



**Public Health**  
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## North Central Public Health District

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

**Date: Tuesday, October 12, 2021**

**Time: 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**

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#### 1. **Call to Order**

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

#### 2. **Action Items**

- 7/13/2021, 8/10/2021 and 9/14/2021 Board of Health Meeting Minutes
- Resolution 2021 - 07 – Transferring Budgeted Funds from Reserve
- Resolution 2021 - 08 – Supplemental Budget
- Updated NCPHD Vacation Policy
- A/P Check Reports – June 2021 – Correction, July 2021, August 2021 and September 2021

#### 3. **Non-Action Items**

- COVID-19 Update: Dr. McDonell
- Fiscal and COVID Funding Update: Brita Meyer
- BOH new member Wasco County update
- Gilliam County feasibility study work session: Commissioner Pat Shannon
- Contracts Summary
- Administrator Report
  - October 2021

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\*\**



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**NORTH CENTRAL PUBLIC HEALTH DISTRICT**

419 East Seventh Street  
The Dalles, OR 97058-2676  
541-506-2600  
[www.ncphd.org](http://www.ncphd.org)

**North Central Public Health District  
Board of Health Meeting Minutes  
July 13<sup>th</sup>, 2021**

**Board Members In Attendance:** Commissioner Joan Bird – Sherman County; Roger Whitley – Sherman County;); Commissioner Pat Shannon – Gilliam County; Dani Sperry – Gilliam County; David Anderson – Gilliam County; Commissioner Kathy Schwartz – Wasco County

**Board Members Absent:** Jayme Mason – Sherman County; Taylor Steen – Wasco County

**Staff Present:** Shellie Campbell – Interim Director NCPHD; Cynthia Rojas – Program Secretary NCPHD; Nicole Bailey – EH Supervisor NCPHD; Lucy Mondragon – Fiscal Manager NCPHD; Dr. Miriam McDonell – Medical Officer NCPHD; Bevan Schroeder – NCPHD; Maria Pena – Community Health Worker NCPHD; Paula Grendel – EH Trainee NCPHD; Eric Grendel – EH Trainee NCPHD; Martha McInnes – Nurse NCPHD; Brita Meyer – Accounting Clerk NCPHD; Lori Treichel – Nurse NCPHD; Neita Cecil – TPEP Coordinator NCPHD; Janelle Sandoz – Nurse NCPHD; Kathi Hall - NCPHD

**Guests Present:** Members of the Public: Jodi Ketchum; Amy

**Minutes by:** Laurie Jupe

**SUMMARY OF ACTIONS TAKEN**

**MOTION by David Anderson, and seconded by Commissioner Pat Shannon, to accept the June 8<sup>th</sup>, 2021 Board of Health meeting minutes as presented.**

Vote: 6-0  
Yes: Commissioner Joan Bird – Sherman County; Roger Whitley – Sherman County;); Commissioner Pat Shannon – Gilliam County; Dani Sperry – Gilliam County; David Anderson – Gilliam County; Commissioner Kathy Schwartz – Wasco County  
No: 0  
Abstain: 0  
Motion: Carried

**MOTION by Commissioner Joan Bird, and seconded by David Anderson, to accept the A/P Checks Issued reports for March, April, and May 2021 as presented.**

Vote: 6-0  
Yes: Commissioner Joan Bird – Sherman County; Roger Whitley – Sherman County;); Commissioner Pat Shannon – Gilliam County; Dani Sperry – Gilliam County; David Anderson – Gilliam County; Commissioner Kathy Schwartz – Wasco County  
No: 0  
Abstain: 0  
Motion: Carried

**MOTION by Commissioner Pat Shannon, and seconded by Dani Sperry, to accept the A/P Checks Issued report for June 2021 as presented.**

Vote: 6-0

Yes: Commissioner Joan Bird – Sherman County; Roger Whitley – Sherman County;);  
Commissioner Pat Shannon – Gilliam County; Dani Sperry – Gilliam County; David  
Anderson – Gilliam County; Commissioner Kathy Schwartz – Wasco County

No: 0

Abstain: 0

Motion: Carried

**MOTION by Commissioner Joan Bird, and seconded by Commissioner Pat Shannon, to appoint Shellie Campbell as the new Director of North Central Public Health District.**

Vote: 5-0

Yes: Commissioner Joan Bird – Sherman County; Roger Whitley – Sherman County;  
Commissioner Pat Shannon – Gilliam County; Dani Sperry – Gilliam County;  
Commissioner Kathy Schwartz – Wasco County

No: 0

Abstain: 0

Motion: Carried

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

**Introductions:**

1. None

**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 approved, to accept the June 8th, 2021 Board of Health meeting minutes as presented.
2. Approval of A/P Check reports for March, April, and May 2021.
  - 1 A motion was made, and approved, to accept the March, April and May 2021 A/P Check reports as presented.
3. Approval of A/P Check reports for June 2021.
  - 1 A motion was made, and approved, to accept the June 2021 A/P Check reports as presented.
4. Appointment of North Central Public Health District Director.
  - 1 A motion was made, and approved, to accept the appointment of Shellie Campbell as the new Director for North Central Public Health District.

