



Public Health
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North Central Public Health District

"Caring For Our Communities"

North Central Public Health District Executive Committee Meeting

April 9, 2019
3:00 PM
Meeting Room @
NCPHD

AGENDA -

1. **Minutes**
 - a. Approve from 3-12-19 board of health meeting.
 - b. Set Next Meeting Date (5-14-2019)
2. **Additions to the Agenda**
3. **Public Comment**
4. **Unfinished Business**
 - a. Budget Committee Meeting Date & Members
 - May 9th (1:30pm – 4:30pm)
 - b. Office Space
 - c. Salary Survey
5. **New Business**
 - a. Environmental Health & DEQ Fee Increases
 - b. Staff Updates
 - Retirement of John Zalaznik, REHS
 - c. Legislative Update
 - d. Approval of A/P Check Report
 - March 2019
 - e. Review of Contracts
 - f. Director's Report
 - March 2019

Note: This agenda is subject to last minute changes.

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

If necessary, an Executive Session may be held in accordance with: ORS 192.660 (2) (d) Labor Negotiations; ORS 192.660 (2) (h) Legal Rights; ORS 192.660 (2) (e) Property; ORS 192.660 (2) (i) Personnel



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NORTH CENTRAL PUBLIC HEALTH DISTRICT

“Caring For Our Communities”

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

**North Central Public Health District
Board of Health Meeting
Meeting Minutes
March 12, 2019**

In Attendance: Commissioner Scott Hege – Wasco County; Commissioner Joan Bird – Sherman County; Leslie Wetherell – Gilliam County

Staff Present: Teri Thalhofer, RN/BSN – Director NCPHD; Kathi Hall – Finance Manager NCPHD; Lisa Waters – Program Secretary NCPHD; Dr. McDonell – Health Officer NCPHD

Guests Present: By Phone: Hans

Minutes taken by: Gloria Perry

Meeting called to order at 3:06pm by Chair Scott Hege

SUMMARY OF ACTIONS TAKEN

MOTION by Commissioner Leslie Wetherell, second by Commissioner Scott Hege to accept the January 8, 2019 & February 27, 2019 board meeting minutes as presented.

Vote: 2-0
Yes: Commissioner Leslie Wetherell, and Commissioner Scott Hege
Abstain: 1 (Commissioner Joan Bird)
Motion Carried

MOTION by Commissioner Leslie Wetherell, second by Commissioner Joan Bird to elect Commissioner Scott Hege as the Chair for the North Central Public Health District Board.

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

MOTION by Commissioner Scott Hege, second by Commissioner Joan Bird to elect Commissioner Leslie Wetherell as the Vice Chair for the North Central Public Health District Board.

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

MOTION by Commissioner Leslie Wetherell, second by Commissioner Joan Bird to accept fiscal policies Budgetary Control Procedures, Contracting as presented; and General Fiscal Policy with correction.

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

MOTION by Commissioner Leslie Wetherell, second by Commissioner Scott Hege to accept the A/P Checks Issued reports for January 2019 & February 2019 as presented.

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

WELCOME AND INTRODUCTIONS

1. Welcome and introductions done.

MINUTES & NEXT MEETING DATE

1. Approval of past meeting minutes.
 1. A motion was made to approve the 1-8-19 Executive Committee meeting minutes and the 2-27-19 Special Executive Committee meeting minutes as presented.
2. Set next meeting date.
 1. Next scheduled executive committee meeting will be on Tuesday, April 9, 2019 at 3:00pm. Meeting location will be at the North Central Public Health District office located at 419 E. 7th St., The Dalles, OR.

ADDITIONS TO THE AGENDA

1. Approval of 2-27-19 Special Executive Committee meeting minutes
2. Quarterly Fiscal Report for FY 2018-19

PUBLIC COMMENT

1. None

UNFINISHED BUSINESS

1. Election of Chair and Vice-Chair for NCPHD Board
 1. A motion was made to elect Commissioner Scott Hege as the Chair for NCPHD Board.
 2. A motion was made to elect Commissioner Leslie Wetherell as the Vice-Chair for NCPHD Board.
2. Budget Committee Meeting Date & Members
 1. Meeting will be held sometime in April. Once we know who all the public members are, Gloria will schedule the meeting. Meeting will be held in Moro.
 2. The budget committee consists of one commissioner from Sherman, Wasco & Gilliam counties plus one lay person from each of the three counties.
 3. Gilliam County public member: Lori Anderson
 4. Both Wasco and Sherman will work on appointing a public member to the budget committee.

5. It was recommended that Sherman County contact Linda Thompson to see if she would be interested in being appointed to the budget committee.
6. Teri commented that if any of the counties would like NCPHD to do a presentation at their budget meetings to let her know.

NEW BUSINESS

1. 2017-18 Fiscal Audit Report – Presented by Hans Graichen of Pauly Rogers & Co.

Results of Audit:

1. Audit opinion letter – an unmodified opinion on the basic financial statements has been issued. This means Pauly Rogers & Co has given a “clean” opinion with no reservations.
2. State minimum standards – Pauly Rogers & Co. found no exceptions or issues requiring comment.
3. Management letter – No separate management letter was issued.

Other Matters – Best Practices

1. *Fidelity Insurance Coverage:* In reviewing fidelity insurance (employee honesty) coverage, we noticed that the District carries cash and investment balances in excess of the insurance coverage amount throughout the year. We recommend that the Board examine this exposure risk and make a determination as to the amount of insurance coverage they feel is prudent in regard to their oversight.
2. *Bank Reconciliations:* In reviewing bank reconciliations, we found the review of reconciliations was not being completed in a timely manner and there was no date of the review noted for multiple months. We recommend that review procedures be conducted in a timely manner prior to the subsequent month’s bank statement and reviews be documented with a signature and date to enhance internal control.

Note: The board did not receive the Board letter. Hans will check to see if it was sent out, if not he will email it out to the board. The board would like this letter to be a part of the packet next year.

