

North Central Public Health District

North Central Public Health District Full Board of Health Meeting

Date: Tuesday, January 11th, 2022

<u>Time:</u> 4:00 p.m. to 6:00 p.m. To Be Held Electronically:

To Join Zoom Meeting please use link below:

https://wascocounty-org.zoom.us/j/87925563279

Meeting ID: 879 2556 3279

AGENDA

1. Call to Order

- Introductions
- Establish a Quorum
- Requests to add items to the Agenda
- Requests for Public Comments

2. Action Items

- 12/14/2021 Board of Health Meeting Minutes
- A/P Check Reports December, 2021
- NCPHD Premium Pay Proposal

3. Non-Action Items

- COVID-19 Update: Dr. McDonell
- Fiscal and COVID Funding Update: Brita Meyer
- NCPHD 2021 Year in Review: Leadership Team
- Gilliam County IGA work plan: Shellie Campbell
- Contracts Summary

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



NORTH CENTRAL PUBLIC HEALTH DISTRICT

419 East Seventh Street The Dalles, OR 97058-2676 541-506-2600 www.ncphd.org

North Central Public Health District Board of Health Meeting Minutes December 14th, 2021

Board Members In Attendance: Commissioner Joan Bird – Sherman County; Roger Whitley – Sherman County; Shawn Payne – Sherman County; Commissioner Pat Shannon – Gilliam County; Dani Sperry – Gilliam County; Commissioner Kathy Schwartz – Wasco County, Bill Lennox – Wasco County, Julie Whetzel – Wasco County

Board Members Absent: David Anderson – Gilliam County

Staff Present: Shellie Campbell – Interim Director NCPHD; Dr. Miriam McDonell – Medical Officer NCPHD; Gloria Perry – Office Manager NCPHD; Martha McInnes – Clinical Program Supervisor NCPHD; Nicole Bailey – EH Supervisor NCPHD; Brita Meyer – Fiscal Manager NCPHD; Kristen Slatt – Health Promotion Supervisor NCPHD; Tanya Wray – PHEP Coordinator NCPHD; Neita Cecil – TPEP Coordinator NCPHD; Eric Grendel – EH Specialist NCPHD; Paula Grendel - EH Specialist NCPHD; Sirisha Botta – CD Investigator NCPHD; Janelle Sandoz – Public Health Nurse NCPHD; Alex Ziontz – AmeriCorps Vista NCPHD; Lori Treichel – Home Visiting Nurse NCPHD; Kathi Hall NCPHD

Guests Present: Commissioner Steve Kramer – Wasco County

Minutes by: Laurie Jupe

SUMMARY OF ACTIONS TAKEN

MOTION by Commissioner Joan Bird, and seconded by Roger Whitley, to accept the November 9, 2021 Board of Health meeting minutes as presented.

Vote: 8-0

Yes: Commissioner Joan Bird – Sherman County; Roger Whitley – Sherman County; Shawn

Payne – Sherman County; Commissioner Pat Shannon – Gilliam County; Dani Sperry – Gilliam County; Commissioner Kathy Schwartz – Wasco County, Bill Lennox – Wasco

County, Julie Whetzel - Wasco County

No: 0 Abstain: 0

Motion: Carried

MOTION by Dani Sperry, and seconded by, Commissioner Pat Shannon to accept the November 2021 A/P Checks Issued reports as presented.

Vote: 8-0

Yes: Commissioner Joan Bird – Sherman County; Roger Whitley – Sherman County; Shawn

Payne – Sherman County; Commissioner Pat Shannon – Gilliam County; Dani Sperry – Gilliam County; Commissioner Kathy Schwartz – Wasco County, Bill Lennox – Wasco

County, Julie Whetzel – Wasco County

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No: 0 Abstain: 0

Motion: Carried

MOTION by Commissioner Joan Bird, and seconded by, Shawn Payne to accept the NCPHD Public Records Request Policy document as presented.

