



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

**North Central Public Health District**

## **North Central Public Health District Full Board of Health Meeting**

**Tuesday, April 14, 2020  
3:00 PM**

**To Be Held Electronically:  
North Central Public Health  
District.**

### **AGENDA -**

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1. **Minutes**
  - a. Approve from 3/10/20 Executive Committee Meeting.
  - b. Set Next Meeting Date (5/12/2020) (Executive Committee Meeting)
2. **Additions to the Agenda**
3. **Public Comment**
4. **Unfinished Business**
  - a. COVID-19 Update
  - b. FY 2020-21 Budget Update
  - c. Plan for hiring Administrator.
5. **New Business**
  - a. Quarterly Fiscal Report
  - b. Staff Updates
  - c. Approval of A/P Check Report
    - March 2020
  - d. Contracts Summary
  - e. Director's Report
    - April 2020

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**

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  
Meeting Minutes March 10<sup>th</sup>, 2020**

**In Attendance:** Commissioner Kathy Schwartz – Wasco County; Commissioner Joan Bird – Sherman County, Commissioner Leslie Wetherell – Gilliam County

**Staff Present:** Teri Thalhofer, RN/BSN – Director NCPHD; Kathi Hall - Fiscal Manager NCPHD; Shellie Campbell – Clinical Program Supervisor NCPHD; Gloria Perry – Office Manager NCPHD; Alyssa Bachman – Fiscal Assistant NCPHD; Nicole Bailey – EH Supervisor NCPHD; Laurie Jupe – Program Secretary NCPHD

**Guests Present:** None

Minutes taken by: Laurie Jupe

Meeting called to order at 3:04 p.m. by Chair Commissioner Leslie Wetherell

**SUMMARY OF ACTIONS TAKEN**

**MOTION by Commissioner Joan Bird, and seconded by Commissioner Kathy Schwartz, to accept the February 11th, 2020 Full Board of Health meeting minutes as presented.**

Vote: 3-0  
Yes: Commissioner Joan Bird, Commissioner Leslie Wetherell, Commissioner Kathy Schwartz  
No: 0  
Abstain: 0  
Motion: Carried

**MOTION by Commissioner Joan Bird, and seconded by Commissioner Leslie Wetherell, to elect Commissioner Kathy Schwartz to the position of Board Chair.**

Vote: 2-0  
Yes: Commissioner Joan Bird, Commissioner Leslie Wetherell  
No: 0  
Abstain: 1  
Motion: Carried

**MOTION by Commissioner Kathy Schwartz, and seconded by Commissioner Leslie Wetherell, to elect Commissioner Joan Bird to the position of Board Vice-Chair.**

Vote: 2-0  
Yes: Commissioner Leslie Wetherell, Commissioner Kathy Schwartz  
No: 0  
Abstain: 1  
Motion: Carried

**MOTION by Commissioner Joan Bird, and seconded by Commissioner Leslie Wetherell, to accept the AD-General Fiscal Policy-03/10/2020 as presented.**

Vote: 3-0  
Yes: Commissioner Joan Bird, Commissioner Leslie Wetherell, Commissioner Kathy Schwartz  
No: 0  
Abstain: 0  
Motion: Carried

**MOTION by Commissioner Leslie Wetherell, and seconded by Commissioner Joan Bird, to adopt the Environmental Health Fees for the new fiscal year as presented.**

Vote: 3-0  
Yes: Commissioner Joan Bird, Commissioner Leslie Wetherell, Commissioner Kathy Schwartz  
No: 0  
Abstain: 0  
Motion: Carried

**MOTION by Commissioner Leslie Wetherell, and seconded by Commissioner Kathy Schwartz, to adopt the AD-Time Off and Awarded or Earned Leave policy change as presented.**

Vote: 2-0  
Yes: Commissioner Leslie Wetherell, Commissioner Kathy Schwartz  
No: 0  
Abstain: 0  
Motion: Carried

**MOTION by Commissioner Leslie Wetherell, and seconded by Commissioner Kathy Schwartz, to accept the A/P Checks Issued reports for February 2020 as presented.**

Vote: 2-0  
Yes: Commissioner Leslie Wetherell, Commissioner Kathy Schwartz  
No: 0  
Abstain: 0  
Motion: Carried

## **WELCOME AND INTRODUCTIONS**

## **MINUTES & NEXT MEETING DATE**

1. Approval of past meeting minutes.
  - 1 A motion was made, and carried, to approve the February 11, 2020 Full Board of Health meeting minutes as presented.
2. Set next meeting date.
  - 1 The next scheduled Board of Health meeting will be on Tuesday, April 14<sup>th</sup>, 2020 at 3:00 p.m. This will be a meeting of the full board. The meeting will be held at North Central Public Health District, 419 East 7<sup>th</sup> Street, The Dalles in the main meeting room.