## NON-ACTION ITEMS

1. COVID-19 Update
  1. Dr. Miriam McDonnell updated the board on the current COVID-19 status.
  2. Review included information on: County case counts, hospitalizations, vaccination status, deaths associated with COVID, Variants, County vaccination rates (Wasco – 60%; Sherman – 52.8%; Gilliam – 41.8%), and school planning.
  3. Road Map for COVID-19 Vaccination presentation by Martha McInnes
    - a. Objectives for moving forward include:
      1. Outreach strategies to improve vaccine confidence.
      2. Communication to aid in increasing vaccination rates.
      3. Plan for next EUA approval of children 6 months – 11 years.
    - b. Main areas of intervention will include: Community Assessment/Evaluation; Education/Marketing Campaign; Vaccine Delivery.
  4. Martha requested the Board of Health members to:
    - a. Assist NCPHD to partner with each of the counties local medical clinics to ensure there are places where the vaccine can be offered in each county.
    - b. Assist NCPHD to figure out how best to advertise and get the message out in each of their counties.
  5. Discussion, questions, and feedback were requested.
2. Financial Report
  1. Lucy Mondragon reviewed the COVID current funding streams with the Board.
  2. Discussion, questions, and feedback were requested.
3. Staff Retirement Recognition of Kathi Hall
  1. Commissioner Schwartz, and the board members, recognized and thanked Kathi Hall for all of her work over her many years with NCPHD.
4. Contracts Summary
  1. **SECOND AMENDMENT TO BANKMAN AGREEMENT 6\_11\_21** between Judy Bankman (CONTRACTOR) and North Central Public Health District (NCPHD) for Professional Services.
    - a. *Fiscal Impact:* Estimated cost to NCPHD is not to exceed the amount of \$26,000.
  2. **OHSU COVID-19 LAB TEST Clinical Research Study** at North Central Public Health District.
    - a. *Fiscal Impact:* A \$5,000 stipend to NCPHD for participating in the COVID-19 Lab Test Study.
  3. **ONE TREE HILL AMENDMENT # 1 TO AGREEMENT** between One Tree Hill (CONTRACTOR) and North Central Public Health District (NCPHD) for Professional Services.
    - a. *Fiscal Impact:* Revised estimated “not to exceed amount” of \$22,000.
  4. **PASHEK AGREEMENT** between Robin Pashek (CONTRACTOR) and North Central Public Health District (NCPHD). This agreement outlines the description of services the contractor will provide.
    - a. *Fiscal Impact:* Estimated cost to NCPHD not to exceed \$10,000.
  5. **UMATILLA CONTRACT FIRST AMENDMENT** between Umatilla County and North Central Public Health District for PE 51-02 PH Regional Modernization work in Region 9.
    - a. *Fiscal Impact:* Revised estimated “not to exceed cost” of \$34,000.
  6. **MEMORANDUM OF UNDERSTANDING UTOPIA PDX** between UTOPIA PDX, a Community Based Organization (CBO) and North Central Public Health District (NCPHD). The MOU describes the responsibilities for coordinated engagement, education and outreach activities, contact tracing and social services to support local communities.

a. *Fiscal Impact:* No fiscal impact

7. **WASCO COUNTY VACCINE EFFORTS CONTRACT** between Wasco County and North Central Public Health District (NCPHD) for Gift Cards.

a. *Fiscal Impact:* No fiscal impact

5. Directors Report

1. Shellie Campbell presented the Interim Directors report to the Board.
2. Discussion, questions, and feedback were requested.

**Commissioner Schwartz closed the Public Board of Health Regular Meeting at 5:21 p.m.**

**Commissioner Schwartz opened the Board of Health Executive Session at 5:23 p.m.**

1. **Executive Session**

- Executive Session pursuant to ORS 192.660 (2) (a) to consider the employment of a public officer.

**Commissioner Schwartz Closed the Board of Health Executive Session at 5:55 p.m.**

**Commissioner Schwartz opened the Public Board of Health Regular Meeting at 5:59 p.m.**

6. NCPHD Administrator Hire

1. Appointment of North Central Public Health District Director.
  - a. A motion was made, and approved, to accept the appointment of Shellie Campbell as the new North Central Public Health District.
2. Discussion, questions, and feedback were requested.

Being no further business to be conducted at this time, Commissioner Kathy Schwartz adjourned the Board of Health meeting at 6:05 p.m.

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*Signature*

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*Date*

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Printed Name



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**North Central Public Health District  
Board of Health Meeting Minutes  
August 10<sup>th</sup>, 2021**

**Board Members In Attendance:** Commissioner Joan Bird – Sherman County; Commissioner Pat Shannon – Gilliam County; Dani Sperry – Gilliam County; Commissioner Kathy Schwartz – Wasco County

**Board Members Absent:** Roger Whitley – Sherman County; Jayme Mason – Sherman County; David Anderson – Gilliam County; Taylor Steen – Wasco County

**Staff Present:** Shellie Campbell – Interim Director NCPHD; Nicole Bailey – EH Supervisor NCPHD; Lucy Mondragon – Fiscal Manager NCPHD; Dr. Miriam McDonell – Medical Officer NCPHD; Eric Grendel – EH Trainee NCPHD; Brita Meyer – Accounting Clerk NCPHD; Neita Cecil – TPEP Coordinator NCPHD; Janelle Sandoz – Nurse NCPHD; Kathi Hall - NCPHD

**Guests Present:** Members of the Public: None

**Minutes by:** Laurie Jupe

**SUMMARY OF ACTIONS TAKEN**

**No actions taken. A Quorum was not able to be established.**

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

**Introductions:**

1. None

**Establish a Quorum**

1. A quorum of the board members present was not able to be established.

**Requests for Additions to the Agenda**

1. None

**Request for Public Comment**

1. None

**ACTION ITEMS**

1. Approval of past meeting minutes.

- 1 The meeting minutes from 7/13/2021 were tabled until the BOH meeting on Tuesday, September 14, 2021.
2. Approval of A/P Check reports for July 2021.
  - 1 The A/P Check Report from July 2021 was tabled until the BOH meeting on Tuesday, September 14, 2021.

## **NON-ACTION ITEMS**

1. COVID-19 Update
  1. Dr. Miriam McDonnell updated the board on the current COVID-19 status.
  2. There has been a significant spike in cases across the three counties.
  3. Total case count by County:
    - a) Wasco Co.: Total Cases: 1, 665; Deaths: 32
    - b) Gilliam Co.: Total Cases: 90; Deaths: 2
    - c) Sherman Co.: Total Cases: 89; Deaths: 2
  4. Hospitalizations have increased over a very short period of time and all hospitals are struggling with capacity.
  5. Local and State medical facilities are facing challenges with a shortage of staff which not only puts a strain on the COVID response, but on other medical needs as well.
  6. Vaccination rates by County:
    - a) Wasco – 62.5 %
    - b) Sherman – 43.0 %
    - c) Gilliam – 55.0%
    - d) Hood River – 75.0 %
  7. Dr. McDonnell reviewed the NCPHD response with the board.
  8. New State requirements:
    - a) Mask mandate regardless of vaccination status for all indoor spaces across Oregon as of Wednesday, August 11, 2021.
    - b) All medical staff across the State must show proof of vaccination or undergo weekly testing.
  9. Discussion, questions, and feedback were requested.
2. Fiscal Report FY 2020-2021
  1. Lucy Mondragon reviewed the fiscal report for the year 2020 - 2021 streams with the Board.
  2. Discussion, questions, and feedback were requested.
3. Board members roles and responsibilities.
  1. Commissioner Schwartz reviewed Board member attendance for the year to date.
  2. Specific wording for board member attendance is not included in the NCPHD By-Laws.
  3. Commissioner Schwartz asked each of the County Commissioners to check in with their public members and speak with them about board member attendance.
4. Triennial Review Update
  1. Shellie Campbell updated the board on the Triennial Review which took place starting in January 2020 for the 2020 year.
  2. Every three years NCPHD is required to have Oregon Health Authority (OHA) come in and do a thorough review of all NCPHD's programs and procedures that are funded through the Oregon Health Authority (OHA).
  3. The results of the review were extremely positive.
  4. Discussion, questions, and feedback were requested.