Vote: 8-0

Yes: Commissioner Joan Bird – Sherman County; Roger Whitley – Sherman County; Shawn

Payne – Sherman County; Commissioner Pat Shannon – Gilliam County; Dani Sperry – Gilliam County; Commissioner Kathy Schwartz – Wasco County, Bill Lennox – Wasco

County, Julie Whetzel – Wasco County

No: 0 Abstain: 0

Motion: Carried

MOTION by Commissioner Pat Shannon, and seconded by, Bill Lennox to accept the NCPHD Employee Handbook as presented.

Vote: 8-0

Yes: Commissioner Joan Bird – Sherman County; Roger Whitley – Sherman County; Shawn

Payne – Sherman County; Commissioner Pat Shannon – Gilliam County; Dani Sperry – Gilliam County; Commissioner Kathy Schwartz – Wasco County, Bill Lennox – Wasco

County, Julie Whetzel – Wasco County

No: 0 Abstain: 0

Motion: Carried

<u>CALL TO ORDER:</u> Commissioner Kathy Schwartz called the Public Board of Health meeting to order at 4:01 p.m.

Introductions:

1. Commissioner Schwarz initiated introductions for all attendees and welcomed two new Board members to the NCPHD Board of Health, Julie Whetzel public member for Wasco County and Shawn Payne public member for Sherman County.

Establish a Quorum

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

Requests for Additions to the Agenda

1. None

Request for Public Comment

1. None

ACTION ITEMS

- 1. Approval of past meeting minutes.
 - 1 A motion was made and carried to approve the meeting minutes from 11/9/2021 as presented.

- 2. Approval of A/P Check reports.
 - 1. A motion was made and carried to approve the November 2021 A/P Check reports as presented.
- 3. Approval of NCPHD Public Records Request Policy document.
 - 1. A motion was made and carried to approve the NCPHD Public Records Request Policy as presented.
- 4. Approval of NCPHD Employee Handbook as presented.
 - 1. A motion was made and carried to approve the NCPHD Employee Handbook as presented.

NON-ACTION ITEMS

- 1. COVID-19 Update
 - 1. Dr. Miriam McDonell updated the board on the current COVID-19 status.
 - 2. Sherman County Cases: November 26 cases; December 4 cases.
 - 3. Gilliam County Cases: November 22 cases; December 5 cases.
 - 4. Wasco County Cases: November 197 cases; December cases.
 - 5. Hospitalizations have remained lower in recent weeks.
 - 6. Vaccinations: For 18 years and up. Includes state and federal data. (At least one dose)
 - a) Wasco 79.6%
 - b) Sherman 67.9%
 - c) Gilliam 52.4%
 - d) Boosters are recommended for all 18 years and up.
 - e) Pfizer has gotten approval for boosters for 16 and 17 year olds.
 - 7. What's New:
 - a) Schools:
 - Test To Stay: If exposure occurs in a school setting, children may continue to attend school if no symptoms occur and they have 2 negative tests.
 - b) Variants: Omicron
 - Three cases have been identified in Oregon.
 - More unknown than is known at this point in time.
 - c) Therapies:
 - Molnupiravir: Oral anti-viral medication. Is said to reduce hospitalization by approximately 30%.
 - 8. NCPHD Vaccine Response:
 - a) Mass clinics continue to be routinely held at the Readiness Center
 - Boosters and all vaccines are available.
 - Clinics run once per week on Thursdays. Clinics will be added if the demand for vaccine remains high.
 - There will be no mass clinics held during the last two weeks of December in order to give NCPHD staff a much needed break.
 - Clinics will run on Thursdays again starting in January. Days and times will be adjusted based on need.
 - Work and planning continues for clinics, school assistance and educational outreach throughout all three counties, Sherman, Gilliam, and Wasco.
 - b) Pediatric vaccine and dispersal has been taking place.
 - Vaccinations and clinics for children 5 11 are being organized and carried out in all three counties.
 - Outreach and education work continues to help inform parents.

- All pharmacies, except Safeway, carry the pediatric vaccine and have appointments available.
- MCMC family and pediatric clinics and One Community Health also provide pediatric vaccine for all 5-11 year olds.
- 9. Discussion, questions, and feedback were requested.