Comments:

- Commissioner Hege commented that it looks like our net was higher than anticipated.
 - Kathi Hall commented that our revenue was higher than budgeted due to received grants.
 - Kathi Hall commented that we budgeted \$206,600 and the fund balance came in at \$434,695.
 - On page 25 of the report, Commissioner Wetherell had questions regarding the Personal Services & Material & Services were higher than budgeted. She wanted to know if we did a supplemental budget.
 - Kathi Hall commented that during the year we did have an amended budget. The original budget amount in the report didn’t include the amended budget.
 - Commissioner Wetherell & Teri Thalsofer complimented Kathi, Gloria, Alyssa & Glenda on a job well done.
2. 2017-18 Quarterly Fiscal Report – Presented by Kathi Hall
 1. Quarterly Fiscal report presented to the board and feedback requested.
 3. Review of Draft Budget for FY 2019-20 – Presented by Kathi Hall
 1. Draft budget report presented to the board and feedback requested.
 2. Proposed budget is current service level.
 3. There is a 2% COLA in the draft budget.
 4. Asking for a 3% increase from each of the three counties.
 5. There is a 6% increase in health insurance.
 6. There is not a reserve for PERS in this budget.
 7. At some point the board is going to have to address the salary survey.
 4. Vital Records & Medical Examiner Presentations
 1. Vital Records Presentation – Presented by Kathi Hall
 - a. One of the 10 essential functions of public health is to collect and analyze health data. Vital records of birth and death information are a source of health indicators. Many details related to health are noted at the time of birth and death by the attending medical providers. Examples on a death certificate are the *immediate cause of death* and *other significant conditions contributing to death*. Data from the birth certificate includes information such as *when prenatal care began, medical risk factors for the mother and her baby* and *mother’s weight gain during her pregnancy*. These

confidential health facts or data are collected on-line through a secure web-based system and compiled by the State to give us a picture of the health of our District and the state as a whole.

- b. All birth and death certificates in Wasco and Sherman counties are filed by Vital Records staff at North Central Public Health District (NCPHD). Birth and death certificates for those who are eligible to order can be obtained at NCPHD for up to six months after the event. Certified copies are \$25 each at the time of the order. Staff at Gilliam County register the county's births and deaths.
- c. NCPHD nurses review birth certificate information to assess families who may need home visits. They look for indicators that a family may need extra support and might need resources. Our Immunization Coordinator also sends out immunization reminder cards and an immunization schedule. Certified copies of birth certificates are issued to family members who are eligible to receive them.
- d. Mimi in her role as Medical Examiner and Alex Carlson, our Medico Legal Death Investigator, process deaths that need to be investigated by the Medical Examiner. Death certificates are issued to funeral homes on behalf of family members or directly to eligible family members. Veterans are eligible for 2 free copies that are mailed directly to the Office of Veteran's Affairs.

2. Medical Examiner Presentation – Presented by Dr. McDonell

- a. What prompts a Medical Examiner Evaluation?
 - ✓ A demise that is a result of homicide, suicide or accident.
 - ✓ A demise in which the cause of death is undetermined.
 - ✓ A demise which is unexpected and the decedent is under 50.
- b. Medical Examiner Responsibilities
 - ✓ Hold an active medical license in Oregon
 - ✓ Be available by phone to city, county and state law enforcement to approve transportation of the decedent from the scene
 - ✓ Be available to be physically present at a crime scene (or ensure availability of a Medical Legal Death Investigator)
 - ✓ Obtain medical records, interview family members, and assist law enforcement in relaying medical information to families as needed
 - ✓ Complete post mortem external examinations
 - ✓ Complete death certificates
 - ✓ Complete or review Medical Examiner Reports
 - ✓ Serve as a liaison to the Oregon State Medical Examiner's Office
- c. Why is Public Health Involved?
 - ✓ ORS 146.065 Local medical examiners; appointment; Deputy State Medical Examiner.
 - (3) If the position of district medical examiner is vacant, the local health officer shall temporarily act as medical examiner in cooperation with the Chief Medical Examiner until the vacancy is filled.
 - Note: The position has remained vacant since march 2015.
- d. Data
 - ✓ 2016: 45 cases (Wasco 39; Sherman 6; Gilliam N/A)
 - ✓ 2017: 43 cases (Wasco 39; Sherman 2; Gilliam N/A)
 - ✓ 2018: 61 cases (Wasco 45; Sherman 12; Gilliam 4)

5. Office Space

1. Currently Mid Columbia Center for Living occupies the 2nd floor of Annex A and their admin office occupies part of Annex C. They will be moving to their new building sometime this summer.
2. NCPHD staff occupies the first floor of Annex A, part of Annex C and we have an office on the 2nd floor of Annex B. It was discussed at a previous board of health meeting about what the possibility would be of moving all of our staff to Annex A. The next step was for Leadership team to tour the 2nd floor which has been done.
3. Teri is waiting to receive the floor plan drawings from Fred Davis who is the Facility Manager at Wasco County.
4. Teri is pretty sure all of our staff will fit and it would be good for both staff & management to be in the same building. It would also boost morale.
5. It wouldn't take too much to meet our needs; however some cosmetic changes would be helpful.

6. Policies & Procedures Update

1. The following P&P were presented to the board by Kathi Hall. No changes have been made to the policies; they only need a current review by the board.
 - a. AD – Budgetary Control Procedures-02122019
 - b. AD – Contracting-02122019
 - c. AD – General Fiscal Policy-02122019
 - ✓ Correction on page 1, under Procedure, #3. The Director, who must have signed a bank authorization card, may sign checks. Accounts Payable and Payroll checks are processed with a electronic signature of the Director.
2. A motion was made to approve the Budgetary Control Procedures and Contracting P&P as presented; and the General Fiscal policy approved with correction.

7. Approve A/P Check Report (January and February 2019)

1. Report presented to the board.
2. A motion was made to approve the A/P Check Reports for January and February 2019 as presented.

