



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

## North Central Public Health District

# North Central Public Health District Full Board of Health Meeting

**Date:** Tuesday, September 12, 2023

**Time:** 4:00 p.m. to 6:00 p.m.

**Virtually via Zoom:** <https://wascocounty-org.zoom.us/j/86899654066>

## AGENDA

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1. **Call to Order**
  - Introductions
  - Establish a Quorum
  - Requests to add items to the Agenda
  - Requests for Public Comments
  
2. **Action Items**
  - 8/8/2023 Board of Health Meeting Minutes
  - A/P Check Reports
  - Bylaws Update Amendment
  
3. **Non-Action Items**
  - IGA Discussion
  - Fiscal Update
  - Contracts Summary
  - Director's Report
  
4. **Executive Session** - ORS 192.660 (2) (i) Personnel.

Note: This agenda is subject to last minute changes.

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

*\*\*If necessary, an Executive Session may be held in accordance with: ORS 192.660(2) (a) to consider the employment of a public officer, employee, staff member or individual agent; ORS 192.660 (2) (d) Labor Negotiations; ORS 192.660 (2) (h) Legal Rights; ORS 192.660 (2) (e) Property; ORS 192.660 (2) (i) Personnel\*\**



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**NORTH CENTRAL PUBLIC HEALTH DISTRICT**

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

**North Central Public Health District  
Board of Health Meeting Minutes  
August 8, 2023**

**Board Members In Attendance:** Commissioner Joan Bird – Sherman County; Commissioner Phil Brady – Wasco County; Shawn Payne – Sherman County; Bill Lennox – Wasco County, Julie Whetzel – Wasco County, Roger Whitley – Sherman County

**Staff Present:** Shellie Campbell – Director NCPHD; Brita Meyer – Fiscal Manager NCPHD; Eric Grendel – Environmental Health Supervisor NCPHD; Gloria Perry - Office Manager NCPHD; Martha McInnes - Clinical Programs Secretary NCPHD; Paula Grendel – Environmental Health Supervisor NCPHD; Nadia Hernandez - Accounting Assistant NCPHD; Zachary Hale, CD Investigator NCPHD; Marta Fisher, Regional Epidemiologist NCPHD; Maria Peña - Community Health Worker NCPHD; Christopher Van Tilburg – Health Officer NCPHD; Kathleen Wilder – Deputy Health Officer NCPHD

**Guests Present:** Mark Bailey, Tyler Stone, Steve Kramer, David Doughman, Meredith Smith

**Minutes by:** Cynthia Rojas

**SUMMARY OF ACTIONS TAKEN**

**MOTION by Julie Whetzel, and seconded by Phil Brady to accept the June 13th, 2023 Board of Health meeting minutes.**

Vote: 6-0

Yes: Commissioner Joan Bird – Sherman County; Shawn Payne – Sherman County, Bill Lennox – Wasco County, Commissioner Phil Brady – Wasco County, Julie Whetzel – Wasco County, Roger Whitley – Sherman County

No: 0

Abstain: 0

Absent: None

Motion: Carried

**MOTION by Roger Whitley, and seconded by Phil Brady, to accept the June 2023 A/P Checks Issued reports as presented.**

Vote: 6-0

Yes: Commissioner Joan Bird – Sherman County; Shawn Payne – Sherman County, Bill Lennox – Wasco County, Commissioner Phil Brady – Wasco County, Julie Whetzel – Wasco County, Roger Whitley – Sherman County

No: 0

Abstain: 0

Absent: None

Motion: Carried

**MOTION by Roger Whitley, and seconded by Julie Whetzel, to accept the July 2023 A/P Checks Issued reports as presented.**

Vote: 6-0

Yes: Commissioner Joan Bird – Sherman County; Shawn Payne – Sherman County, Bill Lennox – Wasco County, Commissioner Phil Brady – Wasco County, Julie Whetzel – Wasco County, Roger Whitley – Sherman County

No: 0

Abstain: 0

Absent: None

Motion: Carried

**MOTION by Bill Lennox, and seconded by Phil Brady, to accept the NCPHD Employee Handbook as presented.**

Vote: 6-0

Yes: Commissioner Joan Bird – Sherman County; Shawn Payne – Sherman County, Bill Lennox – Wasco County, Commissioner Phil Brady – Wasco County, Julie Whetzel – Wasco County, Roger Whitley – Sherman County

No: 0

Abstain: 0

Absent: None

Motion: Carried

**CALL TO ORDER:** Commissioner Joan Bird called the Public Board of Health meeting to order at 4:00 p.m.

**Introductions:**

1. None.

**Establish a Quorum**

1. A quorum of the board members present was established.

**Requests for Additions to the Agenda**

1. June A/P Report

**Request for Public Comment**

1. None.

**ACTION ITEMS**

1. Approval of past meeting minutes.
  - a. A motion was made and carried to approve the meeting minutes from 6/13/2023 as presented
2. Approval of A/P Check reports.
  - a. A motion was made and carried to approve the June & July 2023 A/P Check reports as presented.

