



Public Health
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North Central Public Health District

"Caring For Our Communities"

North Central Public Health District Executive Committee Meeting

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

AGENDA -

1. **Minutes**
 - a. Approve from 6-11-2019 board of health meeting.
 - b. Set Next Meeting Date (8-13-2019) This is a full board meeting
2. **Additions to the Agenda**
3. **Public Comment**
4. **Unfinished Business**
 - a. Office Space
5. **New Business**
 - a. Pacific Power
 - Public Safety Power Shut-off
 - b. Staff Updates
 - c. Legislative Update
 - d. Approval of A/P Check Report
 - June 2019
 - e. Review of Contracts
 - f. Director's Report
 - June 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 Minutes
June 11, 2019**

In Attendance: Commissioner Scott Hege – Wasco County; Celeste Hill-Thomas – Wasco County; Taylor Steen – Wasco County; Michael Takagi – Gilliam County; Commissioner Joan Bird – Sherman County **By Phone:** Commissioner Leslie Wetherell

Staff Present: Teri Thalhofer, RN/BSN – Director NCPHD; Kathi Hall – Finance Manager NCPHD; Alyssa Borders – Fiscal Assistant NCPHD

Guests Present: None

Minutes taken by: Gloria Perry

Meeting called to order at 3:01pm by Chair Scott Hege

SUMMARY OF ACTIONS TAKEN

MOTION by Celeste Hill-Thomas, second by Commissioner Joan Bird to accept Resolution 2019-02, a resolution adopting appropriations for fiscal year 2019-20 as presented.

Vote: 6-0

Yes: Commissioner Scott Hege, Celeste Hill-Thomas, Taylor Steen, Commissioner Joan Bird, Michael Takagi, Commissioner Leslie Wetherell.

Abstain: 0

Motion Carried

MOTION by Celeste Hill-Thomas, second by Michael Takagi to accept Resolution 2019-03, a resolution adopting the annual budget for fiscal year 2019-20 as presented.

Vote: 6-0

Yes: Commissioner Scott Hege, Celeste Hill-Thomas, Taylor Steen, Commissioner Joan Bird, Michael Takagi, Commissioner Leslie Wetherell.

Abstain: 0

Motion Carried

MOTION by Commissioner Joan Bird, second by Celeste Hill-Thomas to accept the A/P Checks Issued report for May 2019 as presented.

Vote: 6-0

Yes: Commissioner Scott Hege, Celeste Hill-Thomas, Taylor Steen, Commissioner Joan Bird, Michael Takagi, Commissioner Leslie Wetherell.

Abstain: 0

Motion Carried

WELCOME AND INTRODUCTIONS

NEXT MEETING DATE

1. Set next meeting date.
 1. The next scheduled executive committee meeting will be on July 9, 2019. Meeting location will be at the North Central Public Health District office located at 419 E. 7th St., The Dalles, OR.
 2. A discussion was held regarding the frequency of when the full board meets. Currently the full board meets once a quarter. It was decided that going forward the full board will meet every other month. The next full board meeting will be in August 2019.

ADDITIONS TO THE AGENDA

1. None

PUBLIC COMMENT

1. None

UNFINISHED BUSINESS

1. Office Space
 1. Discussed what would need to be done in order for NCPHD to occupy both the 1st and 2nd floor of Annex.
 - a. Mostly cosmetic (flooring and paint)
 - b. Upstairs restroom needs remodel
 - c. NCPHD is in the process of obtaining bids on new flooring & paint.
 - d. Teri will make arrangements for the board of health members to tour the 2nd floor of Annex A.
2. Salary Survey was removed from the agenda.

NEW BUSINESS

1. Public Health Orientation Presentation – Presented by Teri Thalhofer
 1. Topics shared were:
 - a) Public Health Modernization Conceptual Framework for Governmental Public Health Services
 - b) Foundational Capabilities
 - c) Foundational Programs
2. 2019-20 Budget Hearing and Adoption
 1. Commissioner Hege opened the public hearing at 3:29pm, noting the purpose of the hearing was to approve the 2019-20 budget.
 2. Kathi Hall reviewed the proposed Revenue and Expenditures with the board.
 3. Motion was made to approve Resolution 2019-02 Adopting Appropriations for the fiscal year 2019-20 as presented.
 4. Motion was made to approve Resolution 2019-03 Adopting the Annual Budget for the fiscal year 2019-20 as presented.
 5. With no public comment, Commissioner Hege closed the public hearing at 3:42pm.
3. Approval of A/P Check Report
 1. Report presented to the board
 2. A motion was made to approve the A/P Check Report for April and May 2019.

4. Contract Review

1. The following contracts were reviewed with the board.
 - a) MCMC Dietician Amendment
 - b) OHA 154126-15
 - c) Pacific Source Community Solutions
2. Commissioner Hege commented that the board preferred a "Contract Summary" as part of the board packet rather than the actual contracts. A contract summary will be included in the board packet going forward.
3. The board would also like to have the fiscal impact referenced on the contract summary.