2. Fiscal Report FY 2020-2021

- 1. Brita Meyer reviewed the NCPHD Fiscal Recap Report 7/1/20 to 6/30/21with the board.
- 2. Overall, NCPHD is where it should be based on the budgeting for this fiscal year.
- 3. Brita also reviewed the most current COVID funding amounts.
 - 2022 and beyond COVID Funding Total: \$2,789,181 COVID Expenditures July – December 1, 2021.
 - a) YTD Personal Services expenses: \$377,659.
 - b) YTD Materials and supplies expenses: \$227,643.
 - c) Total expenditure: \$605,302.
 - d) Balance: \$2,183,879.
- 4. Discussion, questions, and feedback were requested.
- 3. Tobacco Retail Licensing Presentation: Neita Cecil, TPEP Coordinator
 - 1. Neita updated the board on the new Oregon Tobacco Retail Licensing law which was passed in this year's legislative session.
 - 2. The new licensing law for tobacco retailers takes effect on January 1, 2022.
 - 3. The law requires every retailer who sells tobacco or vape products containing nicotine to get a state license and be inspected yearly.
 - 4. Discussion, questions, and feedback were requested.
- 4. Gilliam County update by Commissioner Pat Shannon
 - 1. Gilliam County Court will meet on Wednesday, December 15, 2021 to pass the final vote on the dissolution of the Gilliam, Sherman, and Wasco County Intergovernmental Agreement (IGA) so they can move forward to create their own public health district.
 - 2. Gilliam County will then formally notify NCPHD, and the NCPHD Board of Health, of their intent to dissolve the IGA by December 31, 2021.
 - 3. Once the notification is received by NCPHD and the board, Gilliam County will have 180 days to ensure the transfer of public health services from NCPHD to Gilliam County effective as of July 1, 2022.
 - 4. Discussion, questions, and feedback were requested.

5. Contracts Summary

- 1. **OHA AGREEMENT 172924.** The THEO Security and Privacy Agreement between the State of Oregon and North Central Public Health District (NCPHD) for managing Maternal and Child Health programs, home visiting programs, and access to THEO data tracking services which is a state-provided software used by the home visiting program.
 - a. Fiscal Impact: No fiscal Impact.
- 2. **AGREEMENT** between Kathleen Boxx and North Central Public Health District. This agreement is a contract to provide WIC dietician and nutritional services.
 - a. Fiscal Impact: Not to exceed \$925.00 per month.

Sig	gnat	ture Date	
	_	no further business to be conducted at this time, Commissioner Kathy Schwartz adjourned of Health meeting at 5:36 p.m.	ed the
	1. 2.	Shellie Campbell presented the Directors report to the Board. Discussion, questions, and feedback were requested.	
6.	Di	irectors Report	
	Э.	cohort between the Oregon Health Authority-Public Health Division and North Central F Health District (NCPHD). a. Fiscal Impact: Cost to NCPHD of \$17,250 which was paid in August of 2021.	