**ADDITIONS TO THE AGENDA**

- 1. None.

**PUBLIC COMMENT**

- 1. None.

**UNFINISHED BUSINESS**

- 1. Discuss and elect Board Chair and Vice-Chair.
  - 1. A motion was made, and carried, to elect Commissioner Kathy Schwartz as the Board Chair. Commissioner Schwartz abstained from the vote.
  - 2. A motion was made, and carried, to elect Commissioner Joan Bird as the Board Vice-Chair. Commissioner Bird abstained from the vote.
- 2. FY 2020-21 Proposed Budget and Ask/Adds
  - 1. Kathi Hall, Fiscal Manager, reviewed the Budget Calendar, Proposed Budget and the Programs Ask/Adds with the Board.

**a) 2020-2021 NCPHD BUDGET Ask/Adds**

**Background:**

- ◇ The NCPHD 2020-2021 Proposed Budget is a current service level budget with the agreed upon 3% increase from each county.
- ◇ NCPHD Leadership Team and staff have submitted budget requests for items that would be essential to their work.
- ◇ Leadership Team members prioritized the budget requests and the following are the top four that have the biggest impact on the agency as a whole. However, we have included all of the budget requests. Leadership Team addressed staff requests that could be taken care of right away.

**Information for Ask/Adds:**

**Priority**

|   |           |
|---|-----------|
| Salary Survey Reconciliation - 5% salary increase (see attached). For recruitment and retention of quality staff. Currently having a difficult time filling open positions. | \$106,057 |
|---|-----------|

|   |   |
|---|---|
| Including differential for bilingual staff: | <ul style="list-style-type: none"> <li>a. Flat rate of \$150/mo. for staff who use their additional language skills on a regular basis.</li> <li>b. Increase hourly salary by \$1.25/hr. for bilingual staff.</li> <li>c. Flat rate per month with OHA Certification - \$10,500</li> <li>\$175; with OHA Qualification - \$150; with neither - \$125</li> </ul> |
|---|---|

Currently bilingual staff are providing interpretation and translation for NCPHD clients with no extra compensation. HRHD pays \$125/mo. for staff who use their additional language skills on a regular basis

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|           |              |                  |
|-----------|--------------|------------------|
| <b>#1</b> | <b>Total</b> | <b>\$116,557</b> |
|-----------|--------------|------------------|

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|    |   |                       |                  |
|----|---|-----------------------|------------------|
| #2 | <b>Munis Software System (See attached quote)</b> | <b>Total</b>          | <b>\$187,891</b> |
|    |   | <b>Est. 2021 amt.</b> | <b>\$150,000</b> |

The current fiscal software system called Eden is no longer being maintained by the vendor, Tyler Technologies. If NCPHD migrates to the same fiscal system as Wasco County, will be able to keep in line with current informal agreement of Wasco County fiscal in-kind.

|    |                          |  |                 |
|----|--------------------------|--|-----------------|
| #3 | <b>PERS Side Account</b> |  | <b>\$25,000</b> |
|----|--------------------------|--|-----------------|

PERS rates are climbing, the Oregon legislature created a way for participating entities to put additional funds aside for the specific purpose of reducing PERS liability. The Side Account funds are deposited with PERS in trust and can ONLY be used to offset PERS obligations of the entity contributing the funds. The minimum lump sum of \$25K would get NCPHD an extra \$6,250.

|    |  |  |                |
|----|--|--|----------------|
| #4 | <b>Create a vehicle reserve @ \$5000/year for 4 years.</b> |  | <b>\$5,000</b> |
|----|--|--|----------------|

NCPHD has an aging vehicle pool (see attached).