3. Approval of NCPHD Employee Handbook
  - a. A motion was made and carried to approve the NCPHD Employee Handbook as presented.

### **Wasco County Conversations**

1. Shellie shared a short presentation on her meeting she had with Brita Meyer, Tyler Stone & Mike Middleton to discuss specifically around finance and how that might impact Wasco, Sherman Counties & NCPHD.
2. Staff had opportunities to ask questions
3. Attorneys for both counties were available to answer any questions from the Board.
4. Joan would like to see staff get together in the next 30 days and make discussion item. Leadership staff can make up the questions that we need answered.
5. If any of the board members have any questions please send them to Shellie or Commissioner Bird & they will make sure to pass them along to get answered.
6. The Board of Health came to the consensus to have discussions within workgroups.

### **NON-ACTION ITEMS**

1. Fiscal Update
  - a. Funding has continued to increase.
  - b. There has been additional reproductive health funding. \$110.7 million, of which \$50 million will go to local public health authority.
  - c. Amount has doubled from what was budgeted. The leadership team will meet in September to see how that additional funding will be used.
  - d. Budget adjustment will be presented at the October Board Meeting.
  - e. Discussion, questions, and feedback were requested.
2. Contract Summary
  - a. Shellie reviewed the current contracts with the Board.
  - b. Discussion, questions, and feedback were requested.
3. Director's Report
  - a. Shellie Campbell presented her director's report to the Board.
  - b. Discussion, questions, and feedback were requested

Being no further business to be conducted at this time, Commissioner Joan Bird adjourned the Board of Health meeting at 5:57 p.m.