8. The following contracts were reviewed with the board:

1. Medical Examiner Services with Gilliam County
 - a. Updated rate and added language to use Medico-Legal Death Examiner.
2. Medical Examiner Services with Sherman County
 - a. Updated rate and added language to use Medico-Legal Death Examiner.
3. Professional Services with immense Imagery
 - a. Website development including sessions with youth/young adult focus group for NCPHD reproductive health program.
4. Professional Services with Carissa Bishop
 - a. Professional services to collaborate with the Modernization staff on the BARHII Equity Assessments, reports and actions plans.
5. State Homeland Security Grant to enhance Public Health Emergency Preparedness Program through First Aid training offered to the public.
6. OHA Agreement for Medicaid Administrative Claiming (MAC) which reimburses NCPHD for work related to Medicaid that is not billable for an individual client/patient.
7. OHA Thirteenth Amendment to the Financial Agreement.
 - a. Changes include the rollover of State public health modernization funding.
8. OHA Fourteenth Amendment to the Financial Agreement.
 - a. Includes anticipated funding for the Public Health Emergency Preparedness Program.
9. Bridges to Health Agreements with Columbia Gorge Health Council.
 - a. Includes NCPHD Population Criteria and updated rate for services.
10. An amendment to an agreement with Hood River County that reflects the true cost of EH staff.
11. Grant agreement with Columbia Gorge Health Council to provide a Tobacco Cessation Specialist for Hood River and Wasco Counties.
12. Providence Health Plans PPO agreement.
 - a. To receive reimbursement for those insured by Providence Health Plans.
13. Providence Health Plan Group Facility agreement
 - a. To receive reimbursement for those insured by Providence Health Plans. These are updates to current agreements.

Note: Commissioner Hege would like the contract value added to the summary.

9. Director's Report – By Teri Thalhofer

1. Report for January and February presented to the board and feedback requested.

Being no further business to be conducted at this time, Commissioner Hege adjourned the board of health meeting at 4:55PM.

Signature

Date

Printed Name

DRAFT

BUDGET CALENDAR FOR 2019/2020 BUDGET

1. Budget meetings with program managers – **Jan. 2019**
2. First draft of budget will be put together between **2/20 – 2/23** by Kathi.
3. Budget Team (Teri & Kathi) will meet as needed to balance budget.
4. Complete second draft done first week of March.
5. Executive Committee reviews and makes recommendations to budget – **3/12**
6. Send out County budget amounts to Counties – **week of 3/12.**
7. Gilliam County Budget Committee meeting **4/3/19**
8. Sherman County Budget Committee meeting **4/10 & 11**
9. 1st notice of NCPHD Budget Committee Meeting to paper by Mon. **4/22** for publication Thurs. **4/25** (17 days prior to budget committee meeting).
10. 2nd notice of NCPHD Budget Committee Meeting to paper by Mon. **4/29** for publication Thurs. **5/2** (10 days prior to budget committee meeting)
11. Compile Budget Document for distribution week of **4/22.**
12. Budget Document to be distributed to Budget Committee week of **4/29.**
13. Budget Committee Session – **5/9**
 - Receive Budget Message
 - Review Proposed Budget
 - Approve Budget
14. Wasco County Budget Committee meeting **5/15 & 16**
15. Complete final Proposed Budget Document
16. Legal Notice of Budget Hearing to paper by **5/20** for publication **5/23.**
(18 days prior to Budget Hearing)
17. Hold Budget Hearing (Governing Body) and Adopt Budget at **6/14/19** board meeting.



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541-506-2600

**NCPHD Budget Committee Members
FY 2019-2020**

Wasco County

Commissioner Scott Hege
Matthew Kiebes

scotth@co.wasco.or.us
mklebes@ci.the-dalles.or.us

Sherman County

Commissioner Joan Bird
Linda Thompson

jbird@co.sherman.or.us
glthompson@gorge.net

Gilliam County

Commissioner Leslie Wetherell
Lori Anderson

leslie.wetherell@co.gilliam.or.us
lorikent57@gmail.com

Budget Committee Meeting:

Date: May 9, 2019
Time: 1:30pm to 4:30pm
Location: Steve Burnet Extension Building
66365 Lone Rock Road
Moro, OR

NCPHD
SALARY SURVEY SUMMARY
DATA AGED TO: MARCH 2017

NCPHD POSITION TITLE: Environmental Health Specialist

ORGANIZATION/SOURCE NAME	POSITION TITLE	NUMBER EMPLOYEES	AVERAGE			
			CURRENT PAY	AVERAGE SALARY RANGE		
				MINIMUM	MIDPOINT	MAXIMUM
<i>Published Data Sources</i>						
Milliman Oregon Public Employers - 2016	Environmental Health Specialist	84	\$60,958	\$52,763	\$58,676	\$66,356
Milliman Washington Public Employers - 2016	Environmental Health Spec Journey	1	\$58,225	\$42,154	\$50,199	\$58,225
Milliman Portland Area Cross Industry - 2015	Environmental Health Specialist	18	\$52,038	\$41,249	\$49,700	\$58,152
SUBTOTAL		103	\$61,208	\$46,911	\$54,631	\$62,953
<i>Details for these matches provided on following page.</i>						
<i>Direct market data</i>						
Klickitat County~	Environmental Health Specialist II	not available	not available	\$48,755	\$56,181	\$63,606
Deschutes County	Environmental Health Specialist 2	not available	not available	\$54,008	\$63,969	\$73,930
Columbia County	Environmental Health Specialist	not available	not available	\$57,166	\$70,417	\$83,667
State of Oregon DEQ	Natural Resource Specialist 2	not available	not available	\$42,468	\$52,165	\$61,863
State of Oregon Department of Agriculture	Natural Resource Specialist 2	not available	not available	\$42,128	\$51,761	\$61,394
SUBTOTAL				\$49,619	\$59,758	\$69,898
TOTAL AVERAGES		103	\$61,208	\$48,265	\$57,195	\$66,425
		NCPHD Salary Range		\$47,360	\$52,481	\$57,602
		Comparison to market		-2%	-9%	-15%

~ Geographic adjustments of less than 2% not required.