| Committee                  | Request  | Amount        | Comments                          |
|----------------------------|--|---------------|-----------------------------------|
| <b>Area 51<br/>PH Mod.</b> | OREPI 4 Attendees Apr 2021   | 3,000         | Included in Local PH Mod training |
|                            | PHEP Exercise  | 1,000         | PHEP Program Budget               |
|                            | CASPER (Community Assess.)   | 15,000        | \$1000 from Local PE51            |
|                            | EH Misc. Testing Equip   | 5,000         |                                   |
|                            | Other Misc.  | 1,000         |                                   |
|                            | <b>Subtotal</b>  | 25,000        |                                   |
|                            | <b>Adjusted Total</b>  | <b>20,000</b> |                                   |
| <b>Marketing</b>           |  |               |                                   |
|                            | NCPHD Brochure   | 180           | \$1000 from Local PE51            |
|                            | 5000 full color copies   | 625           |                                   |
|                            | Program Specific Brochures   | 500           |                                   |
|                            | Contract with Immense<br>Immagry for new website                         | 10,000        |                                   |
|                            | <b>Subtotal</b>  | 11,305        |                                   |
| <b>Adjusted Total</b>      | <b>10,305</b>  |               |                                   |
| <b>Swellness</b>           | Breakroom Supplies:<br>Coffee, tea, creamer, yoga ball chairs,<br>snacks | 820           |                                   |
|                            | Stand up desks 8 @ 300 (current \$300<br>ea.)                            | 2,400         | \$2000 from Local PE 51           |
|                            | <b>Subtotal</b>  | 3,220         |                                   |
|                            | <b>Adjusted Total</b>  | <b>1,220</b>  |                                   |
| <b>Safety</b>              | <b>Emergency Plan Booklets</b>   | <b>350</b>    | From Covid - 19 Funding           |
| <b>Program</b>             | <b>Request</b>   | <b>Amount</b> | <b>Comments</b>                   |
| <b>WIC</b>                 | <b>Heating/Cooling System</b>  | <b>1,700</b>  | <b>Wasco Maint?</b>               |
|                            | <b>Soft Closing damper system</b>  | <b>280</b>    | <b>Wasco Maint?</b>               |
|                            | <b>Rug cleaning 2x a year</b>  | <b>500</b>    | <b>Wasco Maint?</b>               |
|                            | Class Supplies   | 600           | Already in the budget             |
|                            | Standing desk Pro Plus 30 * 2  | 600           | In Swellness Request              |

|                       |   |              |                                     |
|-----------------------|---|--------------|-------------------------------------|
|                       | Diaper Genie  | 40           | Purchase this year                  |
|                       | Audio system for lobby & WIC area                         | 600          |                                     |
|                       | Digital Clock   | 31           |                                     |
|                       | Educational Materials                                     | 125          |                                     |
|                       | Outreach Materials  | 2,500        |                                     |
|                       | <b>Subtotal</b>   | 6,976        |                                     |
|                       | <b>Adjusted Total</b>                                     | <b>3,256</b> |                                     |
| <b>CD</b>             | CD Lab testing for clients w/o insurance                  | 500          | Discretionary funds on fees earned. |
|                       | Training to stay up to date on emerging issues            | 1,500        | Included in Local PH Mod training   |
|                       | CD Equip & Supplies                                       | 1,000        |                                     |
|                       | <b>Subtotal</b>   | 3,000        |                                     |
|                       | <b>Adjusted Total</b>                                     | <b>1,000</b> |                                     |
| <b>Home Visiting</b>  | Funding for client incentives and emergencies (\$200/mo.) | <b>2400</b>  |                                     |
|                       | ASQ kits  | <b>800</b>   |                                     |
| <b>All Clinicians</b> | Cell phone to text clients                                |              | Transferred the extra cell phone    |
|                       | Up to Date Subscription - Clinical Knowledge \$53/mo.     | 636          |                                     |

2. Questions and feedback were requested.
  3. The Budget Committee will meet on Tuesday, March 17<sup>th</sup>, 2020 in Arlington.  
Other Budget meetings will be held on:
    - a) Gilliam County April 1<sup>st</sup> and 8<sup>th</sup>.
    - b) Sherman County April 22<sup>nd</sup>.
    - c) Wasco County May 12-13<sup>th</sup>.
  4. Once the above meetings are complete the budget document will be revised and completed.
  5. The budget should be finalized and approved at the Full Board of Health meeting on June 9<sup>th</sup>, 2020.
  6. The Board asked Kathi Hall to forward the "Beginning Balance Budget" document to all Board members.
  7. The Board recommended that Kathi Hall connect with Mike Middleton, prior to the Wasco County budget meeting, to discuss options, such as partial payments, for the MUNIS system.
  8. The Board instructed Kathi Hall to present a balanced 3% budget, with supporting documentation, to each county for the budget process.
3. Plan for Hiring Administrator
    1. Teri Thalhofer gave a copy of her retirement notification to each Board member.
    2. Gloria Perry updated the Board on the status of the search for the new Administrator.
      - a) Job posting has been announced in various locations.
      - b) Two, out of State, applications have been received.
      - c) For out of state applicants the interviews will likely be remote/phone interviews.
    3. Process for the Search:
      - a) First review for minimum qualifications will take place on Friday, March 20<sup>th</sup>, 2020.
      - b) Next step will be to schedule interviews.
      - c) First round interview team may include leadership staff, possibly a Board member, and others as yet unidentified.
      - d) Final candidates will then be recommended to the Board.
      - e) Interview scoring has been revamped and updated.
    4. Discussion centered on:
      - a) Who should be included at the interviews?