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*Signature*

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*Date*

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Printed Name

**NCPHD  
Accounts Payable Checks  
Issued August 2023**

Check Date	Check Number	Vendor Name	OK To Post	Amount
8/10/2023	1143	IRS		\$15,033.47
8/10/2023	1144	ASIFLEX		\$215.00
Held in Que	1145	PERS		\$16,918.16
8/10/2023	1146	OREGON STATE, DEPT OF REVENUE		\$4,101.14
8/25/2023	1147	IRS		\$15,670.46
8/25/2023	1148	ASIFLEX		\$215.00
Held in Que	1149	PERS		\$18,355.81
8/25/2023	1150	OREGON STATE, DEPT OF REVENUE		\$4,309.88
Held in Que	1151	IRS		\$555.29
Held in Que	1152	ASIFLEX		\$10.00
Held in Que	1153	PERS		\$667.84
Held in Que	1154	OREGON STATE, DEPT OF REVENUE		\$150.55
8/1/2023	15541	STRATTON INSURANCE SERVICES, DBA ISU - STRATTON AGENCY		\$9,539.25
8/3/2023	15542	AHLERS & ASSOCIATES		\$860.00
8/3/2023	15543	ASD SPECIALITY, HEALTHCARE LLC		\$3,226.56
8/3/2023	15544	BEERY ELSNER & HAMMOND LLP		\$1,892.30
8/3/2023	15545	HALL, JAMES B		\$240.00
8/3/2023	15546	HENRY SCHEIN		\$61.67
8/3/2023	15547	IMMENSE IMAGERY		\$1,322.50
8/3/2023	15548	MULTNOMAH EDUC. SERVICE DIST		\$253.28
8/3/2023	15549	OFFICE DEPOT		\$673.38
8/3/2023	15550	OPTIMIST PRINTERS		\$409.00
8/3/2023	15551	OREGON STATE, DEPT OF HUMAN SERVICES		\$16,916.82
8/3/2023	15552	PEE WEE'S AUTO DETAIL		\$1,020.00
8/3/2023	15553	R&S NORTHEAST LLC		\$116.72
8/3/2023	15554	US BANK		\$9,153.35
8/3/2023	15555	WASCO COUNTY		\$867.94
8/7/2023	15556	AMERICAN FAMILY LIFE ASSURANCE		\$411.96
8/7/2023	15557	CA STATE DISPURSEMENT UNIT		\$231.50
8/7/2023	15558	MASSMUTUAL FINANCIAL GROUP		\$325.66
8/7/2023	15559	NATIONWIDE RETIREMENT SOLUTION		\$1,326.19
8/9/2023	15560	AHLERS & ASSOCIATES		\$860.00
8/9/2023	15561	ASD SPECIALITY, HEALTHCARE LLC		\$196.63
8/9/2023	15562	CURASCRIP SPECIALTY, DISTRIBUTION		\$4,726.66
8/9/2023	15563	H2OREGON BOTTLED WATER INC.		\$75.70
8/9/2023	15564	OPTIMIST PRINTERS		\$295.00
8/9/2023	15565	OR STATE PUBLIC, HEALTH LABORATORY		\$162.60
8/9/2023	15566	OREGON STATE, DEPT OF ENVIRONMENTAL QUA		\$1,100.00
8/9/2023	15567	SAIF CORPORATION		\$571.33
8/9/2023	15568	STERICYCLE INC.		\$433.69
8/9/2023	15569	SYNERGY HEALTH AND WELLNESS		\$682.50
8/9/2023	15570	THE DALLES AREA CHAMBER OF, COMMERCE		\$300.00
8/9/2023	15571	THE DALLES DISPOSAL		\$39.72
8/9/2023	15572	U.S. CELLULAR		\$1,079.46
8/9/2023	15573	WASCO COUNTY		\$538.54
8/9/2023	15574	WRAY, HAYDEN		\$195.00
8/15/2023	15575	CA STATE DISPURSEMENT UNIT		\$231.50
8/15/2023	15576	NATIONWIDE RETIREMENT SOLUTION		\$1,326.19
8/17/2023	15577	CURASCRIP SPECIALTY, DISTRIBUTION		\$2,304.25
8/17/2023	15578	CYTOCHECK LABORATORY LLC		\$232.50
8/17/2023	15579	HENRY SCHEIN		\$54.52
8/17/2023	15580	OREGON STATE UNIVERSITY		\$80.80
8/17/2023	15581	OREGON STATE, DEPT HUMAN SERVICES-OFS		\$2,330.44
8/17/2023	15582	R&S NORTHEAST LLC		\$22.14
8/17/2023	15583	SATCOM GLOBAL INC.		\$62.97
8/17/2023	15584	CIS TRUST		\$32,832.55
8/24/2023	15585	CIS TRUST		\$28,331.91
8/24/2023	15586	QWIK CHANGE LUBE CENTER INC.		\$143.45
8/24/2023	15587	WASCO COUNTY		\$133.02
8/30/2023	15588	AMERICAN FAMILY LIFE ASSURANCE		\$411.96
8/30/2023	15589	CA STATE DISPURSEMENT UNIT		\$231.50
8/30/2023	15590	MASSMUTUAL FINANCIAL GROUP		\$632.60
8/30/2023	15591	NATIONWIDE RETIREMENT SOLUTION		\$1,326.19
<b>TOTAL:</b>				<b>\$206,996.00</b>

PAYROLL A/P (EFT)

PAYROLL A/P

PAYROLL A/P

PAYROLL A/P

NCPHD Board of Health authorizes check numbers 15541 - 15591 & payroll EFT  
1143 - 1154 numbers totalling \$ 206,996.00

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

Printed Name \_\_\_\_\_



## **NORTH CENTRAL PUBLIC HEALTH DISTRICT**

*“Caring For Our Communities”*

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

### **NORTH CENTRAL PUBLIC HEALTH DISTRICT BOARD BY-LAWS**

#### **SECTION 1. General Powers and Duties**

- (a) The North Central Public Health District (District) is formed and operates under an Intergovernmental Agreement between Wasco and Sherman Counties (Party or Parties). Continuation of the District and its Board is subject to continuation of the Intergovernmental Agreement.
- (b) The Board has the powers and exercises the duties and functions conferred upon it by state law. The Board serves as the public health authority for public health services in Wasco and Sherman Counties. ORS chapter 431, including revisions and amendments, is incorporated into these by-laws.
- (c) The Executive Committee consists of the two Board members who are members of the party governing bodies. The Executive Committee may convene at the Board's direction. Decisions made by the Executive Committee are deemed decisions of the Board unless the Board, at its next meeting, modifies or reverses any decision of the Executive Committee.