5. Environmental Health Update
  1. Nicole Bailey reviewed the Environmental Health Work Update with the board.
  2. The overview included:
    - a) Food, Pool, and Lodging Program
    - b) Onsite Wastewater Program
    - c) Safe Drinking Water Program (DWP)
  3. Discussion, questions, and feedback were requested.
  
6. Contracts Summary
  1. **AGREEMENT between Multnomah Education Service District (“MESD”) and North Central Public Health District** for the collection of MAC surveys and data.
    - a. *Fiscal Impact:* No fiscal impact
  2. **AGREEMENT between The Next Door Inc. and North Central Public Health District** with regard to the performance by TNDI for consulting services.
    - a. *Fiscal Impact:* Cost of \$5,952 to NCPHD
  3. **OHA 159826-20 FY21 exe**, Twentieth Amendment to Oregon Health Authority 2019-2021 Intergovernmental Agreement for the financing of Public Health Services.
    - a. *Fiscal Impact:* Additional \$5,863.29 for COVID local active monitoring.
  4. **OHA 159826-21 FY21 exe**, Twenty-first Amendment to Oregon Health Authority 2019-2021 Intergovernmental Agreement for the financing of Public Health Services.
    - a. *Fiscal Impact:* Additional \$1421496 for COVID monitoring and CARES funding.
  5. **OHA 159826-22 FY21 exe**, Twenty-second Amendment to Oregon Health Authority 2019-2021 Intergovernmental Agreement for the financing of Public Health Services.
    - a. *Fiscal Impact:* Not known.
  6. **ENGAGEMENT LETTER between Pauly, Rogers & Co., P.C. and North Central Public Health District** for an audit of basic financial statements and annual reporting to State of Oregon.
    - a. *Fiscal Impact:* Not to exceed \$21,000.
  7. **MEMORANDUM OF AGREEMENT between Once Community Health and North Central Public Health District** for COVID 19 vaccine administration fees.
    - a. *Fiscal Impact:* Not known.
  
7. Directors Report
  1. Shellie Campbell presented the Directors report to the Board.
  2. Discussion, questions, and feedback were requested.

Being no further business to be conducted at this time, Commissioner Kathy Schwartz adjourned the Board of Health meeting at 5:14 p.m.

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*Signature*

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*Date*

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Printed Name





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**North Central Public Health District  
Board of Health Meeting Minutes  
September 14<sup>th</sup>, 2021**

**Board Members In Attendance:** Commissioner Joan Bird – Sherman County; Roger Whitley – Sherman County ; Dani Sperry – Gilliam County; Commissioner Kathy Schwartz – Wasco County

**Board Members Absent:** Commissioner Pat Shannon – Gilliam County; Jayme Mason – Sherman County; David Anderson – Gilliam County.

**Staff Present:** Shellie Campbell – Interim Director NCPHD; Nicole Bailey – EH Supervisor NCPHD; Brita Meyer – Fiscal Manager NCPHD; Dr. Miriam McDonell – Medical Officer NCPHD; Martha McInnes – Clinical Program Supervisor NCPHD; Gloria Perry – Office Manager NCPHD; Kristen Slatt – Health Promotion Supervisor NCPHD; Eric Grendel – EH Trainee NCPHD; Paula Grendel – EH Trainee NCPHD; Vikas Reddy – Regional CD Investigator NCPHD; Lori Treichel – Home Visiting Nurse NCPHD; Janelle Sandoz – Nurse NCPHD; Alex Ziontz – AmeriCorp Vista NCPHD.

**Guests Present:** Members of the Public: None

**Minutes by:** Laurie Jupe

**SUMMARY OF ACTIONS TAKEN**

**No actions taken. A Quorum was not able to be established.**

**CALL TO ORDER:** Commissioner Kathy Schwartz called the Public Board of Health meeting to order at 4:03 p.m.

**Introductions:**

1. None

**Establish a Quorum**

1. A quorum of the board members present was not able to be established.

**Requests for Additions to the Agenda**

1. None

**Request for Public Comment**

1. None

## **ACTION ITEMS**

1. Approval of past meeting minutes.
  1. The meeting minutes from 7/13/2021 and 8/10/2021 were tabled until the BOH meeting on Tuesday, October 12, 2021.
2. Approval of A/P Check reports.
  1. The A/P Check Reports from June 2021 (Corrections); July 2021, and August 2021 were tabled until the BOH meeting on Tuesday, October 12, 2021.

## **NON-ACTION ITEMS**

1. COVID-19 Update
  1. Dr. Miriam McDonell updated the board on the current COVID-19 status.
  2. Wasco, Sherman, and Gilliam had the highest case counts of the pandemic in August with deaths in all three counties due to the pandemic.
  3. Total case count by County:
    - a) Wasco Co.: Total Cases: 2281; Deaths: 38
    - b) Gilliam Co.: Total Cases: 131; Deaths: 4
    - c) Sherman Co.: Total Cases: 121; Deaths: 3
  4. Vaccination rates by County:
    - a) Wasco – 66.8 %
    - b) Sherman – 61.9 %
    - c) Gilliam – 45.9%
    - d) Hood River – 79.1 %
  5. NCPHD Response:
    - a) Case Investigation and Contact Tracing
    - b) School Support
    - c) Congregate Care Outbreak Support
    - d) Testing
      - 2 testing specialists.
      - Work with community partners for more access to testing at Celilo and In-Lieu sites.
      - Testing at Community Meals.
    - e) Provide accurate information (and combat misinformation) website, social media, PSA's, video conferences.
    - f) Vaccination Engagement Plan
  6. MCMC is now offering Monoclonal Antibody Therapy.
    - a) For patients who have an onset of COVID 19 within the past 10 days.
    - b) Mild to moderate symptoms.
    - c) High risk for hospitalization.
    - d) Now available as a subcutaneous injection.
    - e) Reduces the risk of hospitalization at least 50%.
    - f) MCMC provides if the patient comes into the emergency department.
    - g) Patients must meet specific criteria.