NCPHD
SALARY SURVEY SUMMARY
DATA AGED TO: MARCH 2017

NCPHD POSITION TITLE: Environmental Health Specialist

Survey Source	Survey Match Job Title	Survey Job Summary
Milliman Oregon Public Employers - 2016	Environmental Health Specialist	"Performs environmental health work enforcing laws, codes, ordinances and resolutions issued by federal, state, and local agencies by conducting surveys, on-site reviews, and inspections of facilities. Work is performed independently within an assigned geographical area enforcing the full range of environmental health programs. Involves considerable public contact requiring both tact and diplomacy in seeking compliance with regulations and explaining legal and administrative requirements to county residents. Typically requires a 4 year degree and 2-3 years experience."
Milliman Washington Public Employers - 2016	Environmental Health Spec Journey	Same as Milliman Oregon Public Employers - 2016
Milliman Portland Area Cross Industry - 2015	Environmental Health Specialist	"Assists the Safety Manager or Environmental Engineer in ensuring compliance with environmental regulations. Duties may include assisting with safety and environmental inspections; preparing reports, contracts, and completing government paperwork; sampling/testing wastes and materials; and assisting in selection of environmental and safety contractors. May conduct training and instruct employees on environmental, health and safety issues. Typically requires a degree in Environmental Science or related field, with 1-2 years experience in the environmental field."

North Central Public Health District Compensation Survey Results, March 2017

Class	NCPHD Position Title	NCPHD Current Pay Range			Market Average Pay Ranges					NCPHD Difference to Market		
		Minimum	Midpoint	Maximum	#Emp	Avg. Curr. Pay	Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
		Current Pay Range			Salary Survey Data					Difference Compared to External Data		
M	Accounting Clerk	\$38,995.68	\$43,177.68	\$47,359.68	2,623	\$38,593.00	\$34,688.00	\$40,223.00	\$46,024.00	11.05%	6.84%	2.82%
S	Clinical Program Supervisor	\$52,237.44	\$57,878.70	\$63,519.96	567	\$88,651.00	\$58,696.00	\$69,550.00	\$81,582.00	-12.36%	-20.17%	-28.44%
P	Comm Disease Control Investigator	\$45,116.64	\$49,994.52	\$54,872.40	87	\$86,014.00	\$62,052.00	\$76,200.00	\$90,349.00	-37.54%	-52.42%	-64.65%
L	Community Health Specialist	\$37,117.44	\$41,117.04	\$45,116.64	460	\$50,441.00	\$47,863.00	\$58,375.00	\$68,892.00	-28.95%	-41.97%	-52.70%
H	Community Health Worker	\$30,550.68	\$33,834.06	\$37,117.44	540	\$37,913.00	\$33,261.00	\$41,752.00	\$56,019.00	-8.87%	-23.40%	-50.92%
P	Emergency Preparedness Coordinator	\$45,116.64	\$49,994.52	\$54,872.40	42	\$66,464.00	\$53,176.00	\$63,973.00	\$74,769.00	-17.86%	-27.96%	-36.26%
H	Environ Health Program Technician	\$30,550.68	\$33,834.06	\$37,117.44	7,113	\$37,843.00	\$34,038.00	\$40,248.00	\$46,530.00	-11.41%	-18.96%	-25.36%
Q	Environmental Health Specialist	\$47,359.68	\$52,480.74	\$57,601.80	103	\$61,208.00	\$48,265.00	\$57,195.00	\$66,425.00	-1.91%	-8.98%	-15.32%
S	Environmental Health Specialist Spvrs	\$52,237.44	\$57,878.70	\$63,519.96	na	na	\$62,466.00	\$74,359.00	\$86,252.00	-19.58%	-28.47%	-35.79%
P	Environmental Health Specialist Trainee	\$45,116.64	\$49,994.52	\$54,872.40	57	\$57,776.00	\$42,933.00	\$50,815.00	\$58,702.00	4.84%	-1.64%	-6.98%
L	Executive Assistant	\$37,117.44	\$41,117.04	\$45,116.64	2,741	\$55,862.00	\$42,295.00	\$50,510.00	\$58,211.00	-13.95%	-22.84%	-29.02%
D	Family Planning Aide	\$25,105.32	\$27,828.00	\$30,550.68	19,154	\$38,753.00	\$30,743.00	\$37,249.00	\$44,091.00	-22.46%	-33.85%	-44.32%
S	Finance Manager	\$52,237.44	\$57,878.70	\$63,519.96	544	\$92,260.00	\$67,251.00	\$80,543.00	\$94,218.00	-28.74%	-39.16%	-48.33%
NP	Nurse Practitioner/Physician Assistant*	\$107,140.80	\$107,140.80	\$107,140.80	1,326	\$102,067.00	\$75,896.00	\$90,891.00	\$108,231.00	29.16%	15.17%	-1.02%
F	Nutrition Program Technician	\$27,686.04	\$30,672.24	\$33,658.44	4,686	\$36,634.00	\$34,135.00	\$40,069.00	\$46,159.00	-23.29%	-30.64%	-37.14%
F	Office Specialist II	\$27,686.04	\$30,672.24	\$33,658.44	7,113	\$37,843.00	\$33,683.00	\$40,272.00	\$46,933.00	-21.66%	-31.30%	-39.44%
H	Program Secretary	\$30,550.68	\$33,834.06	\$37,117.44	7,954	\$37,326.00	\$31,697.00	\$37,748.00	\$43,895.00	-3.75%	-11.57%	-18.26%
DIR	Public Health Administrator - Director*	\$79,425.60	\$79,425.60	\$79,425.60	84	\$88,234.00	\$76,659.00	\$92,153.00	\$109,044.00	3.48%	-16.02%	-37.29%
R	Public Health Nurse II (new class)	\$49,751.28	\$55,122.30	\$60,493.32	495	\$77,262.00	\$60,999.00	\$72,359.00	\$84,260.00	-22.61%	-31.27%	-39.29%
HO1	Public Health Officer *	\$133,931.20	\$133,931.20	\$133,931.20	9	\$197,166.00	\$125,524.00	\$178,640.00	\$246,977.00	6.28%	-33.38%	-84.41%
P	TPEP Coord. (Comm Hlth Prmtr/Educ)	\$45,116.64	\$49,994.52	\$54,872.40	1,477	\$51,548.00	\$46,634.00	\$55,866.00	\$65,098.00	-3.36%	-11.74%	-18.64%

This chart provides a cumulative look at the results found on the Salary Survey Summary sheets. Each Salary Survey Summary sheet represents one NCPHD position. There are twenty one in all.

We took the **Total Averages**, which represents the cumulation of market data for a given position, from each Salary Survey Summary sheet, and included it in the yellow portion of this chart.

We took the **NCPHD Salary Matrix** and included it in the blue portion of this chart.