b) When interviews may take place.

4. Office Space

1. Matthew Klebes has offered to come to the Board to discuss options in regards to the upstairs office space.
2. An invitation will be sent to Matthew Klebes to attend the next Board meeting.

**NEW BUSINESS**

1. COVID-19 Update

1. Teri updated the Board on the current situation with COVID-19.
2. There are no local cases identified as yet in Wasco, Sherman, or Gilliam counties.
3. NCPHD continues to work closely with MCMC and with our community partners in all counties.
4. NCPHD continues the work to ensure Fit Testing and PPE and other supplies will be available for all counties.
5. Requests for supplies have been coming in and NCPHD is the lead on supply allocations.

2. Policies & Procedures

AD-General Fiscal Policy-03/10/2020

1. Kathi Hall, Finance Manager, reviewed the AD-General Fiscal Policy with the Board.
  - a) A motion was made, and carried, to approve the AD-General Fiscal Policy-03/10/2020 as presented.

3. Review and possible adoption of Environmental Health Fees for the upcoming new fiscal year.

1. Nicole Bailey, Environmental Health Specialist, reviewed the Environmental Health Fees for the new fiscal year with the Board.
2. A motion was made, and carried, to approve the Environmental Health Fees for the new fiscal year as presented.

4. Draft NCPHD AD-Time Off and Awarded Earned Leave Policy.

1. Teri reviewed the changes to the AD-Time Off and Awarded Earned Leave Policy with the Board.
2. A motion was made, and carried, to adopt the AD-Time Off and Awarded Earned Leave policy as presented. Commissioner Bird was absent for this vote.

5. Staff Updates

1. None at this time.

6. Approval of A/P Check Report (February 2020)

1. Report presented to the board.
2. A motion was made, and carried, to approve the A/P Check Report for February 2020 as presented. Commissioner Bird was absent for this vote.

7. Review of Contracts

1. Sixth Amendment to OHA Financing Agreement: Awards funding for the Eastern Oregon Modernization Collaborative.
  - a) Fiscal Impact: \$30,000.00 increase from the original award due to unspent funds from previous biennium. Will use to support regional activities.
2. National Association of City and County Health Officials: Funding for the Medical Reserve Corp to train community members in CPR/First Aid.
  - a) Fiscal Impact: \$7,500 used for instructors and supplies.

3. Research Sub-Award Agreement with OHSU: Awards funds for the CaCoon Public Health Nurse Home visiting program which provides case management for children and youth with special health needs.
  - a) Fiscal Impact: \$12,991.

8. Directors Report – by Teri Thalhofer (March 2020)
  1. Report presented to the board and feedback was requested.

Being no further business to be conducted at this time, Commissioner Schwartz adjourned the Executive Committee meeting at 5:15 p.m.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