Printed Name

Accounts Payable Checks Issued December 2021

Check Date	Check Nu	ımber Vendor Name	Amount	
Held in Que	907	IRS	\$346.03	
Held in Que	908	OREGON STATE, DEPT OF REVENUE	\$101.29	
12/10/2021	909	IRS	\$26,791.26	
12/10/2021	910	ASIFLEX	\$185.00	
Held in Que	911	PERS	\$25,720.68	
12/10/2021	912	OREGON STATE, DEPT OF REVENUE	\$6,358.66	
Held in Que	913	IRS	\$1,174.24	Payroll A/P (EFT)
Held in Que	914	PERS	\$1,088.70	
Held in Que	915	OREGON STATE, DEPT OF REVENUE	\$270.07	
12/23/2021	916	IRS	\$17,739.05	
12/23/2021	917	ASIFLEX	\$185.00	
Held in Que	918	PERS	\$19,116.69	
12/23/2021	919	OREGON STATE, DEPT OF REVENUE	\$4,760.98	
12/1/2021	14595	BOXX, KATHLEEN	\$462.50	
12/1/2021	14596	CHAVARRIA, JENNY	\$150.00	
12/1/2021	14597	CIS TRUST	\$38,074.84	
12/1/2021	14598	COLUMBIA COMMUNITY CONNECTION	\$249.00	
12/1/2021	14599	FRANSEN, TIMOTHY	\$144.00	
12/1/2021	14600	HALL, JAMES B	\$172.50	
12/1/2021	14601	HENRY SCHEIN	\$375.39	
12/1/2021	14602	KOHLTFARBER, REBEKAH	\$251.25	
12/1/2021	14603	OFFICE DEPOT	\$488.67	
12/1/2021	14604	ONE COMMUNITY HEALTH	\$67.00	
12/1/2021	14605	OPTIMIST PRINTERS	\$121.00	
12/1/2021	14606	U.S. CELLULAR	\$715.35	
12/1/2021	14607	UPS	\$2.00	
12/1/2021	14608	WASCO COUNTY	\$139.44	
12/1/2021	14609	WWW DO1THING US	\$135.00	
12/2/2021	14610	BANKMAN, JUDY	\$212.50	
12/2/2021	14611	DEPENA, MARIA	\$20.00	
12/2/2021	14612	IMMENSE IMAGERY	\$3,058.90	
12/2/2021	14613	QWIK CHANGE LUBE CENTER INC.	\$49.50	
12/2/2021	14614	SOLUTIONS YES	\$84.69	
12/1/2021	14615	MUNOZ, ELIZABETH	\$62.50	
12/8/2021	14616	COLUMBIA COMMUNITY CONNECTION	\$249.00	
12/8/2021	14617	DIXON-SHANE LLC, R&S NORTHEAST LLC	\$422.95	
12/8/2021	14618	GRENDEL, ERIC	\$42.95	
12/8/2021	14619	HENRY SCHEIN	\$138.00	
12/8/2021	14620	OFFICE DEPOT	\$957.02	
12/8/2021	14621	OR STATE PUBLIC, HEALTH LABORATORY	\$224.15	
12/8/2021	14622	OREGON STATE, DEPT OF HUMAN SERVICES	\$15,000.00	
12/8/2021	14623	SATCOM GLOBAL INC.	\$63.45	
12/8/2021	14624	UPS	\$2.00	
12/8/2021	14625	US BANK	\$6,491.32	
12/13/2021	14626	AMERICAN FAMILY LIFE ASSURANCE	\$331.92	
12/13/2021	14627	CA STATE DISPURSEMENT UNIT	\$231.50	Payroll A/P
12/13/2021	14628	NATIONWIDE RETIREMENT SOLUTION	\$1,425.00	

12/15/2021	14629	AHLERS & ASSOCIATES	\$860.00
12/15/2021	14630	ASD SPECIALITY HEALTHCARE LLC, ASD HEALTHCARE	\$1,031.84
12/15/2021	14631	BEERY ELSNER & HAMMOND LLP	\$1,626.00
12/15/2021	14632	DIXON-SHANE LLC, R&S NORTHEAST LLC	\$510.00
12/15/2021	14633	FRANKLIN, SARAH	\$3,978.42
12/15/2021	14634	H2OREGON BOTTLED WATER INC.	\$64.50
12/15/2021	14635	HENRY SCHEIN	\$520.71
12/15/2021	14636	KOHLTFARBER, REBEKAH	\$326.25
12/15/2021	14637	OFFICE DEPOT	\$243.20
12/15/2021	14638	PACIFIC SOURCE, COMMUNITY SOLUTIONS	\$3.26
12/15/2021	14639	RICOH USA INC.	\$6.41
12/15/2021	14640	SAIF CORPORATION	\$828.28
12/15/2021	14641	SOLUTIONS YES	\$83.87
12/15/2021	14642	SPARKLE CAR WASH, LLC	\$6.60
12/15/2021	14643	STERICYCLE INC.	\$618.84
12/15/2021	14644	WASCO COUNTY	\$863.77
12/21/2021	14645	BOXX, KATHLEEN	\$462.50
12/21/2021	14646	FRANSEN, TIMOTHY	\$144.00
12/21/2021	14647	INTERPATH LABORATORY INC.	\$66.60
12/21/2021	14648	NORTHWEST WINDSHIELD, PLUS	\$305.35
12/21/2021	14649	OFFICE DEPOT	\$224.02
12/21/2021	14650	OR GOV'T ETHICS COMMISSION	\$548.83
12/21/2021	14651	SANOFI PASTEUR INC.	\$870.47
12/23/2021	14652	TONKIN	\$96,918.66
12/28/2021	14653	DEHART, KENNETH	\$115.00
12/28/2021	14654	DEHART, KENNETH	\$35.00
12/28/2021	14655	TONKIN	\$70.50
12/29/2021	14656	HALL, JAMES B	\$359.49
12/29/2021	14657	HALL, KATHERINE	\$22.30
12/29/2021	14658	HENRY SCHEIN	\$713.61
12/29/2021	14659	OFFICE DEPOT	\$58.97
12/29/2021	14660	UPS	\$17.84
12/29/2021	14661	VIDENI CONCEPTS, LLC, SHILO INN & SUITES	\$2,943.36
12/29/2021	14662	CA STATE DISPURSEMENT UNIT	\$231.50
12/29/2021	14663	NATIONWIDE RETIREMENT SOLUTION	\$925.00
			\$291,057.89

