	
4/22/2016	11291	SMITH MEDICAL PARTNERS LLC	\$4,891.26	
4/22/2016	11292	STERICYCLE INC.	\$481.41	
4/22/2016	11293	UPS	\$100.00	
4/22/2016	11294	WASCO COUNTY	\$336.04	
4/22/2016	11295	CYTOCHECK LABORATORY LLC	\$35.00	
4/25/2016	11296	CA STATE DISPURSEMENT UNIT	\$231.50	
4/25/2016	11297	NATIONWIDE RETIREMENT SOLUTION	\$900.00	
4/28/2016	11298	CIS TRUST	\$22,768.10	
4/28/2016	11299	WASCO COUNTY	\$12,000.00	
		<b>TOTAL:</b>	<b>\$108,991.05</b>	

NCPHD Board of Health authorizes check numbers 11268 - 11299 and payroll EFT numbers 252-255, 257-258 & 260 totalling \$108,991.05.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Commissioner Michael Smith, Chair