#### **SECTION 2. Membership**

- (a) The Board is composed of six members:
  - 1) One member appointed by each Party governing body; and
  - 2) Two residents of each party county.
- (b) Members of the Board are appointed by the governing body of each county.
- (c) Initial members of the board will be appointed to one year, two year and three-year terms from each county. Thereafter, all Board terms will be for three-years.

#### **SECTION 3. Election of Officers**

- (a) The Board will elect a Chair who presides at all meetings of the Board.
- (b) The Board will elect a Vice-Chair who presides at all meetings of the Board in the absence of the Chair.
- (c) Board officers will be elected at the first regular meeting of each fiscal year and serve for one year, commencing immediately upon election.
- (d) Election of officers will be in accordance with Section 8 of these by-laws.

#### **SECTION 4. Regular Meetings**

- (a) The Board will hold regular meetings on a monthly basis and more frequently as needed.

Time, date and place will be determined annually at an organizational meeting. Public notice is required for all meetings.

- (b) All Board meetings are open to the public and will be conducted in accordance with the Oregon Public Meetings Law.
  - 1) Executive meetings will be conducted in accordance with the Oregon Public Meetings Law.

#### **SECTION 5. Special Meetings**

- (a) Special meetings may be called for any purpose as necessary by or at the request of the chair, or two members of the Board. Meetings may be held at any place within the District as designated in the public notice.
- (b) Notice of special meetings must be given to all Board members as provided in Section 6 of these by-laws. No special meeting may be held without such notice.

#### **SECTION 6. Notice of Meetings**

- (a) The Administrator will provide for and give public notice of the time and place for meetings and of the principal subjects to be considered. If only an executive session will be held, the notice will state the specific provisions of law authorizing the executive session.
- (b) No special meeting will be held without at least 24-hours' notice to the Board members and the general public except in the case of emergency. In the case of emergency, a meeting may be held upon such notice as is appropriate under the circumstances but minutes will identify the emergency situation.

#### **SECTION 7. Quorum**

- (a) Four Board members including at least two county governing body members is required for a quorum for a meeting.
- (b) Board members may establish a quorum and participate in meetings in compliance with the Oregon Public Meetings Law.

#### **SECTION 8. Board Decisions**

- (a) An affirmative vote of a majority (50% plus 1) of the Board members participating in a meeting is the act of the Board.
- (b) There will be no voting by proxy. However, another member of a county governing body may participate and vote at a Board meeting in the absence of the appointed Board member from that county.

#### **SECTION 9. Minutes**

- (a) Minutes for all meetings will be kept by the Administrator and signed by the chair or vice chair. Minutes will be available for public inspection.

- (b) The signed minutes of all meetings will be stored in a secure, locked, fire proof cabinet. An electronic copy is stored in the NCPHD shared drive.
- (c) District resolutions and rules adopted by the Board will be stored in a secure, locked, fire proof cabinet.
- (d) Original records of Board actions will be archived by the District in a suitable location.

#### **SECTION 10. Ordinance, Resolution and Rules**

- (a) The Board may adopt ordinances, resolutions and rules on various subjects. Such ordinances and resolutions adopted under Section 8 are binding upon and within the District.
- (b) The Board will not adopt any ordinance, resolution or rule that is inconsistent with or less strict than any public health law or rule of the Oregon Health Authority.
- (c) The Board may create an advisory board under the provisions of ORS 31.414.

#### **SECTION 11. Fiscal Year and Budget**

- (a) The fiscal year of the Board begins on the first day of July.
- (b) The Board may review and discuss a preliminary budget for each fiscal year on or before the first day of April of the preceding year or at such time as specified by the Parties. A District annual budget is not binding on all Parties unless it is approved by each Party governing body.
- (c) Annually and before April 1 of each year, the NCPHD Board of Directors shall appoint a Budget Officer who shall prepare and recommend to the Budget Committee an administrative budget, per Oregon Budget Law, for NCPHD for the ensuing year which will be adopted by resolution at the June Board meeting. The Budget Committee members shall consist of one (1) Board Member from each Party governing body, who is an elected official of that County's legislative body, and one (1) lay person appointed by the legislative body of each participating County. Pursuant to ORS 294.414, appointive members of the Budget Committee may not be officers, agents, or employees of the municipal and county corporation. The term of the Budget Committee members shall be for one (1) year.
- (d) Prior to April 1 of each year, the Budget Committee shall determine the financial contributions from NCPHD Party governing bodies that will be necessary for the ensuing year. If it is determined that contributions from Party governing bodies will be necessary to operate programs for the ensuing year, the Board of Directors will set the assessment amount and immediately inform the Party governing bodies of their share.
- (e) Following formal notifications and approval of assessment, Party governing bodies shall be billed either on a monthly or quarterly basis by NCPHD Finance.