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



**NCPHD Recap Report**  
7/1/19 to 3/31/20

| Account Number                             |     | Budgeted     | YTD REV      | YTD EXP      | Balance     | Pct    |                                   |
|--|-----|--------------|--------------|--------------|-------------|--------|-----------------------------------|
| 201 PUBLIC HEALTH FUND                     |     |              |              |              |             |        |                                   |
| 201.00.1201 NON-DEPARTMENTAL               | REV | 6,000.00     | 8,583.29     | 0.00         | 8,583.29    | 143.05 |                                   |
| (Interest and SAIF Dividend)               |     |              |              |              |             |        |                                   |
| 201.23.7141 PUBLIC HEALTH                  | REV | 835,653.00   | 594,084.39   |              |             | 71.09  |                                   |
| General Fund; Septic; Vital Records        | EXP | 709,230.00   |              | 460,899.12   | 133,185.27  | 64.99  | Ma. of GF to local match          |
| 201.23.7142 WIC                            | REV | 163,357.00   | 124,902.61   |              |             | 76.46  | Supported with                    |
| Nutrition for Women & Children             | EXP | 209,025.00   |              | 148,443.65   | -23,541.04  | 71.02  | GF CHW funding                    |
| 201.23.7143 IMM. & NURSING SERVICE         | REV | 32,008.00    | 26,725.14    |              |             | 83.50  |                                   |
| Child & Adolescent Health                  | EXP | 50,042.00    |              | 24,153.84    | 2,571.30    | 48.27  |                                   |
| 201.23.7144 REPROD HEALTH                  | REV | 258,036.00   | 209,161.99   |              |             | 81.06  | New RH NORCOR Grant               |
| Exams & Ed. for Reproductive Health        | EXP | 360,408.00   |              | 284,788.04   | -75,626.05  | 79.02  | Supplies will be reimb            |
| 201.23.7145 STATE SUPPORT                  | REV | 45,517.00    | 154,456.85   |              |             | 339.34 |                                   |
| Exams, treat. & invest. for Com. Disease   | EXP | 38,764.00    |              | 32,589.94    | 121,866.91  | 84.07  | Covid OHA funding                 |
| 201.23.7146 ENVIRON. HEALTH                | REV | 122,000.00   | 107,873.25   |              |             | 88.42  |                                   |
| Facility inspections & Education           | EXP | 128,951.00   |              | 92,158.49    | 15,714.76   | 71.47  |                                   |
| 201.23.7148 PERINATAL HEALTH               | REV | 166,250.00   | 123,351.65   |              |             | 74.20  |                                   |
| Home visiting program                      | EXP | 170,201.00   |              | 105,595.28   | 17,756.37   | 62.04  | Supports other prog.              |
| 201.23.7149 PH EMERGENCY PREPAR            | REV | 158,553.00   | 116,914.51   |              |             | 73.74  |                                   |
| Emergency preparedness                     | EXP | 162,998.00   |              | 124,413.09   | -7,498.58   | 76.33  | MRC grant rcvd FY 19              |
| 201.23.7151 PH MODERNIZATION               | REV | 350,000.00   | 259,445.58   |              |             | 74.13  |                                   |
| Public Health Modernization                | EXP | 350,000.00   |              | 242,684.54   | 16,761.04   | 69.34  |                                   |
| 201.23.7152 HEALTH PROMOTION               | REV | 159,754.00   | 125,365.10   |              |             | 78.47  | CCO Grants: QIM,                  |
| Grants promoting health                    | EXP | 179,749.00   |              | 118,936.52   | 6,428.58    | 66.17  | Mejour Juntos; LCAC               |
| 201.23.7153 PH PRACTICE - IMM SERV         | REV | 18,284.00    | 13,759.49    |              |             | 75.25  |                                   |
| Vaccine inventory; monitoring vaccinations | EXP | 19,932.00    |              | 13,660.71    | 98.78       | 68.54  |                                   |
| 201.23.7154 CACOON & SYSTEMS OF            | REV | 60,958.00    | 43,205.96    |              |             | 70.88  |                                   |
| Home visiting program                      | EXP | 47,816.00    |              | 32,958.51    | 10,247.45   | 68.93  | local match                       |
| 201.23.7155 TOBACCO PREV & ED              | REV | 185,460.00   | 145,902.94   |              |             | 78.67  |                                   |
| Prevention of tobacco use                  | EXP | 208,374.00   |              | 118,955.21   | 26,947.73   | 57.09  | CGHC Tob. Cess.                   |
| 201.23.7156 WATER                          | REV | 42,184.00    | 31,625.22    |              |             | 74.97  |                                   |
| Monitoring of public water systems         | EXP | 54,837.00    |              | 33,967.80    | -2,342.58   | 61.94  |                                   |
| 201.23.7158 BABIES FIRST                   | REV | 215,346.00   | 114,943.70   |              |             | 53.38  | local match \$51k                 |
| Home visiting program                      | EXP | 301,526.00   |              | 217,168.05   | -102,224.35 | 72.02  | supported by Med. Match           |
| 201.23.7159 OREGON MOTHERS CARE            | REV | 5,593.00     | 3,557.00     |              |             | 63.60  |                                   |
| OHP application assistance                 | EXP | 17,476.00    |              | 12,601.77    | -9,044.77   | 72.11  | supported by Med. Match           |
| 201.23.7500 PASS THROUGH                   | REV | 15,000.00    | 6,500.00     |              |             | 43.33  |                                   |
| DEQ fees                                   | EXP | 15,000.00    |              | 5,500.00     | 1,000.00    | 36.67  |                                   |
| 201.23.7999 NON-DEPARTMENTAL               | REV | 0.00         | 0.00         |              |             | 0.00   |                                   |
| (Conting. Unapprop. & Reserves)            | EXP | 237,624.00   |              | 0.00         |             | 0.00   |                                   |
| PUBLIC HEALTH FUND                         |     | 2,833,953.00 | 2,210,358.67 |              |             | 78.00  |                                   |
|  |     | 3,261,953.00 |              | 2,069,474.56 |             | 63.44  |                                   |
| BEGINNING BALANCE (Audited)                |     | 419,963.00   |              |              |             |        |                                   |
| ENDING BALANCE YTD                         |     | 560,847      |              |              | 140,884.11  |        | Diff. btw total rev. & total exp. |