Payroll A/P

NCPHD Board of Health authorizes check numbers 14595 - 14663 and payroll EFT numbers 907 - 919 totalling \$291,057.89.

Signature		Date	
Printed Name			
	Commissioner Kathy Schwartz Chair NCPHD Board of Health		



To: North Central Public Health District Board of Health

From: Shellie Campbell, Director

Re: NCPHD Proposal for Premium Compensation

January 11, 2022

In 2020 the Governor of Oregon declared a state of emergency due to the COVID Pandemic. As the local public health authority, NCPHD stepped in to facilitate the role out of the emergency protocols which included outreach, education, communication, testing, contact investigation, contact tracing and vaccinations. This has continued through today as the declaration is still in effect and the work at NCPHD continues.

During the past 22 months, staff at NCPHD have worked an unprecedented amount of hours providing not only the above mentioned services for the pandemic but also carrying on traditional public health services. Non-exempt staff and exempt staff have worked many 10 to 12 hour days, some 6 to 7 days a week for the past 22 months.

We are able to support non-exempt staff with flex and/or comp time for their hours, which in many cases we paid out their flex, comp and vacation time with CARES Act (The Coronavirus Aid, Relief, and Economic Security Act) funding due to not having the ability to provide actual time off. This funding from the CARES Act has been provided to LPHD's specifically to support staffing needs and compensation.

Leadership staff has not received compensation during this time for the additional hours worked. Many LPHD's around the state have provided Premium Pay to exempt staff to offset the unprecedented hours, above and beyond normal, and the level of intensity of the work during the pandemic. I am asking the NCPHD Board of Health to support a 7% Premium Pay for Leadership Staff to offset the number of additional hours served during the pandemic. The payment will be pro-rated based on the number of months employed and served on the Leadership Team during the pandemic. The funds will be covered with our COVID CARES Act funding. The total expenditure for the 22 months will be \$53,232 (7%).

I appreciate your support on this request.

