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North Central Public Health District

"Caring For Our Communities"

North Central Public Health District Board of Health Executive Committee Meeting

September 10, 2019

3:00 PM

Meeting Room @
NCPHD

AGENDA -

1. **Minutes**
 - a. Approve from August 13, 2019 Board of Health Meeting.
 - b. Set Next Meeting Date (10-8-2019)
2. **Additions to the Agenda**
3. **Public Comment**
4. **Unfinished Business**
 - a. Office Space
5. **New Business**
 - a. NCPHD in the news – Opioids in Wasco County
 - b. Proposed agenda format change discussion
 - c. Staff Updates
 - d. Approval of A/P Check Report
 - August 2019
 - e. Contracts Summary
 - f. Director's Report
 - August 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
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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
August 13, 2019**

In Attendance: Commissioner Joan Bird – Sherman County; Celeste Hill-Thomas – Wasco County; Taylor Steen – Wasco County; Michael Takagi – Gilliam County; Roger Whitely – Sherman County

On Phone: Jayme Mason – Sherman County

Staff Present: Teri Thalhofer, RN/BSN – Director NCPHD; Laurie Jupe – Program Secretary NCPHD; Kathi Hall – Fiscal Manager NCPHD; Alyssa Bachman – Fiscal Assistant NCPHD; Dr. Mimi McDonell – Medical Officer/Medical Examiner NCPHD; Shellie Campbell – Clinical Program Supervisor NCPHD; Nicole Bailey – Environmental Health Supervisor NCPHD.

Guests Present: Commissioner Kathy Schwartz – Wasco County.

Minutes taken by: Laurie Jupe

Meeting called to order at 3:00 p.m. by Commissioner Joan Bird

SUMMARY OF ACTIONS TAKEN

MOTION by Commissioner Joan Bird, and seconded by Celeste Hill-Thomas, to accept the A/P Checks Issued reports for July 2019 as presented.

Vote: 6-0
Yes: Commissioner Joan Bird, Commissioner Leslie Wetherell, Roger Whitely, Jayme Thompson, Celeste Hill-Thomas, and Taylor Steen.
No: 0
Abstain: 0
Motion: Carried

WELCOME AND INTRODUCTIONS

MINUTES & NEXT MEETING DATE

1. Approval of past meeting minutes.
 - 1 The motion to accept the July 09, 2019 Executive Committee meeting minutes with corrections was tabled.
2. Set next meeting date.
 - 1 The next scheduled Board of Health Executive Committee meeting will be on Tuesday, September 10th, 2019 at 3:00 p.m. This will be a meeting of the Executive Committee. The meeting location will be at North Central Public Health District office located at 419 E. 7th Street, The Dalles, OR.

ADDITIONS TO THE AGENDA

1. None.

PUBLIC COMMENT

1. None.

UNFINISHED BUSINESS

1. North Central Public Health office space update.
 1. Teri updated the committee on the status of the office space upstairs. Center For Living has vacated the upstairs of Annex A.
 2. Teri will be meeting with the Office Manager to discuss which office furniture and other items North Central Public Health (NCPHD) would like to keep and use.
 3. The painting estimate came in at \$38,000 for the first and second floor of the interior of the building.
 4. An estimate on flooring and construction needs to be obtained.
 5. A committee has been created to aid in the transition to the new space.
 6. The Board will then decide on how to move forward with the project.

NEW BUSINESS

1. NCPHD Flood Update
 1. Teri notified the Board that during the downpour on Friday, August 9th the entire east end of the Annex A building was flooded. This is not the first time flooding damage has happened at the East end of the building.
 2. Currently six employees have been unable to use their offices due to the conditions.
 3. ServPro is working on the flooding problem and samples of the rugs and walls have been taken to test for asbestos and mold prior to any cleanup work being done.
 4. Facilities have yet to contact Teri and at present there is no available timeline as to when employees will be able to return to their offices to work.
2. NCPHD Strategic Planning Process
 1. Teri informed the Board that the current strategic plan ends at the end of 2019.
 2. NCPHD will start working on a new strategic plan using the "Strategic Planning Guide". A new Strategic Plan is a requirement for Accreditation.