The green portion of this chart represents the difference between each of the three data points (minimum, midpoint, maximum) when comparing NCPHD to the market.

While reviewing this chart keep in mind that salary represents only one aspect of an organization's total compensation program.

* These positions at NCPHD use a flat rate.



April 3, 2017

Teri Tholhofer
North Central Public Health District

Sent via: Teri Thalhofer terit@co.wasco.or.us

"Whatever the question..."

Dear Teri,

Thank you for asking HR Answers, Inc. to conduct salary surveys for North Central Public Health District. We have completed our work and have described in detail our methodology and results both below and in the attached survey results documents.

Salary Survey Methodology & Results

Below is an outline of the approach to the salary survey work conducted by HR Answers on behalf of North Central Public Health District followed by a bibliography of sources. The methodology follows common and accepted professional compensation practices.

1. Salary data collected from each survey source includes (when available) average current pay (weighted average), number of organizations and incumbents, and average salary ranges or percentiles. The midpoint of the salary ranges for direct market matches was calculated taking the simple average $((\text{high}-\text{low})/2)$ as is common when working with steps. The position summaries from each published survey source are included on the second page of the salary data summary page.
2. While you have already approved the job matches, we recommend an additional review of all information at this time. As before, the position titles of the comparison jobs should not be used to determine whether the matches are accurate. Rather, please use the position summary to make your assessment, and let us know if you have any concerns about the matches or if we misinterpreted the scope of the position. Consistent with the Wasco County salary survey methodology you asked us to follow, we did not include job descriptions associated with direct market matches.
3. After collecting the salary data, we aged the data to March 2017. Each year we determine the appropriate aging factor based on the most recent major forecasts of salary structure movement. Based on these forecasts, we applied a factor of 2.2% for data from 2016 and 2.0% for data from 2015.
4. Geographic adjustments are evaluated and adjusted as needed so the data matches the scope/labor market pay level for the position being surveyed;

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www.hranswers.com

877-287-4476

The Dalles. Any such adjustments can be seen in the salary survey results. We use a service of the Economic Research Institute, which is the nation's leading resource for this type of geographic adjustment. Where a geographic adjustment is *de minimis*, i.e. less than 2%, it is omitted from the calculations. This is a commonly accepted practice among compensation professionals.

5. Once we have produced an aging factor and applied necessary geographic adjustments, we determine the average current salary (weighted average) by multiplying the average salary from each survey source by the number of incumbents reported for the position, summing the totals, and dividing by the total number of incumbents for all survey sources. This calculation takes into account the influence on the marketplace by organizations with many incumbents in one position. This is the best number to use if you're looking to match the market. Use this number as the Median (Midpoint) of your pay range. The direct market data did not provide the number of employees or weighted average salary. We have noted these data points as 'not available' on the survey summary.
6. We averaged the results from the published salary surveys and direct match surveys which are presented in the rows titled "SUBTOTAL".
7. You will see that we documented the NCPHD Salary Range and provided a Comparison to Market percentile so you can view how NCPHD compares to the market. We took the low and high salary from your salary matrix and calculated the midpoint from those data points.
8. As a reminder from our prior communications:
 - The Program Secretary, Executive Assistant and Office Specialist II positions from NCPHD are very similar and, in some cases, have been matched to identical jobs in the market. Please review these carefully for appropriate matches.
 - Columbia County Public Health Community Foundation is undergoing a massive project of overhauling all job descriptions. They have indicated that the positions of Environmental Health Specialist, Public Health Administrator and Medical Assistant are a little outdated but the remaining job descriptions are the most current versions. They mentioned that the function of communicable disease control investigation is one of the responsibilities of their Nursing Supervisor so we did not have a match to your Communicable Disease Control Investigator position from Columbia County.
 - Klickitat's Public Health Officer position is contracted through Clark County so we did not have a match to your Public Health Officer position from Klickitat County.
 - Please keep in mind all of Deschutes County's AFSCME & Non-Represented positions are currently under a comprehensive class & comp study, therefore job descriptions may be outdated or non-existent.
 - Your position of Financial Manager is unique in that it includes responsibilities for: IT, Grants and Contracts, County Registrar, Payroll, some HR, Budget, Taxes and Supervision of staff. The closest matches we found at the County level have some distinct differences to the job description provided:
 - Columbia County's match includes bookkeeping, payroll, & building maintenance and requires an Associates Degree and 2 years' bookkeeping experience.
 - Deschutes County match requires a Bachelor's Degree and 5 years' experience.
 - Polk County match requires a Bachelor's Degree and 4 years' experience.

- Your Clinical Program Supervisor position manages multiple programs. Please note that the match made with Columbia County only manages a single program.

Published Surveys

HR Answers obtained published data for North Central Public Health District surveys from the following sources:

Bureau of Labor Statistics State Occupational Employment and Wage Estimates for Oregon State 2016

These occupational employment and wage estimates are calculated with data collected from employers in all industry sectors in metropolitan and nonmetropolitan areas of Washington. We cut the data to include matches from Oregon and adjusted to The Dalles as appropriate.

Economic Research Institute (ERI) Salary Assessor 2017

ERI provides compensation data (mean, median, percentiles) for both base pay and incentive for more than 6200 position titles in private and public sectors. Data is reported by location, industry, and size, and is updated quarterly. We cut the data to include matches from Oregon, Govt County/Parish Support Services and adjusted to The Dalles as appropriate.

Compdata Benchmark Pro West 2016

This survey provides cross-industry salary data for more than 500 general staff position titles, as well as comprehensive benefit and pay practices information. Data was collected from nearly 30,000 organizations with 23 million employees across the country. We cut the data to include matches from the western region of the United States and adjusted to The Dalles, as appropriate.

(Milliman) Washington Public Employers 2016

The eleventh annual survey conducted by Milliman reports pay, benefit, and trend information compiled from 39 public sector employers. Salary data is provided on 196 industry-specific positions. Information is summarized by all agencies in addition to region and agency category. We cut the data to include matches from Washington and adjusted to The Dalles as appropriate.

(Milliman) Oregon Public Employers Salary Survey 2016

Annual survey conducted by Milliman USA. It provides salary information on 172 positions reported by 36 public sector employers. We cut the data to include matches from Oregon and adjusted to The Dalles as appropriate.