7. Martha McInnes reviewed the NCPHD Road Map for COVID-19 moving forward with Vaccine distribution.
    - a) Three main areas of intervention:
      - Community Assessment/Evaluation
      - Education/Marketing campaign
      - Vaccine Delivery
  8. Discussion, questions, and feedback were requested.
2. Fiscal Report FY 2020-2021
    1. Brita Meyer, the new NCPHD Fiscal Manager, reviewed the fiscal report 2021-09-14 which included COVID funding streams for 2020-2021 and 2022 and Beyond with the Board.
    2. OHA continues to amend COVID funding streams as conditions continue to change.
    3. Shellie updated the board on the pending Modernization of Public Health funding. Although not available at this time it may turn out to be approximately \$680,000. The focus for the new biennium will be on Environmental Health, Emergency Preparedness, Communicable Disease, and Infrastructure of Public Health.
    4. Discussion, questions, and feedback were requested.
  3. NCPHD Organizational Chart Review and Introductions of Martha McInnes and Kristen Slatt.
    1. The Board was introduced to the new Clinical Program Supervisor for NCPHD – Martha McInnes and the new Health Promotions Supervisor for NCPHD – Kristen Slatt.
    2. Shellie Campbell then updated the board on the most recent update of the NCPHD Organizational chart.
    3. Discussion, questions, and feedback were requested.
  4. LPHA Statutory Rules Review
    1. Commissioner Schwartz reviewed the memorandum from David Doughman, Legal Counsel regarding local public health authority and what that means in the State of Oregon.
    2. The memo clearly outlines that NCPHD and the Board enforces the authority of the Oregon Health Authority.
    3. Discussion, questions, and feedback were requested.
  5. Contracts Summary
    1. **AGREEMENT between Wasco County and North Central Public Health District.** This agreement is to amend and restate the vaccine efforts by NCPHD for Wasco County citizens.
      - a. *Fiscal Impact:* \$118,800 for vaccination incentives.
    2. **OHA 159826-23 FY21 exe**, Twenty-Third Amendment to Oregon Health Authority 2019-2021 Intergovernmental Agreement for the financing of Public Health Services.
      - a. *Fiscal Impact:* Increase in COVID local active monitoring and slight decrease in overdose prevention for \$12,595.
    3. **OHA 169526-0 exe**, OHA – 2021 - 2023 Intergovernmental Agreement for the financing of Public Health Services.
      - a. *Fiscal Impact:* Initial increase to start fiscal year of \$539.407
    4. **AGREEMENT between Sara Treichel and North Central Public Health District** for professional contract services for COVID-19 testing, CD testing, contact tracing, education and outreach and other duties as needed.
      - a. *Fiscal Impact:* Not to exceed \$30,000.

6. Directors Report

1. Shellie Campbell presented the Directors report to the Board.
2. Discussion, questions, and feedback were requested.

Being no further business to be conducted at this time, Commissioner Kathy Schwartz adjourned the Board of Health meeting at 5:25 p.m.

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*Signature*

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*Date*

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Printed Name

IN AND FOR THE BOARD OF HEALTH OF THE NORTH CENTRAL PUBLIC HEALTH  
DISTRICT FOR WASCO, SHERMAN AND GILLIAM COUNTIES

Resolution No. 2021-07

**A RESOLUTION TRANSFERRING BUDGETED FUNDS FROM RESERVE FOR VEHICLE TO CAPITAL  
EXPENDITURE ACCOUNT FOR THE FISCAL YEAR 2021-22**

**Whereas**, the Board of Health sitting as the Directors at a regularly scheduled meeting on this 14<sup>th</sup> day of September, 2021, and

**Whereas**, North Central Public Health District, an intergovernmental agency formed under the authority of Oregon Revised Statutes, Chapter 190, consisting of three (3) counties of Wasco, Sherman and Gilliam, and

**Whereas**, North Central Public Health District finds it necessary to transfer budgeted funds for the amount of \$100,000.00 from Reserve for Vehicle account to Vehicles capital account. These funds will be used towards the purchase of vehicles.

**Therefore, Be It Resolved**, the North Central Public Health District Board formally approves and adopts the transfer of Reserve funds.

Adopted by the North Central Public Health District Board this 14<sup>th</sup> day of September, 2021.

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Kathy Schwartz  
Chair, NCPHD Board

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Shellie Campbell  
Director, NCPHD

IN AND FOR THE BOARD OF HEALTH OF THE NORTH CENTRAL PUBLIC HEALTH  
DISTRICT FOR WASCO, SHERMAN AND GILLIAM COUNTIES

Resolution No. 2021-07

**FY 2021-2022 SUPPLEMENTAL BUDGET RESOLUTION  
NORTH CENTRAL PUBLIC HEALTH DISTRICT**

1. **BE IT HEREBY RESOLVED** that the Board of Health sitting as the Directors at a regularly scheduled meeting on September 14, 2021, approved the supplemental budget for fiscal year 2021-2022 and as amended by Attachment "A" in the sum of \$100,000.00.

**ADOPTED** by the North Central Public Health District Board of Health this 14<sup>th</sup> day of September, 2021.

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Kathy Schwartz  
Chair, NCPHD Board

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Shellie Campbell  
Director, NCPHD

North Central Public health District

**Attachment A**

Increased Capital Expenditure

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
201.23.7145.53201	Vehicles	\$100,000.00

Decreased Reserve Expenditure

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
201.23.7999.59299	Reserve for Vehicle	\$100,000.00

<p><b>TOPIC: Vacation Policy</b></p> <p><b>Effective Date:</b> 07/01/2014  <b>Revised:</b> 11/18/2015; 3/9/2020;  01/01/2021,10/12/21  <b>Reviewed:</b> 11/10/2020</p>	<p><b>Regulation Referenced:</b></p>
<p><b>AREA OF SERVICE: AD</b></p>	<p><b>Program Responsible:</b></p>
<p><b>Approved By:</b> NCPHD Board of Health</p> <p><b>Title:</b> Kathy Schwartz, Chair</p>	<p><b>Approval Level Required:</b></p> <p><input checked="" type="checkbox"/> Board                                      <input type="checkbox"/> Director  <input type="checkbox"/> Legal Counsel                                  <input type="checkbox"/> Health Officer  <input type="checkbox"/> Supervisor                                      <input type="checkbox"/> Department</p>

**AD – VACATION POLICY 10/12/2021**

**POLICY**

It is the policy of NCPHD to provide awarded vacation for employees.

**PURPOSE**

This policy serves to provide clear guidance on awarded vacation.

**DEFINITIONS**

**VACATION WEEK** is defined as the normal number of hours of work scheduled in the employee’s workweek.

**FULL-TIME:** Any position scheduled to work a minimum of 37.5 hours per week.

**REGULAR PART-TIME:** Any position scheduled to work a minimum of 21.75 hours per week up to, but less than, 37.5 hours per week.

**TEMPORARY EMPLOYEE:** A temporary employee is an employee with an established end date to their employment with NCPHD. The temporary employee can be either full-time or part-time.

**EMPLOYMENT ANNIVERSARY DATE:** If an employee’s first day of employment falls on the first business day of the month, the employment anniversary date will be that month. If the employee’s first day of employment falls on any other business day within the month then the employment anniversary date will be the following month.