3. Teri reviewed the Strategic Plan Process timeline with the Board.
 4. Shellie Campbell and Nicole Bailey informed the board on some of the processes moving forward.
 - a) A SWOT Analysis will be completed by NCPHD leadership and staff.
 - b) The SWOT analysis will be broken down by programs and will identify needs, strengths, and barriers to NCPHD work.
 - c) The findings will be incorporated into the Strategic Plan.
 5. Dr. Mimi McDonell updated the board on Public Health Modernization and how the Strategic Plan will follow the tenets of Public Health Modernization and the Public Health Modernization framework.
 - a) The Strategic Plan will look very closely at Policies and Planning.
 - b) Dr. McDonell informed the board on CCO 2.0/OHA and the changes being made to the way Medicaid will be dispersed. She reviewed the goals of the State in moving forward with this change.
 - c) Looking to the future the emphasis will be on “population health” for all entities and providers providing medical services.
 6. The aim moving forward will be to have the Board of Health have more knowledge and connection with the work of the North Central Public Health District.
 7. Feedback and questions were requested from the Board.
3. Staff Updates
1. Two Environmental Health trainee positions have been hired and will be relocating from Florida. The new staff will start in September 2019.
 2. American Corps Vista Volunteer will be starting in August. This staff member will be working with Dr. McDonell on physical activity and childhood obesity.
 3. The Billing Clerk position has been offered and an answer is expected soon.
 4. One WIC Certifier position is open.
 5. One Registered Nurse position is open.
 6. The Tobacco Prevention and Education Coordinator position is on hold due to funding changes.
 7. The Referral Coordinator for Maternal Child Health Home Visiting programs is on hold until changes in education and experience requirements are clarified. Currently, a staff person is filling in on the referral piece for this position.
 8. One new Home Visitor shared position with Gilliam, Sherman, and Wheeler Counties has been hired.
 - a) This staff member will be working half time for NCPHD and half time in Sherman, Gilliam, and Wheeler Counties. The staff member is currently training in the WIC program and will start working in the WIC program once training is completed.
4. Approval of A/P Check Report (July 2019)
1. Report presented to the board.
 2. A motion was made to approve the A/P Check Reports for July 2019 as presented.
5. Review of Contracts
1. Research Subaward Agreement with Oregon Health and Sciences University for CaCoon Public Health Nurse Case Management Services for Children and Youth with Special Health Needs.
 - a) OHSU receives a portion of the Federal Title V Maternal and Child Health block grant to serve Children and Youth with Special Health Needs.

- b) NCPHD participates in these case management activities supporting CCYCHN establishing a medical home, transitioning to adult services and accessing culturally and linguistically appropriate services.
 - c) Fiscal Impact: This contract was anticipated and the amount of \$12,492.00 was budgeted into the current fiscal year.
2. Knowledge Capital Alliance is a cloud-based software, hosting services and support services for VMSG Dashboard Performance Management System.
- a) Public Health Modernization funding was used to support this purchase for the Eastern Oregon Modernization Collaboration work plan and outcomes, NCPHD plans and outcomes, and other county partners wanting to implement the system.
 - b) Fiscal Impact: \$12,700.00.
3. OHA Pharmacy MOU
- a) This MOU is to utilize existing pharmacy infrastructure to help address health and medical needs of an affected population during a Public Health Incident, Emergency or Disaster using coordinated and standardized protocols statewide.
 - b) Fiscal Impact: none.
6. Directors Report – by Teri Thalhofer
- 1. Report presented to the board and feedback was requested.

Being no further business to be conducted at this time, Commissioner Joan Bird adjourned the Board of Health meeting at 3:48 p.m.