(Milliman) Northwest Health Care Industry Salary Survey 2015

Information is provided for 268 benchmark positions, with data compiled from 161 Northwest hospital, clinic, home care, and long-term care organizations. We cut the data to include matches from the Northwest and adjusted to The Dalles as appropriate.

(Milliman) Portland Area Cross-Industry Salary Survey 2015

Annual survey, conducted by Milliman USA, provides data on 201 positions with data compiled from 81 major employers in the Portland Metro area (includes Portland and Salem, OR and Vancouver, WA). Data presented for all employers or segmented by industry. We cut the data to include matches from Portland, Oregon and adjusted to The Dalles as appropriate.

Wage Access Compensation & Benefits Survey 2016

The online survey reports data submitted by 3,200+ participating organizations across the United States. Data is updated quarterly for the 900+ benchmark and industry-specific positions. We cut the data to include matches from the United States (National) and adjusted to The Dalles as appropriate.

Direct Market Surveys

HR Answers obtained direct market surveys for North Central Public Health District from the following sources:

Counties

Polk, Deschutes, Columbia, and Klickitat Counties were surveyed. Each of these is a Public Employees Retirement System (PERS) participant. We worked with the Public Health Foundation of Columbia County for all of the Columbia County matches noted in the survey. Mid-Columbia Medical Center was surveyed for the match made to the Public Health Nurse. Our research indicates these two organizations are not PERS participants. We attempted on multiple occasions to attain data from Union County but we received no response.

Oregon Department of Environmental Quality and Department of Agriculture

At your request, the Oregon Department of Agriculture and the Oregon Department of Environmental Quality were queried for matches to the environmental health positions.

It was our pleasure to work on this project for you. If you have any questions about the survey results, please let us know.

Sincerely,

Diana Creitz

Diana Creitz
Professional Consultant

Enclosures

**NORTH CENTRAL PUBLIC HEALTH DISTRICT
ENVIRONMENTAL HEALTH SECTION
FEE SCHEDULE
ON-SITE SEWAGE DISPOSAL SYSTEMS**

A. New Site Evaluation:			
Single Family Dwelling.....	\$590	Proposal \$650	10%
Commercial Facility System Evaluations Authorized by DEQ to Contract County:			
For first one thousand (1,000) gallons projected daily sewage flow	\$620	\$700	12.9%
For each five hundred (500) gallons or part thereof above 1,000 gallons but less than 2,500 gallons	\$245	\$300	22%
B. Construction-Installation Permit:			
For first 1,000 gallon projected daily sewage flow:			
Standard On-Site System.....	\$615	\$670	8.9%
Standard System with Holding Tank.	\$615		
Alternative System:			
Capping Fill.....	\$1055		
Disposal Trenches in Saprolite.....	\$630	\$650	3%
Gray Water Waste Disposal Sump...	\$370	\$400	3%
Pressure Distribution.....	\$1040		
Redundant.....	\$750		
Sand Filter / ATT	\$1210	\$1300	7%
Seepage Trench.....	\$685	\$700	2%
Steep Slope.....	\$685	\$700	2%
Tile Dewatering.....	\$1210		
Permit Reinstatement or Renewal:			
If Field Visit Required.....	\$335	\$400	
No Field Visit Required.....	\$160	\$250	

Reinstatement fee is for same owner. New owner will have to submit new application including LUCS & construction installation permit fee.

For systems with projected daily sewage flows greater than 1,000 gallons, the construction installation permit fee shall be equal to the fee required in (B) (a) plus \$60 **\$100** for each 500 gallons or part thereof above 1,000 gallons.

66%

Repair Permit:			
Single Family Dwelling:			
Major.....	\$495	\$525	6%
Minor.....	\$330	\$330	6%
Alteration Permit:			
Major.....	\$490	\$525	7%
Minor.....	\$330	\$330	7%
Commercial Repairs:			
Major.....	\$800		
Minor.....	\$500		
Authorization Notice:			
If Field Visit Required.....	\$440	\$500	13%
No Field Visit Required.....	\$220	\$250	13%
Hardship Authorization.....	\$370		
Annual Evaluation of Alternative System (where required)	\$360		
Renewal of Hardship Authorization for Temporary Dwelling			
If Field Visit Required.....	\$360	\$370	
No Field Visit Required.....	\$255	\$255	

Plan Review fee for commercial facility systems greater than 600gpd would be \$460 up to 1,000gpd then an extra \$70 for each 500 gallons or part thereof above 1,000gpd up to 2,500 gallons.

Refunds:

A refund may be made of all or a portion of a fee accompanying an application if the applicant withdraws the application before any field work or other substantial review of the application has been done.

Annual Report Evaluation Fee Holding Tank.....	\$70	\$50	
Annual Maintenance Report Fee.....	\$55		
Reinspection Fee.....	\$110		
Record Search, if not part of an onsite application (1hr minimum)	\$45	\$20 (first hour) \$65 \$45 (each additional hour)	
Field Consultation Fee.....	\$70/hr. (1hr. Min)	\$100	42%
Pumper Truck Inspection.....	\$150		

Each of the above fees includes a \$100 DEQ surcharge that will be forwarded to the State Department of Environmental Quality.

Payments with credit/debit card a 2.5% fee applies

North Central Public Health District Licensed Facility Fee Schedule

Draft

FOOD SERVICE FEES:	NCPHD	NCPHD	STATE	TOTAL
Full service restaurant fees based on seating criteria:				
0 - 15 Seats.....	\$565	\$502	\$103	\$605
16 - 50 Seats.....	\$630	\$558	\$117	\$675
51 - 150 Seats.....	\$700	\$620	\$130	\$750
> 150 Seats.....	\$750	\$661	\$139	\$800
Not for Profit Restaurant	\$165	\$165	\$0	\$165
Bed & Breakfast.....	\$245	\$248	\$52	\$300
Commissary.....	\$405	\$439.50	\$70.50	\$510
Mobile unit.....	\$425	\$380	\$80	\$460
Warehouse.....	\$160	\$165	\$35	\$200
Limited Service		\$165	\$35	\$200

*A license expires annually on Dec. 31. To reinstate a license after the Dec. 31 expiration, the applicant must pay a reinstatement fee of \$100 in addition to the license fee required. The reinstatement fee shall increase by an additional \$100 on the first day of each succeeding month until the license is reinstated.