**AWARDED VACATION:** Paid time off for the employee to use. Vacation is awarded and not earned or accrued. Vacation is not owned by the employee and cannot be sold, exchanged or bartered by the employee, except as may otherwise be specifically provided for in this or another policy of North Central Public Health District.



## PROCEDURE

It is the policy of NCPHD to provide each employee with awarded vacation time. The amount of vacation to which an employee is entitled to is determined by the employee's length of service (based on the employment anniversary date), FTE, and whether the employee is a full-time or a part-time employee.

### SECTION 1: PAID VACATION FOR FULL-TIME EMPLOYEES

#### Eligible New Employees

Full-time new employees in their first year will receive their initial awarded vacation on the first of the month following two full months of employment. The amount of the award is prorated to reflect the employees hire date and the months remaining in the calendar year.

#### PRORATED BY START DATE FOR NEW HIRES IN FIRST YEAR

Hire Date	After 2 Months		Full Award
	Award Date	Awarded Amount	90 Hours (12 Days)
January 2021	April 2021	67.5 hrs. (9 days)	January 2022
February 2021	May 2021	60 hrs. (8 days)	January 2022
March 2021	June 2021	52.5 hrs. (7 days)	January 2022
April 2021	July 2021	45 hrs. (6 days)	January 2022
May 2021	August 2021	37.5 hrs. (5 days)	January 2022
June 2021	September 2021	30 hrs. (4 days)	January 2022
July 2021	October 2021	22.5 hrs. (3 days)	January 2022
August 2021	November 2021	15 hrs. (2 days)	January 2022
September 2021	December 2021	7.5 hrs. (1 day)	January 2022
October 2021	January 2022	90 hrs. (12 days)	January 2023
November 2021	February 2022	82.5 hrs. (11 days)	January 2023
December 2021	March 2022	75 hrs. (10 days)	January 2023

Thereafter, vacation days will be awarded to all employees in the month of January of the new year.

#### Regular Full-Time Employees Vacation awarded as follows:

##### VACATION AWARD TIME CHART

YEAR	HOURS (DAYS)
Hire to 1 <sup>st</sup> year	SEE above PRORATED CHART
1 <sup>st</sup> to 2 <sup>nd</sup> year	97.5 Hrs. (13 days)
2 <sup>nd</sup> to 3 <sup>rd</sup> year	105 Hrs. (14 days)

3 <sup>rd</sup> to 4 <sup>th</sup> year	112.5 Hrs. (15 days)
4 <sup>th</sup> to 5 <sup>th</sup> year	112.5 Hrs. (15 days)
5 <sup>th</sup> to 6 <sup>th</sup> year	120 Hrs. (16 days)
6 <sup>th</sup> to 7 <sup>th</sup> year	127.5 Hrs. (17 days)
7 <sup>th</sup> to 8 <sup>th</sup> year	135 Hrs. (18 days)
8 <sup>th</sup> to 9 <sup>th</sup> year	142.5 Hrs. (19 days)
9 <sup>th</sup> to 10 <sup>th</sup> year	150 Hrs. (20 days)
10 <sup>th</sup> to 11 <sup>th</sup> year	150 Hrs. (20 days)
11 <sup>th</sup> to 12 <sup>th</sup> year	157.5 Hrs. (21 days)
12 <sup>th</sup> to 13 <sup>th</sup> year	165 Hrs. (22 days)
13 <sup>th</sup> to 14 <sup>th</sup> year	172.5 Hrs. (23 days)
14 <sup>th</sup> to 15 <sup>th</sup> year	180 Hrs. (24 days)
15 <sup>th</sup> + Years	187.5 Hrs. (25 days)

## **SECTION 2: PAID VACATION FOR REGULAR PART-TIME EMPLOYEES**

For part-time employees the amount of vacation awarded is determined by their employment hire date and pro-rated by their FTE.

Employees who are scheduled for less than 21.75 hours per week shall not be entitled to paid vacation time.

## **SECTION 3: VACATION AWARDED**

Vacation will be awarded as outlined in Section 1. Increases in vacation time will occur according to the vacation time chart in Section 1 and will be awarded to all employees in the month of January of the new year.

Vacation awarded in January must be used by March 31st of the following year. Employees are not entitled to pay in lieu of taking time off for vacation, and will not be paid for accrued, but unused, vacation at the time of termination (regardless of the reason).

However, in the event that a Public Health Emergency hinders staff from using vacation hours, exceptions to the use/lose date and vacation pay outs may be granted at the Public Health Administrator's discretion.

## **SECTION 4: VACATION SCHEDULING**

Vacation time use is subject to approval by the employee's supervisor. Employees send in an Employee Leave Request form to use vacation time. The employee's supervisor, authorizes, or does not authorize, the vacation request after determining if there is enough coverage to

cover the time off. Adequate coverage includes – but is not limited to – not causing the organization overtime charges.

Employees are limited to two (2) weeks off work, in any four (4) week time period, unless otherwise approved by the Director and the employee’s supervisor. Requests for one (1) to two (2) weeks must be made to the supervisor at least one (1) month in advance. Requests for periods of time off of less than one (1) week may be made at any time, needs to be submitted as soon as possible in order to ensure adequate coverage. These requests are still subject to coverage restrictions and are determined on a first come – first served basis.

The Director or Supervisor must consider the staffing necessary to meet the needs of NCPHD without requiring overtime or delaying planned projects/tasks.