Signature

Date

Printed Name

LINK to KATU News Article

<https://katu.com/news/local/pill-problem-wasco-county-officials-react-to-reported-influx-of-opioids>

**NCPHD
Accounts Payable Checks
Issued August 2019**

Check Date	Check Number	Vendor Name	Amount
8/9/2019	606	IRS	\$11,975.04
8/9/2019	607	ASIFLEX	\$135.00
Held in Que	608	P E R S	\$15,160.18
8/9/2019	609	OREGON STATE, DEPT OF REVENUE	\$3,048.27
8/8/2019	610	IRS	\$315.55
8/8/2019	611	ASIFLEX	\$25.00
Held in Que	612	P E R S	\$388.86
8/8/2019	613	OREGON STATE, DEPT OF REVENUE	\$84.25
8/23/2019	614	IRS	\$11,955.23
8/23/2019	615	ASIFLEX	\$110.00
Held in Que	616	P E R S	\$15,129.15
8/23/2019	617	OREGON STATE, DEPT OF REVENUE	\$3,033.30
8/1/2019	13118	CA STATE DISPURSEMENT UNIT	\$231.50
8/1/2019	13119	NATIONWIDE RETIREMENT SOLUTION	\$1,265.00
8/1/2019	13120	OREGON STATE, DEPT OF REVENUE	\$383.06
8/1/2019	13121	AMERICAN FAMILY LIFE ASSURANCE	\$518.80
8/1/2019	13122	CIS TRUST	\$38,383.01
8/5/2019	13123	OR STATE PUBLIC, HEALTH LABORATORY	\$149.05
8/8/2019	13124	BARTELS & STOUT	\$176.00
8/8/2019	13125	COLUMBIA GORGE COMM. COLLEGE	\$51.00
8/8/2019	13126	HENRY SCHEIN	\$853.16
8/8/2019	13127	NACCHO	\$210.00
8/8/2019	13128	OFFICE DEPOT	\$331.79
8/8/2019	13129	OREGON STATE, DEPT OF ENVIRONMENTAL QUA	\$800.00
8/8/2019	13130	OREGON STATE, HEALTH LICENSING OFFICE	\$450.00
8/8/2019	13131	RICOH USA INC.	\$177.41
8/8/2019	13132	SATCOM GLOBAL INC.	\$60.63
8/8/2019	13133	SPARKLE CAR WASH, LLC	\$14.70
8/8/2019	13134	STAEHNKE, DAVID	\$65.70
8/8/2019	13135	WASCO COUNTY	\$305.59
8/14/2019	13136	OREGON STATE, DEPT HUMAN SERVICES- OFS	\$1,203.04
8/14/2019	13137	STERICYCLE INC.	\$562.59
8/14/2019	13138	STRATUS AUDIO, INC.	\$47.70
8/14/2019	13139	US BANK	\$612.58
8/14/2019	13140	AFFORDABLE CARE NW, DBA HELPING HANDS	\$220.00
8/14/2019	13141	COLUMBIA GORGE COMM. COLLEGE	\$140.25
8/14/2019	13142	CYTOCHECK LABORATORY LLC	\$357.50
8/14/2019	13143	H2OREGON BOTTLED WATER INC.	\$63.00
8/14/2019	13144	LAMENDOLA-GILLIAM, CALLIE	\$54.52
8/14/2019	13145	MID-COLUMBIA MEDICAL CENTER	\$575.00
8/14/2019	13146	OFFICE DEPOT	\$46.51
8/14/2019	13147	OREGON PUBLIC HEALTH INSTITUTE	\$250.00