Ending Balance breakdown:

Additional Funding for COVID - 19

OHA 117,594.00

|                                     |                   |
|-------------------------------------|-------------------|
| Grant C/O (Mejour Juntos, Tob Cess) | 86,739.00         |
| Contingency                         | 37,624.00         |
| Unappropriated                      | 175,000.00        |
| Reserve for Accred. Exp.            | 5,000.00          |
|                                     | <u>304,363.00</u> |

**NCPHD**  
**Accounts Payable Checks**  
**Issued March 2020**

| Check Date  | Check Number | Vendor Name                                   | Amount      |
|-------------|--------------|---|-------------|
| Held in Que | 676          | IRS   | \$13,632.28 |
| Held in Que | 677          | ASIFLEX                                       | \$190.00    |
| Held in Que | 678          | P E R S                                       | \$14,541.65 |
| Held in Que | 679          | OREGON STATE, DEPT OF REVENUE                 | \$3,597.76  |
| 3/10/2020   | 680          | IRS   | \$13,638.12 |
| 3/10/2020   | 681          | ASIFLEX                                       | \$190.00    |
| 3/10/2020   | 682          | P E R S                                       | \$14,573.39 |
| 3/10/2020   | 683          | OREGON STATE, DEPT OF REVENUE                 | \$3,594.66  |
| 3/25/2020   | 684          | IRS   | \$14,875.69 |
| 3/25/2020   | 685          | ASIFLEX                                       | \$190.00    |
| Held in Que | 686          | OREGON STATE, DEPT OF REVENUE                 | \$3,916.04  |
| 3/25/2020   | 687          | OREGON STATE, DEPT OF REVENUE                 | \$3,916.04  |
| 3/5/2020    | 13468        | ASD SPECIALITY HEALTHCARE LLC, ASD HEALTHCARE | \$448.40    |
| 3/5/2020    | 13469        | BANKMAN, JUDY                                 | \$270.00    |
| 3/5/2020    | 13470        | CIS TRUST                                     | \$37,127.35 |
| 3/5/2020    | 13471        | DIXON-SHANE LLC, R&S NORTHEAST LLC            | \$400.00    |
| 3/5/2020    | 13472        | NATIONAL WIC ASSOCIATION                      | \$385.00    |
| 3/5/2020    | 13473        | NELSON TIRE FACTORY DBA, GILL'S POINT S       | \$160.00    |
| 3/5/2020    | 13474        | OR STATE PUBLIC, HEALTH LABORATORY            | \$331.00    |
| 3/5/2020    | 13475        | OREGON STATE, DEPT HUMAN SERVICES-OFS         | \$200.00    |
| 3/5/2020    | 13476        | PADILLA JUAREZ, ANGELICA                      | \$94.30     |
| 3/5/2020    | 13477        | REDE GROUP, HEALTH POLICY SOLUTIONS           | \$495.00    |
| 3/5/2020    | 13478        | SATCOM GLOBAL INC.                            | \$59.57     |
| 3/5/2020    | 13479        | STAEHNKE, DAVID                               | \$65.70     |
| 3/5/2020    | 13480        | UPS   | \$124.00    |
| 3/5/2020    | 13481        | US BANK                                       | \$4,118.17  |
| 3/5/2020    | 13482        | US SCALE INC DBA, MERIDIAN SCALE              | \$310.00    |
| 3/5/2020    | 13483        | WASCO COUNTY                                  | \$107.87    |
| 3/6/2020    | 13484        | CA STATE DISPURSEMENT UNIT                    | \$231.50    |
| 3/6/2020    | 13485        | NATIONWIDE RETIREMENT SOLUTION                | \$1,265.00  |
| 3/11/2020   | 13486        | AMERICAN FAMILY LIFE ASSURANCE                | \$370.80    |
| 3/11/2020   | 13487        | CA STATE DISPURSEMENT UNIT                    | \$231.50    |
| 3/11/2020   | 13488        | NATIONWIDE RETIREMENT SOLUTION                | \$1,265.00  |
| 3/12/2020   | 13489        | AHLERS & ASSOCIATES                           | \$860.00    |
| 3/12/2020   | 13490        | FRANKLIN, SARAH                               | \$3,750.00  |
| 3/12/2020   | 13491        | H2OREGON BOTTLED WATER INC.                   | \$82.50     |
| 3/12/2020   | 13492        | LAMENDOLA-GILLIAM, CALLIE                     | \$162.15    |
| 3/12/2020   | 13493        | MID-COLUMBIA MEDICAL CENTER                   | \$575.00    |
| 3/12/2020   | 13494        | OFFICE DEPOT                                  | \$376.03    |
| 3/12/2020   | 13495        | OREGON STATE, DEPT OF ENVIRONMENTAL QUA       | \$800.00    |
| 3/12/2020   | 13496        | OREGON STATE, DEPT OF HUMAN SERVICES          | \$10,000.00 |
| 3/12/2020   | 13497        | PEEWEE'S AUTO DETAIL                          | \$30.00     |