2020-2021 COVID Grant Funding Streams	Amount		Award Period
	Spent Total		
PE01-04 COVID19 Response	\$117,594		1/21/20 - 6/30/21
PE 01-05 COVID-19 Local Active Mon. (Fed)	\$613,585		3/21/20 - 6/30/21
PE 01-06 COVID-19 Reg. Active Mon. (Fed.)	\$94,657		3/21/20 - 6/30/21
SAIF Grant	\$18,082		Reimb.
CARES Relief Fund Round 1	\$109,702		Reimb.
CARES Relief Fund Round 2	\$113,813		Reimb.
Col Gorge Health Council	\$91,190		No end date
	\$1,158,624		
2022 & beyond Funding Streams	Amount	FUNDED ACTIVITES	Award Period
PE 12 - 02 OHA COVID 19 Response (Fed)	\$119,757		03/21/20 - 03/15/22
201.23.7149.413.905			
PE01-07 ELC ED Contact Tracing (Fed)	\$391.568	COVID Epi and Lab Capacity	07/01/21 - 06/30/23
201.23.7145.413.908	, , , , , , , , , ,	,	
PE01-09 ELC ED Contact Tracing (Fed)	\$1 122 827	COVID Epi and Lab Capacity	07/01/21 - 06/30/23
Lot-05 LLC LD Contact Tracing (Fea)	71,122,027	COVID Epi and Lab capacity	07/01/21 - 00/30/23
201.23.7145.413.909	See Above	Same as PE 01-07	
			07/04/00 05/00/04
PE01-10 Immunization	\$756,197	CARES Act Immunization	07/01/20 - 06/30/24
DE 42 OC CARECEL (E. I)	Ć50 447	Manada Citata	05/05/00 05/00/04
PE 43-06 CARES Flu (Fed)		Vaccine Clinics	06/06/20 - 06/30/24
201.23.7153.413.871	\$214,605		07/01/21 - 06/30/22
Col Gorge Health Council	\$108,810		No Award Period
201.23.7145.412.705			1
Wasco County Incentive Funds	\$111,000		07/01/21 - 12/31/21
201.23.7145.414.365			I
Pacific Source CCO	\$25,000		No Award Period
201.23.7145.412.693			I
2022 & beyond Covid Funding Total	\$2,900,181		
Covid Expenditures July - Dec 31, 2021		Amounts by End Da	te
YTD PS	\$408,773	\$111,000	12/31/2021
YTD MS	\$251,066	\$119,757	3/15/2022
Total	\$659,839	\$214,605	6/30/2022
Balance	\$2,240,342	\$1,514,395	6/30/2023
		\$806,614	6/30/2024
		\$133,810	No end date
		\$2,900,181	

NORTH CENTRAL PUBLIC HEALTH

2021 Year In Review

By: NCPHD Leadership Team

Brita Meyer: Fiscal Manager

* Staff updates

Kathi, Alyssa, Beth

* Budgets

COVID \$\$\$ vs. "normal" budget

* Looking forward

Working on 2022 – 2023 budgets with program staff

Martha McInnes: Clinical Program Supervisor

* COVID-19 Vaccines

 NCPHD administered 16,747 vaccines to Wasco, Sherman, and Gilliam Counties.

* Reproductive Health

 Becky, Grace, and Yary ensured clinical services continued throughout the entire year.

* School Nursing

 Janelle worked with school districts and personnel strengthening community partnerships and providing school nursing services.

Kristen Slatt: Health Promotions Supervisor

- * Communications to the public
 - Website, Facebook, PSA's
- * Community Outreach
 - 400 backpacks, gift cards, food boxes
- * Health Promotion
 - Active Rx Program
- * TPEP
 - Tobacco Retail Licensing in effect
- * PHEP
 - MRC members and volunteers

Nicole Bailey: Environmental Health Supervisor

* Environmental Health Staff

EH Specialists and Administrative Staff

* COVID Response and EH

* EH Inspections

- 226 Food, pool & lodging inspections
- 125 onsite permits; 16 water system surveys
- 31 water contamination alerts
- community consults and questions

Gloria Perry: Office Manager

* Administrative Champions

Chloe, Ruby, Cynthia, and Laurie

* Human Resources

postings, interviews, hired and trained staff

Dr. McDonell: COVID Crew

* COVID-COVID-COVID

* Health Officer Updates

Shellie Campbell: Director

* 2021 – The Rearview Mirror

- Covid of course
- Staffing
- Gilliam County
- Funding

* 2022 - What is ahead of us

- Modernization
- Funding
- Gilliam County

*Thank You for all you have done and continue to do!



NCPHD Contracts Summary for Board of Health Meeting of January 11th, 2022

Submitted By: Shellie Campbell, Director

- 1. **OHA 169526-3 exe** Third Amendment to Oregon Health Authority 2021-2023 Intergovernmental Agreement for the financing of Public Health Services.
 - a. Fiscal Impact: Ongoing funding
- 2. **RESEARCH SUBAWARD AGREEMENT AMENDMENT NUMBER 3** between the Oregon Health & Science University (OHSU) and North Central Public Health District (NCPHD) to extend services through 09/30/2022 for continued work with children and youth with special health needs.
 - a. Fiscal Impact: Total of \$23,252 to NCPHD.