5. Director's Report

1. Report presented to the board and feedback requested.

6. Executive Session

1. Entered Executive Session at 4:06pm
2. Exited Executive Session at 4:11pm.

Being no further business to be conducted at this time, Commissioner Hege adjourned the board of health meeting at 4:12PM

Signature

Date

Printed Name

**NCPHD
Accounts Payable Checks
Issued June 2019**

Check Date	Check Number	Vendor Name	Amount
6/10/2019	583	IRS	\$12,955.87
6/10/2019	584	ASIFLEX	\$135.00
6/10/2019	585	P E R S	\$13,929.82
6/10/2019	586	OREGON STATE, DEPT OF REVENUE	\$3,286.67
6/25/2019	587	IRS	\$12,976.28
6/25/2019	588	ASIFLEX	\$135.00
Held in Que	589	P E R S	\$13,914.11
6/25/2019	590	OREGON STATE, DEPT OF REVENUE	\$3,316.64
6/6/2019	13011	ASD SPECIALITY HEALTHCARE LLC, ASD HEALTHCARE	\$1,479.89
6/6/2019	13012	CIS TRUST	\$33,511.60
6/6/2019	13013	COBBLESTONE CATERING LLC	\$562.50
6/6/2019	13014	CURASCRIPT SPECIALTY, DISTRIBUTION	\$3,990.00
6/6/2019	13015	DELL MARKETING L.P	\$2,709.86
6/6/2019	13016	LAMENDOLA-GILLIAM, CALLIE	\$200.67
6/6/2019	13017	OFFICE DEPOT	\$290.79
6/6/2019	13018	OR STATE PUBLIC, HEALTH LABORATORY	\$189.70
6/6/2019	13019	OREGON STATE, DEPT OF ENVIRONMENTAL QUA	\$800.00
6/6/2019	13020	OREGON STATE, DEPT OF HUMAN SERVICES	\$68,351.61
6/6/2019	13021	RICOH USA INC.	\$157.87
6/6/2019	13022	SAIF CORPORATION	\$714.25
6/6/2019	13023	SANOPI PASTEUR INC.	\$402.83
6/6/2019	13024	SATCOM GLOBAL INC.	\$57.90
6/6/2019	13025	SPARKLE CAR WASH, LLC	\$39.00
6/6/2019	13026	STAEHNKE, DAVID	\$65.70
6/6/2019	13027	WASCO COUNTY	\$575.09
6/13/2019	13028	AFFORDABLE CARE NW, DBA HELPING HANDS	\$275.00
6/13/2019	13029	AHLERS & ASSOCIATES	\$570.00
6/13/2019	13030	COLUMBIA GORGE COMM. COLLEGE	\$620.00
6/13/2019	13031	CYTOCHECK LABORATORY LLC	\$260.00
6/13/2019	13032	ERNIE'S LOCKS AND KEYS	\$232.50
6/13/2019	13033	H2OREGON BOTTLED WATER INC.	\$57.00
6/13/2019	13034	INTERPATH LABORATORY INC.	\$129.73
6/13/2019	13035	MID-COLUMBIA MEDICAL CENTER	\$375.00
6/13/2019	13036	OFFICE DEPOT	\$1,269.91
6/13/2019	13037	THE TIMES-JOURNAL	\$264.00
6/13/2019	13038	U.S. CELLULAR	\$530.20
6/13/2019	13039	US BANK	\$5,339.25
6/14/2019	13040	CA STATE DISPURSEMENT UNIT	\$231.50
6/14/2019	13041	NATIONWIDE RETIREMENT SOLUTION	\$1,790.00
6/14/2019	13042	OREGON STATE, DEPT OF REVENUE	\$383.06
6/20/2019	13043	BEERY ELSNER & HAMMOND LLP	\$305.50
6/20/2019	13044	CIMPRESS USA INCORPORATED, NATIONAL PEN CO LLC	\$217.50
6/20/2019	13045	NORTHEAST OREGON NETWORK	\$1,296.21

PAYROLL A/P (EFT)