TEMPORARY RESTAURANT LICENSES:

One Day Events... \$60 **\$60** Two or More Days Events... \$85 **\$85**

If **NOT** received at least **SEVEN** days prior to event-

One Day Events... \$85 **\$95** Two or More Days Events... \$145 **\$150**

Temporary Restaurants operating without license will be charged \$100 over required fee (or close)

Seasonal/Intermittent:

Seasonal - A food operation at a specific location in connection to an event arranged by one oversight organization.

Intermittent - A food operation at a specific location in connection with multiple public events having different oversight organizations.

Seasonal/Intermittent License Fee	\$ 125	\$125
Seasonal/Intermittent Plan Review Fee	\$ 80	\$110
Seasonal/Intermittent Reinspection Fee	\$ 55	\$60
Benevolent Application Fee	\$ 20	\$20

PLAN REVIEW FEES FOR FOOD SERVICE:

For Initial Construction:

Full Service Restaurant	\$390	\$390	For Remodeling:
Bed & Breakfast	\$115	\$115	Full Service Restaurant \$141 \$155
Commissary	\$195	\$250	All Other food Facilities \$76 \$85
Mobile Unit	\$135	\$200	
Warehouse	\$80	\$120	

Vending Machines (by # of machines):

1 - 10	\$45	101 - 250 ...	\$565
11 - 20	\$80	251 - 500 ...	\$890
21 - 30	\$120	501 - 750 ...	\$1210
31 - 40	\$160	751 - 1000 ...	\$1480
41 - 50	\$200	1001 - 1500 ..	\$1930
51 - 75	\$245	1500	\$2415
76 - 100	\$320		

OTHER FOOD SERVICE FEES:

Mobile Inspection Fee -

(For units licensed through other jurisdictions)\$ 25 per inspection

Quarterly Inspection Fee - (A result of getting a score of less than 70 on 2 consecutive, unannounced semi-annual inspections)

.....\$222 per inspection **\$245**

Payments with credit/debit card a 2.5% convenience fee applies

TOURIST FACILITY FEES:**

Bed & Breakfast.....	\$100	\$110
Travelers Accommodation.....	\$110	\$120
Organizational Camp 0 to 300 campers.....	\$355	\$350
301 to 600 campers	\$475	\$475
601 + campers.....	\$2030	\$2030
Picnic Park.....	\$100	\$100

Recreation Park:

Base Fee.....\$110 plus **\$120**

\$3 per space for 1 - 50 RV spaces, plus **same**

\$2.50 per space for 51 - 100 RV spaces, plus **same**

\$2 per space for >100 RV spaces **same**

****Facilities that renew later than January 15 will be assessed a penalty fee of 50% of the original fee, and another 50% on the first day of each successive month of delinquency.**

SWIMMING POOL & SPA FEES:

First Pool/Spa.....	\$235	\$280
Seasonal Pool.....	\$180	
Additional Pool/Spa.....	\$140	\$140
Plan Review Fees for Pools & Spas.....	OHA Plan Review Fee	

UNLICENSED FACILITIES:

School (food service inspection)\$ 165 (per inspection)

Daycare Inspection.....\$ 165 (per inspection)

Institutional Inspection (Jail, Nursing Home, etc.)...\$ 220 (per inspection)

ALL FACILITIES:

A \$110 **\$150** fee will be charged per inspection for any facility requiring more than two reinspections per year.

NCPHD
Accounts Payable Checks
Issued March 2019

Check Date	Check Number	Vendor Name	Amount
3/8/2019	555	IRS	\$13,901.32
3/8/2019	556	ASIFLEX	\$135.00
3/8/2019	557	P E R S	\$14,532.53
3/8/2019	558	OREGON STATE, DEPT OF REVENUE	\$3,548.22
3/25/2019	559	IRS	\$13,564.14
3/25/2019	560	ASIFLEX	\$135.00
Held in Que	561	P E R S	\$14,540.76
3/25/2019	562	OREGON STATE, DEPT OF REVENUE	\$3,467.57
3/5/2019	12854	CA STATE DISPURSEMENT UNIT	\$231.50
3/5/2019	12855	NATIONWIDE RETIREMENT SOLUTION	\$1,740.00
3/5/2019	12856	OREGON STATE, DEPT OF REVENUE	\$383.06
3/6/2019	12857	BEST BUY STORES, LP	\$10,245.52
3/6/2019	12858	BISHOP, CARISSA	\$2,362.50
3/6/2019	12859	CIS TRUST	\$35,175.12
3/6/2019	12860	HENRY SCHEIN	\$320.64
3/6/2019	12861	OR STATE PUBLIC, HEALTH LABORATORY	\$185.05
3/6/2019	12862	OREGON STATE, DEPT OF ENVIRONMENTAL OUA	\$100.00
3/6/2019	12863	RICOH USA INC.	\$166.78
3/6/2019	12864	SATCOM GLOBAL INC.	\$58.49
3/6/2019	12865	SPARKLE CAR WASH, LLC	\$56.70
3/6/2019	12866	STAEHNKE, DAVID	\$65.70
3/6/2019	12867	STAPLES ADVANTAGE	\$73.97
3/6/2019	12868	US BANK	\$5,005.91
3/6/2019	12869	WASCO COUNTY	\$432.74
3/13/2019	12870	CA STATE DISPURSEMENT UNIT	\$231.50
3/13/2019	12871	NATIONWIDE RETIREMENT SOLUTION	\$1,740.00
3/13/2019	12872	OREGON STATE, DEPT OF REVENUE	\$383.06
3/13/2019	12873	AHLERS & ASSOCIATES	\$860.00
3/13/2019	12874	CURASCRIPT SPECIALTY, DISTRIBUTION	\$3,192.00
3/13/2019	12875	GORGE UROLOGY	\$150.00
3/13/2019	12876	H2OREGON BOTTLED WATER INC.	\$77.55
3/13/2019	12877	LAMENDOLA-GILLIAM, CALLIE	\$49.98
3/13/2019	12878	MID-COLUMBIA MEDICAL CENTER	\$375.00
3/13/2019	12879	OREGON STATE, DEPT OF HUMAN SERVICES	\$10,958.65
3/13/2019	12880	SAIF CORPORATION	\$1,246.81
3/13/2019	12881	SHRED-IT USA	\$51.52
3/13/2019	12882	TSI INCORPORATED	\$17,380.00
3/13/2019	12883	U.S. CELLULAR	\$561.48
3/13/2019	12884	UPS	\$355.96
3/13/2019	12885	ZALAZNIK, JOHN	\$23.34
3/20/2019	12886	AFFORDABLE CARE NW, DBA HELPING HANDS	\$220.00