#### **SECTION 12. Health Officer**

- (a) If the Administrator is not a physician licensed by the Oregon Board of Medical Examiners, the Administrator will employ or contract for services of a health officer who is a licensed physician to perform medical responsibilities that must be provided by a physician.
- (b) The physician health officer is responsible to the Administrator for the medical and paramedical aspects of District programs



**SECTION 13. By-Law Amendment**

Amendments to these by-laws may be made at any meeting of NCPHD provided the following procedure has been followed:

- (a) The prepared amendments together with the section to be amended and the reasons for the amendment shall be presented to the Board Chairman in sufficient time to provide each Board member with a copy no less than 15 days prior to the meeting at which the amendments are to be adopted.
- (b) The finance manager provides a statement as to fiscal impact of proposed amendments.
- (c) A vote to amend these by-laws shall require approval by a majority of the Board members provided that a majority of the participating county governments cast an affirmative vote.

**SECTION 14. Parliamentary Procedure**

The Board will use Roberts Rules of Order, latest edition, to guide its meetings.

**APPROVED AND SIGNED** by the appropriate officer authorized to execute these By Laws on behalf of the governing body of each Party.

**WASCO COUNTY COMMISSION**

Date: \_\_\_\_\_

Approved as to Form:

\_\_\_\_\_  
 Commissioner ~~Phil Brady~~ ~~Kathy Schwartz~~, Wasco County  
 Board of Health ~~Vice~~-Chair

**SHERMAN COUNTY COURT**

Date:

Approved as to Form:

\_\_\_\_\_  
 Commissioner Joan Bird, Sherman County  
 Board of Health ~~Vice~~-Chair