**REVIEWED BY:**

**DATE:**

\_\_\_\_\_

\_\_\_\_\_

DRAFT

**Accounts Payable Checks  
Issued June 2021  
Corrected Report**

Check Date	Check Number	Vendor Name	Amount	
6/10/2021	843	IRS	\$18,170.80	PAYROLL A/P (EFT)
6/10/2021	844	ASIFLEX	\$245.00	
6/10/2021	845	PERS	\$17,823.38	
6/10/2021	846	OREGON STATE, DEPT OF REVENUE	\$4,833.11	
6/25/2021	847	IRS	\$30,215.69	
6/25/2021	848	ASIFLEX	\$245.00	
6/25/2021	849	PERS	\$24,993.41	
6/25/2021	850	OREGON STATE, DEPT OF REVENUE	\$7,025.22	
6/30/2021	851	IRS	\$750.83	
Held in Que	852	P E R S	\$1,097.47	
6/30/2021	853	OREGON STATE, DEPT OF REVENUE	\$155.43	
6/3/2021	14276	CIS TRUST	\$38,468.65	PAYROLL A/P
6/3/2021	14277	AMERICAN FAMILY LIFE ASSURANCE	\$188.00	
6/3/2021	14278	CA STATE DISPURSEMENT UNIT	\$231.50	
6/3/2021	14279	NATIONWIDE RETIREMENT SOLUTION	\$1,775.00	
6/9/2021	14280	AFFORDABLE CARE NW, DBA HELPING HANDS	\$275.00	
6/9/2021	14281	ASD SPECIALITY HEALTHCARE LLC, ASD HEALTHCARE	\$1,125.00	
6/9/2021	14282	BANKMAN, JUDY	\$225.00	
6/9/2021	14283	BEERY ELSNER & HAMMOND LLP	\$1,057.50	
6/9/2021	14284	BICOASTAL MEDIA LLC, BICOASTAL COLUMBIA RIVER	\$200.00	
6/9/2021	14285	COLUMBIA GORGE NEWS	\$272.00	
6/9/2021	14286	CYTOCHECK LABORATORY LLC	\$262.50	
6/9/2021	14287	FRANKLIN, SARAH	\$3,862.50	
6/9/2021	14288	HENRY SCHEIN	\$2,925.93	
6/9/2021	14289	OFFICE DEPOT	\$1,144.27	
6/9/2021	14290	ONE TREE HILL, LLC, LYNDA MAREE WEBBER	\$812.50	
6/9/2021	14291	OPTIMIST PRINTERS	\$545.00	
6/9/2021	14292	OR STATE PUBLIC, HEALTH LABORATORY	\$81.30	
6/9/2021	14293	OREGON STATE, DEPT OF ENVIRONMENTAL QUA	\$1,300.00	
6/9/2021	14294	SATCOM GLOBAL INC.	\$65.57	
6/9/2021	14295	SLATT, KRISTEN	\$103.84	
6/9/2021	14296	THE TIMES-JOURNAL	\$102.00	
6/9/2021	14297	US BANK	\$3,695.13	
6/9/2021	14298	WASCO COUNTY	\$284.02	
6/9/2021	14299	IMMENSE IMAGERY	\$850.00	
6/11/2021	14300	CA STATE DISPURSEMENT UNIT	\$231.50	PAYROLL A/P
6/11/2021	14301	NATIONWIDE RETIREMENT SOLUTION	\$1,425.00	
6/16/2021	14302	AHLERS & ASSOCIATES	\$860.00	
6/16/2021	14303	ASD SPECIALITY HEALTHCARE LLC, ASD HEALTHCARE	\$25.29	
6/16/2021	14304	H2OREGON BOTTLED WATER INC.	\$56.50	
6/16/2021	14305	HENRY SCHEIN	\$222.87	
6/16/2021	14306	MULTNOMAH EDUC. SERVICE DIST	\$910.00	

6/16/2021	14307	RICOH USA INC.	\$194.26
6/16/2021	14308	SAIF CORPORATION	\$828.28
6/16/2021	14309	U.S. CELLULAR	\$825.67
6/16/2021	14310	ACEVEDO, MARIA TRINIDAD	\$148.45
6/22/2021	14311	COBBLESTONE CATERING LLC	\$1,203.40
6/22/2021	14312	GODWIN, CHLOE	\$32.00
6/22/2021	14313	MID-COLUMBIA MEDICAL CENTER	\$738.75
6/22/2021	14314	PASHEK, ROBIN	\$259.00
6/22/2021	14315	THE POOL & SPA HOUSE INC.	\$174.53
6/22/2021	14316	UPS	\$132.00
6/22/2021	14317	WRAY, TANYA	\$17.00
TOTAL:			\$173,692.05

NCPHD Board of Health authorizes check numbers 14276 - 14317 and payroll EFT numbers 843 - 853 totalling \$173,692.05

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_  
Commissioner Kathy Schwartz  
Chair, NCPHD Board of Health

**Accounts Payable Checks  
Issued July 2021**

Check Date	Check Number	Vendor Name	Amount
Held in Que	854	OREGON STATE, EMPLOYMENT DEPT	\$4.04
7/9/2021	855	IRS	\$16,746.08
7/9/2021	856	ASIFLEX	\$245.00
7/9/2021	857	P E R S	\$19,274.21
7/9/2021	858	OREGON STATE, DEPT OF REVENUE	\$4,461.70
7/9/2021	859	IRS	\$344.25
Held in Que	860	P E R S	\$392.15
7/9/2021	861	OREGON STATE, DEPT OF REVENUE	\$27.77
7/23/2021	862	IRS	\$16,721.48
7/23/2021	863	ASIFLEX	\$185.00
Held in Que	864	P E R S	\$16,266.70
7/23/2021	865	OREGON STATE, DEPT OF REVENUE	\$4,460.67
7/1/2021	14318	AMERICAN FAMILY LIFE ASSURANCE	\$331.92
7/1/2021	14319	CA STATE DISPURSEMENT UNIT	\$231.50
7/1/2021	14320	NATIONWIDE RETIREMENT SOLUTION	\$2,125.00
7/1/2021	14321	OREGON STATE, DEPARTMENT OF REVENUE	\$456.54
7/2/2021	14322	CLARK, GLENDA	\$475.00
7/2/2021	14323	FRANKLIN, SARAH	\$3,862.50
7/2/2021	14324	HENRY SCHEIN	\$744.01
7/2/2021	14325	OFFICE DEPOT	\$174.99
7/2/2021	14326	OPTIMIST PRINTERS	\$75.00
7/2/2021	14327	OR STATE PUBLIC, HEALTH LABORATORY	\$65.39
7/2/2021	14328	OREGON COALITION OF LOCAL, HEALTH OFFICIALS INC	\$3,927.21
7/2/2021	14329	PIONEER POTLATCH ASSN., INC	\$495.00
7/2/2021	14330	RAGE GRAPHIX & DESIGN INC.	\$155.00
7/2/2021	14331	WASCO COUNTY	\$530.66
7/8/2021	14332	BANKMAN, JUDY	\$187.50
7/8/2021	14333	BEERY ELSNER & HAMMOND LLP	\$634.50
7/8/2021	14334	CIS TRUST	\$60,665.16
7/8/2021	14335	COBBLESTONE CATERING LLC	\$1,141.38
7/8/2021	14336	HENRY SCHEIN	\$3,175.85
7/8/2021	14337	ONE COMMUNITY HEALTH	\$13,520.00
7/8/2021	14338	ONE TREE HILL, LLC, LYNDA MAREE WEBBER	\$2,593.75
7/8/2021	14339	OPTIMIST PRINTERS	\$215.00
7/8/2021	14340	OREGON STATE, DEPT HUMAN SERVICES-OFS	\$3,419.67
7/8/2021	14341	OREGON STATE, DEPT OF ENVIRONMENTAL QUA	\$1,700.00
7/8/2021	14342	OREGON STATE, DEPT OF HUMAN SERVICES	\$10,021.00
7/8/2021	14343	THE DALLES AREA CHAMBER OF, COMMERCE	\$20.00
7/8/2021	14344	WASCO COUNTY	\$451.00
7/16/2021	14345	CA STATE DISPURSEMENT UNIT	\$231.50
7/16/2021	14346	NATIONWIDE RETIREMENT SOLUTION	\$2,049.62
7/16/2021	14347	NATIONWIDE RETIREMENT SOLUTION	\$700.00
7/14/2021	14348	COLUMBIA GORGE FIRE EQUIPMENT	\$89.00