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|               |       |   |                     |
|---------------|-------|---|---------------------|
| 3/12/2020     | 13498 | QWIK CHANGE LUBE CENTER INC.                          | \$46.50             |
| 3/12/2020     | 13499 | RICOH USA INC.  | \$145.35            |
| 3/12/2020     | 13500 | SAIF CORPORATION                                      | \$901.39            |
| 3/12/2020     | 13501 | SCHAEFER, URSULA                                      | \$58.44             |
| 3/12/2020     | 13502 | STERICYCLE INC.                                       | \$599.59            |
| 3/12/2020     | 13503 | U.S. CELLULAR   | \$760.00            |
| 3/12/2020     | 13504 | WASCO COUNTY  | \$311.85            |
| 3/19/2020     | 13505 | AMP YOUR GOOD, INC.                                   | \$2,599.25          |
| 3/19/2020     | 13506 | BEERY ELSNER & HAMMOND LLP                            | \$164.50            |
| 3/19/2020     | 13507 | OFFICE DEPOT  | \$362.01            |
| 3/19/2020     | 13508 | OPTIMIST PRINTERS                                     | \$104.00            |
| 3/19/2020     | 13509 | THE DALLES CHRONICLE                                  | \$150.00            |
| 3/19/2020     | 13510 | THE POOL & SPA HOUSE INC.                             | \$69.00             |
| 3/25/2020     | 13511 | CURASCRIP SPECIALTY, DISTRIBUTION                     | \$2,642.58          |
| 3/25/2020     | 13512 | CYTOCHECK LABORATORY LLC                              | \$407.50            |
| 3/25/2020     | 13513 | LAMENDOLA-GILLIAM, CALLIE                             | \$162.15            |
| 3/25/2020     | 13514 | OFFICE DEPOT  | \$357.97            |
| 3/25/2020     | 13515 | OREGON STATE, DEPT HUMAN SERVICES-<br>OFS             | \$200.00            |
| 3/25/2020     | 13516 | THE DALLES TOASTMASTERS,<br>TOASTMASTERS INTERNATIONA | \$99.30             |
| 3/27/2020     | 13517 | CA STATE DISPURSEMENT UNIT                            | \$231.50            |
| 3/27/2020     | 13518 | NATIONWIDE RETIREMENT SOLUTION                        | \$1,265.00          |
| 3/27/2020     | 13519 | AMERICAN FAMILY LIFE ASSURANCE                        | \$370.80            |
| <b>TOTAL:</b> |       |   | <b>\$163,560.15</b> |

PAYROLL A/P

NCPHD Board of Health authorizes check numbers 13468 - 13519 and payroll EFT numbers 676 - 687 totalling \$163,560.15