**NCPHD Recap Report  
7/1/23 to 8/31/23**

<b>Account Number</b>		<b>Budgeted</b>	<b>YTD REV</b>	<b>YTD EXP</b>	<b>Balance</b>	<b>Pct</b>	
201 PUBLIC HEALTH FUND							
201.00.1201 NON-DEPARTMENTAL (Interest and SAIF Dividend)	<b>REV</b>	22,000	<b>15,047.60</b>	0.00	15,047.60	68.40	
201.23.7141 PUBLIC HEALTH <i>General Fund; Septic; Vital Records</i>	<b>REV</b>	730,367.00	<b>138,880.35</b>			19.02	Co. GF to local match & program support
	<b>EXP</b>	757,607.00		<b>135,335.10</b>	3,545.25	17.86	
201.23.7142 WIC <i>Nutrition for Women &amp; Children</i>	<b>REV</b>	174,388.00	<b>30,082.66</b>			17.25	
	<b>EXP</b>	230,878.00		<b>38,218.03</b>	-8,135.37	16.55	
201.23.7143 IMM. & NURSING SERVICES <i>Child &amp; Adolescent Health</i>	<b>REV</b>	47,200.00	<b>3,010.86</b>			6.38	
	<b>EXP</b>	57,240.00		<b>8,651.40</b>	-5,640.54	15.11	
201.23.7144 REPROD HEALTH <i>Exams &amp; Ed. for Reproductive Health</i>	<b>REV</b>	152,100.00	<b>16,175.25</b>			10.63	
	<b>EXP</b>	227,727.00		<b>30,255.36</b>	-14,080.11	13.29	
201.23.7145 STATE SUPPORT <i>Exams, treat. &amp; invest. for Com. Disease</i>	<b>REV</b>	42,000.00	<b>6,083.85</b>			14.49	COVID OHA funding
	<b>EXP</b>	730,719.00		<b>97,062.56</b>	-90,978.71	13.28	
201.23.7146 ENVIRON. HEALTH <i>Facility inspections &amp; Education</i>	<b>REV</b>	135,400.00	<b>5,236.31</b>			3.87	
	<b>EXP</b>	132,137.00		<b>18,304.20</b>	-13,067.89	13.85	
201.23.7147 STD SERVICES <i>STD Client Services</i>	<b>REV</b>	80,000.00	<b>0.00</b>			0.00	
	<b>EXP</b>	89,825.00		<b>3,349.26</b>	-3,349.26	3.73	
201.23.7148 PERINATAL HEALTH <i>Home visiting program</i>	<b>REV</b>	77,745.00	<b>20,900.24</b>			26.88	Supports other prog.
	<b>EXP</b>	170,001.00		<b>27,243.51</b>	-6,343.27	16.03	
201.23.7149 PH EMERGENCY PREPAREDNESS <i>Emergency preparedness</i>	<b>REV</b>	150,000.00	<b>32,790.50</b>			21.86	
	<b>EXP</b>	108,466.00		<b>17,476.24</b>	15,314.26	16.11	C/O COVID OHA
201.23.7151 PH MODERNIZATION <i>Public Health Modernization</i>	<b>REV</b>	675,883.00	<b>84,942.04</b>			12.57	
	<b>EXP</b>	624,204.00		<b>80,433.93</b>	4,508.11	12.89	
201.23.7152 HEALTH PROMOTION <i>Grants promoting health</i>	<b>REV</b>	100,000.00	<b>27,259.26</b>			27.26	CCO Grants: QIM, Overdose Prevention
	<b>EXP</b>	123,379.00		<b>1,353.81</b>	25,905.45	1.10	
201.23.7153 PH PRACTICE - IMM SERVICES <i>Vaccine inventory; monitoring vaccinations</i>	<b>REV</b>	20,000.00	<b>1,517.82</b>			7.59	
	<b>EXP</b>	28,078.00		<b>435.04</b>	1,082.78	1.55	COVID Flu
201.23.7154 CACOON & SYSTEMS OF CARE <i>Home visiting program</i>	<b>REV</b>	55,000.00	<b>7,826.12</b>			14.23	
	<b>EXP</b>	61,511.00		<b>7,950.79</b>	-124.67	12.93	
201.23.7155 TOBACCO PREV & ED <i>Prevention of tobacco use</i>	<b>REV</b>	175,085.00	<b>29,166.66</b>			16.66	
	<b>EXP</b>	101,511.00		<b>15,280.03</b>	13,886.63	15.05	
201.23.7156 WATER <i>Monitoring of public water systems</i>	<b>REV</b>	68,150.00	<b>7,587.00</b>			11.13	
	<b>EXP</b>	81,455.00		<b>10,919.26</b>	-3,332.26	13.41	
201.23.7158 BABIES FIRST <i>Home visiting program</i>	<b>REV</b>	105,825.00	<b>29,840.12</b>			28.20	
	<b>EXP</b>	272,123.00		<b>45,981.99</b>	-16,141.87	16.90	incl local match for TCM
201.23.7159 OREGON MOTHERS CARE <i>OHP application assistance</i>	<b>REV</b>	5,100.00	<b>0.00</b>			0.00	
	<b>EXP</b>	15,467.00		<b>2,519.04</b>	-2,519.04	16.29	Supported by Med. Match
201.23.7500 PASS THROUGH <i>DEQ fees</i>	<b>REV</b>	12,100.00	<b>2,300.00</b>			19.01	
	<b>EXP</b>	12,100.00		<b>1,900.00</b>	400.00	15.70	
201.23.7999 NON-DEPARTMENTAL (Conting. Unapprop. & Reserves)	<b>REV</b>	0.00	0.00			0.00	
	<b>EXP</b>	266,752.00		<b>0.00</b>		0.00	
<b>PUBLIC HEALTH FUND</b>	<b>REV</b>	2,828,343.00	458,646.64			16.22	
	<b>EXP</b>	4,091,180.00		539,320.29	-80,673.65	13.18	



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

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**North Central Public Health District**

*"Caring For Our Communities"*

**NCPHD Contracts Summary for Board of Health Meeting of September 12, 2023**

**Submitted By: Shellie Campbell, Director**

1. **OHA 169526-15:** Fifteenth Amendment to Oregon Health Authority 2021-2023 intergovernmental agreement for the financing of Public Health services
  - a. *Fiscal Impact: Ongoing funding*
  
2. **OHA 180026-1:** First Amendment to the Oregon Health Authority 2023-2025 intergovernmental agreement for the financing of Public Health services
  - a. *Fiscal Impact: Ongoing funding*



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**NCPHD Directors Report for Board of Health Meeting of September 12, 2023**

**Presented by: Shellie Campbell, Director**

Every year as autumn approaches, my mind seems to wander to favorite songs about fall. One of mine is September by Earth, Wind, and Fire. What song is playing in your head now? Along with great fall songs comes a sense of recovery. Summer is hot, filled with fun, water, sunshine, and memories. Fall brings a reassurance of patterns, school is back in session and holiday planning starts. Here at NCPHD, we catch our breath and are busy planning for the next year and evaluating our successes and challenges.