PAYROLL A/P (EFT)

PAYROLL A/P

PAYROLL A/P

7/14/2021	14349	H2OREGON BOTTLED WATER INC.	\$63.00
7/14/2021	14350	MID-COLUMBIA MEDICAL CENTER	\$603.75
7/14/2021	14351	OFFICE DEPOT	\$1,318.21
7/14/2021	14352	PASHEK, ROBIN	\$182.00
7/14/2021	14353	RICOH USA INC.	\$89.87
7/14/2021	14354	SAIF CORPORATION	\$828.28
7/14/2021	14355	SATCOM GLOBAL INC.	\$64.24
7/14/2021	14356	SHRED-IT USA	\$215.20
7/14/2021	14357	STAPLES ADVANTAGE	\$1.59
7/14/2021	14358	STERICYCLE INC.	\$620.28
7/14/2021	14359	UMATILLA COUNTY PUBLIC HEALTH	\$13,892.06
7/14/2021	14360	WASCO COUNTY	\$300.41
7/22/2021	14361	BIG JIM'S LLC	\$675.00
7/22/2021	14362	COLUMBIA GORGE FIRE EQUIPMENT	\$12.00
7/22/2021	14363	HENRY SCHEIN	\$101.03
7/22/2021	14364	IMMENSE IMAGERY	\$2,884.50
7/22/2021	14365	NATIONAL ENVIRONMENTAL, HEALTH ASSOCIATION	\$1,150.00
7/22/2021	14366	PASHEK, ROBIN	\$500.00
7/28/2021	14367	CA STATE DISPURSEMENT UNIT	\$231.50
7/28/2021	14368	NATIONWIDE RETIREMENT SOLUTION	\$2,049.62
7/29/2021	14369	ADAM'S AUTO	\$140.00
7/29/2021	14370	AHLERS & ASSOCIATES	\$860.00
7/29/2021	14371	GERAS LLC, DBA HELPING HANDS HOME	\$220.00
7/29/2021	14372	GRENDDEL, PAULA	\$27.96
7/29/2021	14373	MID-COLUMBIA MEDICAL CENTER	\$540.00
7/29/2021	14374	OFFICE DEPOT	\$230.82
7/29/2021	14375	OPTIMIST PRINTERS	\$355.00
7/29/2021	14376	PASHEK, ROBIN	\$406.00
7/29/2021	14377	U.S. CELLULAR	\$825.67
7/29/2021	14378	US BANK	\$12,186.64
7/29/2021	14379	WASCO COUNTY	\$11,852.00
7/30/2021	14380	OREGON STATE, DEPARTMENT OF REVENUE	\$2.86
TOTAL:			\$247,023.19

PAYROLL A/P

NCPHD Board of Health authorizes check numbers 14318 - 14380 and payroll EFT numbers 847 - 865 totalling \$247,023.19

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_  
 Commissioner Kathy Schwartz  
 Chair, NCPHD Board of Health

**Accounts Payable Checks  
Issued August 2021**

Check Date	Check Number	Vendor Name	Amount
8/10/2021	866	IRS	\$16,629.03
8/10/2021	867	ASIFLEX	\$185.00
Held In Que	868	P E R S	\$16,089.18
8/10/2021	869	OREGON STATE, DEPT OF REVENUE	\$4,458.77
8/13/2021	870	IRS	\$503.33
8/13/2021	871	OREGON STATE, DEPT OF REVENUE	\$120.18
8/18/2021	ACH	IRS	\$295.63
8/25/2021	872	IRS	\$16,751.71
8/25/2021	873	ASIFLEX	\$185.00
Held In Que	874	P E R S	\$17,543.62
8/25/2021	875	OREGON STATE, DEPT OF REVENUE	\$4,520.25
8/4/2021	14381	BANKMAN, JUDY	\$225.00
8/4/2021	14382	BARTELS & STOUT	\$176.00
8/4/2021	14383	CIS TRUST	\$37,703.82
8/4/2021	14384	CONDON CHAMBER OF COMMERCE	\$25.00
8/4/2021	14385	OFFICE DEPOT	\$42.27
8/4/2021	14386	ONE COMMUNITY HEALTH	\$27,564.03
8/4/2021	14387	OREGON HEALTH AUTHORITY	\$2,189.79
8/4/2021	14388	OREGON STATE, DEPT OF ENVIRONMENTAL QUA	\$1,300.00
8/4/2021	14389	PARTNERSHIP FOR MATERNAL, & CHILD HEALTH OF N NJ	\$30.00
8/4/2021	14390	TREICHEL, LORI	\$40.92
8/4/2021	14391	U.S. CELLULAR	\$826.78
8/6/2021	14392	AMERICAN FAMILY LIFE ASSURANCE	\$71.96
8/6/2021	14393	AMERICAN FAMILY LIFE ASSURANCE	\$259.96
8/11/2021	14394	ADAM'S AUTO	\$1,075.00
8/11/2021	14395	AHLERS & ASSOCIATES	\$860.00
8/11/2021	14396	ASD SPECIALITY HEALTHCARE LLC, ASD HEALTHCARE	\$624.73
8/11/2021	14397	BEERY ELSNER & HAMMOND LLP	\$3,066.50
8/11/2021	14398	CLARK, GLENDA	\$701.00
8/11/2021	14399	DIXON-SHANE LLC, R&S NORTHEAST LLC	\$491.95
8/11/2021	14400	FRANKLIN, SARAH	\$3,978.38
8/11/2021	14401	GERAS LLC, DBA HELPING HANDS HOME	\$275.00
8/11/2021	14402	GODWIN, CHLOE	\$47.95
8/11/2021	14403	HENRY SCHEIN	\$1,384.51
8/11/2021	14404	IMMENSE IMAGERY	\$2,077.14
8/11/2021	14405	NELSON TIRE FACTORY DBA, GILL'S POINT S	\$640.10
8/11/2021	14406	OFFICE DEPOT	\$4,130.58
8/11/2021	14407	OREGON HEALTH AUTHORITY	\$17,250.00
8/11/2021	14408	OREGON STATE, DEPT HUMAN SERVICES- OFS	\$2,489.67
8/11/2021	14409	RICOH USA INC.	\$94.14
8/11/2021	14410	SAIF CORPORATION	\$967.77
8/11/2021	14411	SATCOM GLOBAL INC.	\$64.24
8/11/2021	14412	SPARKLE CAR WASH, LLC	\$6.60
8/11/2021	14413	STAPLES ADVANTAGE	\$1.59