Signature \_\_\_\_\_

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

Commissioner Kathy Schwartz  
Chair, NCPHD Board of Health

## CONTRACTS UPDATE FOR BOARD OF HEALTH APRIL 2020

- ODS/MODA/EOCCO—Updates our requirements to reflect CCO2.0 requirements for the CCO. This is for our work as a direct service provider
- THEO Agreement---Agreement defining use and participation in THEO, the new OHA Maternal-Child Home Visiting Data System
- OHA Seventh Amendment---Reflects additional dollars negotiated for TPEP program work, reflects agreed changes to EOMC regional project. County contributions being split across the biennium rather than full contribution being deducted in the first year of the biennium
- Lane County—Lane County manages the on-line Food Handlers course for all LPHA's. This is an update to that agreement
- Lane County—Lane County managers the Environmental Health inspection software, Healthspace, for all LPHA's. This is an update to that agreement.

## Directors Report for April 2020 Board of Health and NCPHD Staff

Greeting all—

This last month has been a whirlwind of activity as all of our processes are challenged to not only respond to the COVID-19 Pandemic, but also deliver the essential services that have been outlined in our Continuity of Operations Plan.

NCPHD implemented an Incident Command Structure late February as the Pandemic was recognized in the United States. The three Counties declared states of emergency and our ICS subsequently transitioned to a Unified Command Structure with Wasco County, NCPHD and Mid-Columbia Fire and Rescue. Dr. McDonell is the Commander representing NCPHD. I am the Health and Human Services Operations Section Chief. Shellie Campbell is the Liaison. Nicole Bailey is the Branch Director for Resources. Jeremy Hawkins is the Branch Director for Public Health Response. Becky Swora is the Branch Director for Outpatient Response. Tanya Wray is the Deputy Planning Chief. Neita Cecil is the Public Information Officer representing NCPHD in the Joint Information Center. Kristen Slatt is supporting the Commander and supporting social messaging. Judy Bankman, who through a personal services contract supports our Accreditation efforts, is the Documentation Unit lead. Callie Lamendola-Gilliam is assisting LPHA's throughout the EOMC region on Communicable Disease work not related to the outbreak to provide capacity. She is also the lead contact for Long-Term Care Facilities in our region. Nora Zimmerman is also providing capacity to our regional EOMC partners, as well as connecting with our Tribal partners to offer capacity. She is also collecting information about how we are responding and what our gaps are as we look to additional support to modernize Oregon's public health system. Maria Pena is providing translation to the JIC, and we are assuring that all information is shared in Spanish as well as English. Eric Grendel and Paula Grendel eagerly took on work resolving negative test results in our data system. Janelle Sandoz has reached out to community partners to obtain discharge messaging so we can support our community partners and answer questions from the community. I am also in contact with the Emergency Managers in Sherman and Gilliam Counties frequently and participate in weekly community calls. WHEW!!!

All of these things are about the response to COVID-19. In addition to this work, we are maintaining those services that are essential to our community. Grace Anderson, Janelle Sandoz, Yary Ruiz and Becky Swora are keeping the Reproductive Health Clinic up and running. While annual exams are delayed, telephone visits are happening, methods are being refilled, and procedures continue as needed. This clinic staff also assures that community members can be treated for STI's and receive immunizations. Our WIC staff has transitioned to solely providing visits telephonically. At this point, families enjoy this option. No show rates are down, program participation is up statewide. Our nurse home visitors and community health workers are also providing visits almost exclusively through telephone visits. They report that engaging new families has been difficult, but established families are enjoying the contact. School nursing isn't needed in the traditional way with schools closed for the

remainder of the year, but this week, Janelle Sandoz is reaching out to schools to see if we can support the needs of student with special health needs through telephone or home visits using appropriate social distancing and PPE. Our Environmental Health staff has answered SO MANY questions from restaurants, hotels and other licensed facilities. They have reached out and provided proactive education. The administrative and finance staff has been amazing. Our front office staff has been on the front lines of people coming into the office and has performed with grace and professionalism. Vital Records continue to be processed for families without delay. Our financial team has been nimble and resourceful, tracking our COVID-19 response time to make sure we have appropriate documentation for FEMA reimbursement.

And a great big call out to TANYA WRAY!!! Tanya is our PHEP, Public Health Emergency Preparedness Coordinator. Her role in the response has been to support the Wasco County Emergency Manager as a Planning Section Deputy, BUT.....without Tanya's strong work these past many years we would not have been capable of responding to this pandemic with such strength. The relationships she has forged with community partners have paid off tremendously as our communities pull together to flatten the curve.

Respectfully Submitted,

Teri Thalhofer, RN, BSN