This director's report is different; supervisors share a recap of what is happening in their department(s) to give you a more in-depth overview of the work at NCPHD. Enjoy!

**Administrative – Front Office - Gloria Perry, Supervisor**

The front office administrative staff, which currently consists of 2 staff members (Cynthia Rojas and Chelsea Downey) were busy in August, they processed 40 death certificate requests totaling 144 printed certified death certificates and 7 birth certificate requests totaling 8 printed certified birth certificates. They also checked in 122 WIC clients and 83 clinic clients along with the daily work of answering the phones, welcoming clients, and supporting program staff in a number of meetings and projects. They also participated at the Moro and Maupin WIC clinics supporting the team processing eleven check-ins at Moro and four check-ins at Maupin. In addition, they worked on the Employee Handbook which was presented to the board for review and approval. This was a several-month project working to update with new policies and procedures. It will now go to all NCPHD staff.

**Community Outreach Programs – Tanya Wray, Supervisor**

**Communications**

We are in the process of hiring a Communications Coordinator, whose primary tasks will include keeping our website and social media current and relevant, acting as the NCPHD PIO, and working with other staff on NCPHD's presence at community events like the recent Wasco and Sherman Co. Fairs.

Community Outreach Programs Secretary, Gloria A., took the lead in creating, setting up, and tearing down an NCPHD information booth at the Wasco and Sherman County Fairs. Our "Meet the Staff" information board featured all of our dedicated staff members and information about their programs. We even won a ribbon at the Wasco County Fair for our booth!

### **Public Health Emergency Preparedness (PHEP)**

Our relatively new PHEP Coordinator, Matt, is working hard to meet and work with community response partners, by attending and coordinating many meetings; such as the Wasco Co. Crisis Response meeting and a COAD meeting chaired by Wasco Co. EM. He also met the Sherman Co. EM, and he is reconvening a Long Term Care Facility (LTCF) group, with invites to all LTCFs in our region. Matt is also working on ways to engage and retain the MRC volunteers gained during COVID, and we are exploring ways to expand our MRC's reach within Region 6. September is National Preparedness Month! Matt and Gloria A will kick off a monthly do1thing project at this month's staff meeting to encourage all staff to do one thing each month to be better prepared for emergencies. Matt has also taught Stop the Bleed training to about 2/3 of our staff, as of the beginning of September. He is also working on updating our Emergency Preparedness Plans and in the beginning stages of planning a foodborne outbreak exercise!

### **Tobacco Prevention and Education Program (TPEP)**

Our TPEP Coordinator, Neita, is working with the City of The Dalles to finalize the signage for Lewis and Clark Park's new Tobacco and Vape Free Ordinance! She has also been presenting at local service clubs; including Rotary, Lions, and Kiwanis about our available cessation services and she is beginning to visit local dentists as another way to reach citizens that would like to quit. A survey is being developed that will be used to gather baseline information about whether dental offices are asking patients if they smoke, and if they do, do they advise on quit options. Neita will also provide them with information about our free cessation counseling and nicotine replacement products. She also put together Quit Kits that include cessation information and distributed them at the Wasco and Sherman Co. Fairs, and is working on additional outreach.

### **WIC – Maricela Elias, Supervisor**

WIC hit the road twice this month and traveled to Moro and Maupin to deliver WIC services at our satellite locations. It's nice to get out of the office and get some wind in our hair on beautiful warm sunny days!

The month of August marks one year since we converted back to in-person visits. It's been so rewarding to welcome both returning and new families into our offices again. As of August 10th, we have moved out of the previous waivers and into The American Rescue Plan Act or ARPA. These new ARPA waivers support local agencies as we build and improve upon remote services in order to provide the best possible customer experience. We've included a phone appointment option as a way to reduce the frequency and inconvenience of families coming into the clinic.

WIC staff is learning a new web-based program named TELETASK, which will improve engagement and retention with our participants. It has many functionalities like texting, the ability for participants to securely upload documents as well as electronic signatures!

Lastly, we are close to finishing the issuance of our allotted Farm Direct Checks this summer. North Central WIC received a total of 512 booklets and has about 60 left. We coordinated with our local Farmers' Market and stands as well as our own NCPHD parking lot, to deliver these checks to our

families. The option to mail them is also available as requested. WIC families have been enjoying getting to eat more nutritious fruits and vegetables as well as supporting our local farmers and communities.