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8/14/2019	13148	OREGON STATE, HEALTH LICENSING OFFICE	\$450.00	
8/14/2019	13149	SAIF CORPORATION	\$896.92	
8/14/2019	13150	U.S. CELLULAR	\$527.68	
8/14/2019	13151	US BANK	\$1,806.19	
8/14/2019	13152	WASCO COUNTY	\$176.92	
8/14/2019	13153	CA STATE DISPURSEMENT UNIT	\$231.50	PAYROLL A/P
8/14/2019	13154	NATIONWIDE RETIREMENT SOLUTION	\$1,265.00	
8/14/2019	13155	OREGON STATE, DEPT OF REVENUE	\$383.06	
8/23/2019	13156	AHLERS & ASSOCIATES	\$860.00	
8/23/2019	13157	ASSOCIATION OF, OREGON COUNTIES	\$500.00	
8/23/2019	13158	CURASCRIPT SPECIALTY, DISTRIBUTION	\$3,990.00	
8/23/2019	13159	DIXON-SHANE LLC, R&S NORTHEAST LLC	\$1,767.00	
8/23/2019	13160	OFFICE DEPOT	\$1,202.48	
8/23/2019	13161	QWIK CHANGE LUBE CENTER INC.	\$59.93	
8/23/2019	13162	UPS	\$116.00	
8/29/2019	13163	CA STATE DISPURSEMENT UNIT	\$231.50	PAYROLL A/P
8/29/2019	13164	NATIONWIDE RETIREMENT SOLUTION	\$1,265.00	
8/29/2019	13165	OREGON STATE, DEPT OF REVENUE	\$383.06	
TOTAL:			\$126,031.16	

NCPHD Board of Health authorizes check numbers 13118 - 13165 and payroll EFT numbers 606 - 617 totalling \$126,031.16.

Signature _____

Printed Name _____



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NCPHD Contracts Summary for the Board of Health Meeting of September 10, 2019

Oregon Health Authority, Seventeenth Amendment: Funding for ACDP Health Equity grant funding ‘sharps’ disposal and HIV rapid testing; Funding Reproductive Health 9 month award. Funding timing aligning with State biennium. Fiscal impact: \$16,703 total

MOU: NCPHD and NORCOR: Agreement for NCPHD to provide Reproductive Health Services to NORCOR inmates on site. Fiscal impact: Unknown, but services are newly eligible for reimbursement through Oregon Reproductive Health Program

Agreement With Greater Oregon Behavioral Health and Four Rivers Early Learning HUB for a shared position, Family Care Coordinator: Agreement with partners to share 1/3 of the cost of an employee to provide Maternal Child Health services and program coordination in Gilliam and Sherman Counties. Fiscal Impact: Not to Exceed \$30,000

OHA IGA for Environmental Health Services: Agreement for revised remittance factor for Licensed Facilities. Rate was increased to 17.4%. Fiscal Impact: NCPHD Board of Health raised fees to compensate for this increase

2019-2020 Intergovernmental Agreement for the Financing of Public Health Services: New biennium agreement for Local Public Health Authority. Includes Program Element Requirements. Fiscal Impact: Initial award \$558,183



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Directors Report for the Board of Health and Staff: September 6, 2019

Greetings Board of Health Members and NCPHD Staff:

August has blown by quickly and we are now into September. It is exciting for me to think about this being our last time going "back to school" as my son enters his senior year.

NCPHD Staff have continued to partner with HRHD on planning for a public safety power outage (PSPO). While we have not faced this reality this year, the planning is a great opportunity to work with medical partners to consider our response to all hazards that might impact power dependent constituents with medical needs. HRHD has secured some grant funding and we are actively participating in the regional work.

The Eastern Oregon Modernization Collaborative submitted a proposal for the new biennium. Our award was significantly less than proposed. We will be meeting with EOMC partners next week to discuss how to move forward. We may be able to use the dollars awarded through the Local Public Health Authority (LPHA) funding formula to meet the contract requirements through cross jurisdictional sharing.

We are working to fill vacant positions. 4 new staff has started recently. Carys Fritz is a VISTA volunteer working with Dr. McDonell on pediatric obesity initiatives, Angelica Padilla has joined our front office staff as a billing specialist and qualified interpreter; Eric Grendel and Paula Grendel will be working with Nicole Bailey in Environmental Health as Environmental Health Specialist Trainees. We are pleased to have them all join our staff. More will be joining in September. We still struggle to recruit applicants for our nursing positions. Salary has been noted as the reason for declining the position in more than one instance.

Our office continues to be under construction following flooding. 5 staff members are displaced and working either in Annex B or C. Wasco County Facilities manager, Fred Davis, predicted work may be completed by September 20.

Respectfully Submitted,
Teri Thalhofer, RN, BSN
Director