PAYROLL A/P (EFT)

PAYROLL A/P

PAYROLL A/P

3/20/2019	12887	ASD SPECIALITY HEALTHCARE LLC, ASD HEALTHCARE	\$863.62
3/20/2019	12888	BEERY ELSNER & HAMMOND LLP	\$376.00
3/20/2019	12889	BISHOP, CARISSA	\$2,607.50
3/20/2019	12890	CIS TRUST	\$50.00
3/20/2019	12891	LAMENDOLA-GILLIAM, CALLIE	\$24.99
3/20/2019	12892	NELSON TIRE FACTORY DBA, GILL'S POINT S	\$157.00
3/20/2019	12893	NEXT DOOR, INC.	\$4,300.00
3/20/2019	12894	OFFICE DEPOT	\$660.46
3/20/2019	12895	PARAGARD DIRECT	\$952.52
3/20/2019	12896	UPS	\$43.50
3/26/2019	12897	CA STATE DISPURSEMENT UNIT	\$231.50
3/26/2019	12898	NATIONWIDE RETIREMENT SOLUTION	\$1,790.00
3/26/2019	12899	OREGON STATE, DEPT OF REVENUE	\$383.06
3/27/2019	12900	OREGON STATE, DEPT OF HUMAN SERVICES	\$10,000.00
3/27/2019	12901	BISHOP, CARISSA	\$2,371.25
3/27/2019	12902	BLISS, JILLIAN	\$637.12
3/27/2019	12903	CYTOCHECK LABORATORY LLC	\$263.00
3/27/2019	12904	IMMENSE IMAGERY	\$3,990.00
3/27/2019	12905	NELSON TIRE FACTORY DBA, GILL'S POINT S	\$446.92
3/27/2019	12906	OFFICE DEPOT	\$1,311.35
3/27/2019	12907	OPTIMIST PRINTERS	\$50.00
61		TOTAL:	\$189,794.86

PAYROLL A/P

NCPHD Board of Health authorizes check numbers 12854 - 12907 and payroll EFT numbers 555 - 562 totalling \$127,778.63.

Signature _____

Printed Name Scott Hege

CONTRACTS SUMMARY FOR BOARD OF HEALTH: April 9, 2019

- Contract with Oregon Child Development Coalition for Nursing Services
 - Our nurses provide staff training, parent training, immunizations and site visits/consultations throughout the year
- Medical Examiner Services Agreement Amendment with Wasco County
 - Adjusts rate to cover true cost of services
 - Allows for Medico-legal death examiner services
- MOU with PacificSource Community Solutions
 - Supports PacificSource Community Solutions application to cover Wasco and Hood River Counties in CCO 2.0. Describes areas of collaboration required between the LPHA and CCO in the application.



Public Health
Prevent. Promote. Protect.

NORTH CENTRAL PUBLIC HEALTH DISTRICT

"Caring For Our Communities"

Directors Report for the Board of Health and Staff April 5, 2019

Greetings Board of Health Members and NCPHD Staff:

March snow was a bit of a surprise for all, but work continues.

- In our Public Health Emergency Preparedness Program (PHEP) work we are continuing to meet to plan for Operation OX, an exercise, which will be held April 30-May 2 at the Oregon Health Authority. NCPHD will be exercising an "open POD" or Point of Dispensing on May 1. We are coordinating with our health care partners, fire and EMS, emergency managers, law enforcement, the Medical Reserve Corp (MRC) and others to exercise our plan. NCPHD will be closed on May 1 and all staff will participate in the drive thru POD exercise being held at Mid-Columbia Fire and Rescue. We welcome Board of Health members to come observe. The exact time of the exercise event will be sent out when it is finalized.
- As a regular part of her continuing education, Tanya Wray, PHEP Coordinator, attended the Oregon Emergency Preparedness Workshop in Bend in March.
- Staff for the Eastern Oregon Modernization Collaborative has been hard at work as well. One of the deliverables for the Modernization work is a health equity assessment for the region. The team is working to finalize the reports for all participating LPHA's before the end of the grant term. Staff also is holding webinars on topics chosen by local communicable disease staff. The snowy weather thwarted plans for an in-person training in LaGrande. The team is also working to host training on Sexual Orientation and Gender Identification for rural providers. When working with community members to stop the spread of communicable disease, it is important that providers are well informed. Health equity for all groups is our goal.
- Our home visiting program is continuing to work to provide a great start for moms and babies. Home visiting staff participated in First Tooth training to provide dental screening during home visits.

- The Oregon Legislature is in full swing and there are many issues important to public health to be followed. A tobacco tax would bring additional funding to local public health and possibly enhance our modernization efforts. Just as important, it is the most effective way to decrease tobacco use. Vaping and e-cigarettes are not taxed currently. These items need to contribute. Additional Public Health Modernization funding, Early Child System funding, housing and suicide prevention and universal home visiting all have a role in the health of our communities. I was lucky enough to have an opportunity to meet with Representative Bonham while he was in town and discuss public health and early learning priorities.
- Staff has given great feedback into our new Performance Appraisal Process and leadership team is working to adjust for next year. Our process includes quarterly check-ins with staff and those are being scheduled.
- Through the Performance Appraisal Process, our staff has also articulated some desires for change in our processes and teams are being convened to bring options to leadership team.
- There is some excitement about the possibility of all staff being in Annex A. We are moving forward to create a process to see how this transition could be best implemented.

Sincerely,

Teri L. Thalsofer, RN, BSN
Director, NCPHD