PAYROLL A/P

6/20/2019	13046	OFFICE DEPOT	\$50.44
6/20/2019	13047	OPTIMIST PRINTERS	\$11.15
6/20/2019	13048	QWIK CHANGE LUBE CENTER INC.	\$25.40
6/28/2019	13049	CA STATE DISPURSEMENT UNIT	\$231.50
6/28/2019	13050	NATIONWIDE RETIREMENT SOLUTION	\$1,265.00
6/28/2019	13051	OREGON STATE, DEPT OF REVENUE	\$383.06
6/28/2019	13052	ADAM'S AUTO	\$562.96
6/28/2019	13053	BISHOP, CARISSA	\$7,341.46
6/28/2019	13054	CAMPBELL, SHELLIE	\$110.00
6/28/2019	13055	CLIA LABORATORY PROGRAM	\$180.00
6/28/2019	13056	CO OF BAKER, BAKER CO HLTH DEPT	\$500.00
6/28/2019	13057	COMMUNITY COUNSELING SOLUTIONS, DBA GRANT CO HEALTH DEP	\$1,357.14
6/28/2019	13058	COUNTY OF HARNEY	\$1,357.14
6/28/2019	13059	COUNTY OF MALHEUR	\$1,357.14
6/28/2019	13060	COUNTY OF MORROW	\$1,357.14
6/28/2019	13061	HENRY SCHEIN	\$163.74
6/28/2019	13062	HOOD RIVER COUNTY	\$1,357.14
6/28/2019	13063	LAKE HEALTH DISTRICT	\$1,357.14
6/28/2019	13064	NORTHEAST OREGON NETWORK	\$837.24
6/28/2019	13065	OFFICE DEPOT	\$94.07
6/28/2019	13066	OPTIMIST PRINTERS	\$309.00
6/28/2019	13067	OR STATE PUBLIC, HEALTH LABORATORY	\$227.25
6/28/2019	13068	OREGON STATE, DEPT HUMAN SERVICES- OFS	\$240.00
6/28/2019	13069	OREGON STATE, HEALTH LICENSING OFFICE	\$300.00
6/28/2019	13070	QWIK CHANGE LUBE CENTER INC.	\$159.48
6/28/2019	13071	SPIRIT OF GRACE CHURCH	\$50.00
6/28/2019	13072	TOTAL ACCESS GROUP INC	\$510.83
6/28/2019	13073	WWW DO1THING US	\$121.00
6/28/2019	13074	YELLOWHAWK TRIBAL, HEALTH CENTER	\$1,357.14
		TOTAL:	\$212,068.57

PAYROLL A/P

NCPHD Board of Health authorizes check numbers 13011 - 13074 and payroll EFT numbers 583 - 590 totalling \$212,068.57.

Signature _____

Printed Name Scott Hege

CONTRACTS SUMMARY FOR NCPHD BOARD OF HEALTH: July 9, 2019

- Research Subaward Agreement with Oregon Health and Sciences University for Standing Community Teams for Shared Plan of Care. *OHSU receives a portion of the Federal Title V Maternal and Child Health Block grant award for Oregon to serve Children and Youth with Special Health Needs. NCPHD participates in these activities by leading work to convene a community based team that comes together to create a 'shared plan of care' for these children so that all providers including medical, medical specialty, human services, behavioral health and schools work together for the best outcomes for these children.* **FISCAL IMPACT:** This contract was anticipated and this amount was budgeted into the current fiscal year.
- Sixteenth Amendment to OHA 2017-2019 IGA For the Financing of Public Health Services. Amendment includes reporting documents for the end of the fiscal year and biennium. **FISCAL IMPACT:** Reduction of \$504 in Maternal Child and Adolescent Health-Title V Child and Adolescent Health in reconciliation of Federal fiscal year and State fiscal year. Impact to NCPHD is minimal.



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Directors Report for the Board of Health and Staff: July 9, 2019

Greetings Board of Health Members and NCPHD Staff:

June has been a busy month as we come to the end of a fiscal year, and monitor the work of the Oregon Legislature. Here are a few highlights:

At the request of the Governor's office, the Oregon Early Learning Council has been reconfigured to better serve as a policy body for the early learning system. My term was due to end in September, but this action moved the timing up a month. I received a lovely award of recognition from Governor Brown, presented by Berri Leslie, Deputy Chief of Staff. I am honored and proud of the work of the ELC these past 8 years. I truly believe we are creating a better Oregon for our children.

The Legislature also approved 'Universally Offered Home Visiting for Newborns'. Oregon is the first state in the nation to move forward on this important intervention that improves outcomes for families. Not only will this be offered to families on OHP, but commercial health plans are also required to pay for the service for families. The Four Rivers Early Learning HUB submitted a Letter of Interest to become an early adopter of the program. We were recently informed that we have been approved to participate. Planning work will begin this month

Staff at the Coalition of Local Health Officials is working to complete a full End of Session Report. As you are likely aware, there was a lot of action in the last hours of session. It will take some time to catch up. Information will be shared with the Board of Health and NCPHD Staff when the report is complete.

NCPHD is currently experiencing significant staff changes. The retirement of John Zalaznik, our long time Environmental Health Supervisor, will have great impact as John was a wealth of information. Karen Hoffman with the WIC program has decided to retire. We will miss Karen's strong knowledge and relationships with clients. Hayli Sharp, our Tobacco Prevention and Education Program Coordinator has also shared he plan to leave. Hayli has been a valuable contributor to the health of our region through her work with tobacco policy and EOCCO in Sherman County. She will be missed. We are evaluating the best plan for vacant positions and currently in the hiring phase.

Happy Summer,
Jeri Jhalhofer
RN, BSN → Director