### **Environmental Health – Paula Grendel, FPL Supervisor, Eric Grendel, Wastewater Supervisor**

Below is some of the work EH has been involved in that makes a direct impact in the lives of people, the community, and the environment!

Childhood lead poisoning is an environmental disease whose treatment and prevention require the collaboration of the affected family with private and public health professionals. It is a multi-faceted, complex condition, which affects not only the child's health and well-being, but may also impact the family's housing security, economic status, job security, and stress level. In June, we received a report that a child in our community had an elevated blood lead level that was more than 7 times above the minimum acceptable range – the highest in the State at the time. Our Environmental Health and Communicable Disease staff worked closely with the family and provided a comprehensive management approach that allowed us to identify and remediate the source of exposure, provide instruction in proper hygienic measures to reduce risks, provide education on optimizing the child's diet and nutritional status, and close follow-up and case management. Since then, the child's blood lead levels have reduced by half and continue to show major improvements.

The Drinking Water Program worked with the US Forest Service at the Bear Springs Campground to eliminate the harmful bacteria E. Coli from their water system. A Boil Water Advisory was implemented to the water system, along with education for flushing, disinfection, and sampling to ensure that the water could be served to the public.

The Mobile Food Unit industry is booming in Oregon and this includes Wasco and Sherman County. This quarter we worked closely with Sherman County to ensure current and future mobile food operations in the Biggs Junction District are conducted in a safe manner to help ensure the continued operation of the business while reducing potential hazards of commercial wastewater from entering into the public sewer system and surface waters.

The Environmental Health Onsite Program coordinated with the Wasco County Code Compliance Department to help a local residence decommission an illegal cesspool. A cesspool is a shallow underground system for disposing of sanitary waste. They are no longer allowed to serve single-family dwellings in the State of Oregon, as they can pose a significant public health risk and contaminate the underlying groundwater.

### **Fiscal Department – Brita Meyer, Supervisor**

One of the projects the fiscal team has been working on is going paperless in as many places as possible. We made a trial switch to paperless Accounts Payable in July, and have been working on getting invoices, purchase requests, and VISA statements scanned in as they get submitted. While we're still doing paper as a backup right now, our goal is to move away from the file cabinets and banker boxes full of receipts and have a centralized location on our shared drive that stores all the needed information for our reporting processes.

## **Clinical Program – Martha McInnes, Supervisor**

### **Home Visiting**

In July (which are the most updated numbers), the Home Visiting team completed 35 home visits to clients in our Babies First and CaCoon programs and fielded 22 referrals for new services. In August, we received 15 referrals for new families that need support. We also continue to receive referrals for our Shared Plan of Care (SPoC) program, which provides care coordination for children with special health concerns, run by our very experienced home visiting nurse Lori Treichel.

One of our home-visiting nurses left us, and we will be posting for a new full-time home visiting nurse position. We are also preparing for maternity leave for another home-visiting nurse Jan-Mar of 2024.

### **Clinic**

The Clinic staff saw 88 patients in August, providing family planning, STI services, immunizations, and tuberculosis screening. We lost our medical assistant in the beginning of July and our clinic nurse and program supervisor have stepped in to assist our nurse practitioner to continue seeing patients. We currently have a medical assistant position open and are interviewing candidates.

We have begun offering rapid HIV and Syphilis testing in clinic with a finger stick, and will soon be offering HIV Pre-exposure Prophylaxis (PrEP) in clinic.

We're also preparing for the new COVID-19 vaccine recommendations, so we are able to serve the uninsured population within our community. We continue to work with community partners to assure access for the entire community to the full complement of respiratory virus vaccines.

### **Communicable Disease**

August was a noteworthy month for diarrheal illness across the region, specifically salmonella and Shiga Toxin-producing E. coli (aka STEC.). A child in Wasco County is hospitalized due to kidney damage, which developed as a result of infection with STEC. We have not identified any connections to any other cases of STEC. STEC incidence is high statewide, though not locally. Chronic hepatitis C reports were elevated for August as well. The CD team is new as of May 2023 (including the supervisor and health officers) so they are working on internal processes to increase communication and compliance with public health requirements. Marta Fisher, our regional epidemiologist, has begun working in Hood River part of the time, while Zachary Hale (CD Investigator) holds down the fort at NCPHD doing daily case investigation. The CD team is working on outreach to long-term care facilities (LTCF) for fall respiratory infection prevention, including ensuring that each facility has a plan for Flu/COVID/RSV vaccination.