PAYROLL A/P (EFT)



8/11/2021	14414	THE TIMES-JOURNAL	\$284.00
8/11/2021	14415	CA STATE DISPURSEMENT UNIT	\$231.50
8/11/2021	14416	NATIONWIDE RETIREMENT SOLUTION	\$2,049.62
8/19/2021	14417	US BANK	\$3,480.58
8/25/2021	14418	WASCO COUNTY	\$9,842.18
8/25/2021	14419	ADAM'S AUTO	\$503.02
8/25/2021	14420	ASSOCIATION OF, OREGON COUNTIES	\$500.00
8/25/2021	14421	CAMPBELL, SHELLIE	\$65.95
8/25/2021	14422	COLUMBIA COMMUNITY CONNECTION	\$275.00
8/25/2021	14423	HAYSTACK BROADCASTING, INC.	\$201.30
8/25/2021	14424	MID-COLUMBIA MEDICAL CENTER	\$873.75
8/25/2021	14425	OFFICE DEPOT	\$11,690.30
8/25/2021	14426	OPTIMIST PRINTERS	\$926.00
8/25/2021	14427	SCHAEFER, URSULA	\$35.00
8/25/2021	14428	TREICHEL, SARA	\$307.50
8/25/2021	14429	WASCO COUNTY	\$412.85
			\$219,642.63

PAYROLL A/P

NCPHD Board of Health authorizes check numbers 14381 - 14380 and payroll EFT numbers 866 - 875 totalling \$219,642.63.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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

Commissioner Kathy Schwartz  
Chair, NCPHD Board of Health

**Accounts Payable Checks  
Issued September 2021**

Check Date	Check Number	Vendor Name	Amount	
9/10/2021	876	IRS	\$18,330.13	PAYROLL A/P (EFT)
9/10/2021	877	ASIFLEX	\$185.00	
Held in Que	878	PERS	\$18,232.17	
9/10/2021	879	OREGON STATE, DEPT OF REVENUE	\$4,842.39	
9/9/2021	880	IRS	\$1,501.76	
Held in Que	881	PERS	\$1,348.11	
9/9/2021	882	OREGON STATE, DEPT OF REVENUE	\$331.06	
9/24/2021	883	IRS	\$16,013.78	
9/24/2021	884	ASIFLEX	\$185.00	
Held in Que	885	PERS	\$17,062.04	
9/24/2021	886	OREGON STATE, DEPT OF REVENUE	\$4,261.57	PAYROLL A/P
9/1/2021	14430	NATIONWIDE RETIREMENT SOLUTION	\$624.62	
9/1/2021	14431	CA STATE DISPURSEMENT UNIT	\$231.50	
9/1/2021	14432	NATIONWIDE RETIREMENT SOLUTION	\$1,425.00	
9/8/2021	14433	CLARK, GLENDA	\$2,029.00	
9/9/2021	14434	ADVANCED TECH SERV	\$121.00	
9/9/2021	14435	ASD SPECIALITY HEALTHCARE LLC, ASD HEALTHCARE	\$1,379.31	
9/9/2021	14436	BANKMAN, JUDY	\$262.50	
9/9/2021	14437	CIS TRUST	\$39,816.12	
9/9/2021	14438	DEPENA, MARIA	\$19.40	
9/9/2021	14439	HENRY SCHEIN	\$1,725.25	PAYROLL A/P
9/9/2021	14440	IMMENSE IMAGERY	\$5,788.41	
9/9/2021	14441	MID-COLUMBIA FIRE & RESCUE	\$477.00	
9/9/2021	14442	OFFICE DEPOT	\$411.31	
9/9/2021	14443	ONE COMMUNITY HEALTH	\$674.00	
9/9/2021	14444	SATCOM GLOBAL INC.	\$64.24	
9/9/2021	14445	TOASTED MAPLE	\$475.00	
9/9/2021	14446	TREICHEL, SARA	\$802.50	
9/13/2021	14447	AMERICAN FAMILY LIFE ASSURANCE	\$331.92	
9/13/2021	14448	CA STATE DISPURSEMENT UNIT	\$231.50	
9/13/2021	14449	NATIONWIDE RETIREMENT SOLUTION	\$1,425.00	PAYROLL A/P (EFT)
9/24/2021	EFT transaction	OREGON STATE, DEPARTMENT OF REVENUE	\$21.22	
<b>TOTAL:</b>			<b>\$140,628.81</b>	

NCPHD Board of Health authorizes check numbers 14430 - 14449 and payroll EFT numbers 876 - 886 totalling \$140,628.81.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_  
 Commissioner Kathy Schwartz  
 Chair, NCPHD Board of Health



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

**North Central Public Health District**

*"Caring For Our Communities"*

**NCPHD Contracts Summary for Board of Health Meeting of October 12<sup>th</sup>, 2021**

**Submitted By: Shellie Campbell, Director**

1. **FIRST AMENDMENT TO AGREEMENT between Glenda Clark and North Central Public Health District.** This agreement is to amend the original professional services agreement to cover project support around accounting and financial duties and reimbursement for spousal respite care.
  - a. *Fiscal Impact:* Cost not to exceed \$10,000.
  
2. **AGREEMENT between Samoa Pacific Development Corporation (SPDC) and North Central Public Health District (NCPHD)** to establish the responsibilities of SPDC and NCPHD with regard to community engagement, education, and outreach activities related to the COVID-19 pandemic.
  - a. *Fiscal Impact:* Cost to NCPHD is \$15,000.
  
3. **AGREEMENT between Tim Fransen and North Central Public Health District.** This agreement is for contracted services to provide project support around COVID-19 Testing Implementation.
  - a. *Fiscal Impact:* Not to exceed \$30,000.



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

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**North Central Public Health District**  
*“Caring for our Communities”*

**NCPHD Directors Report for Board of Health Meeting of October 12, 2021**

**Presented by Shellie Campbell, Director**

Early in September our COVID case counts remained significantly high. The COVID Team continues to test five days a week in the NCPHD parking lot. Contact tracing was also in full force. We did not think we would see a light at the end of the tunnel. School started back and the rest of the month has been spent working closely with the schools to support their work. We saw outbreaks in almost every single school in Wasco, Sherman and Gilliam County. The better news is that towards the end of the month we are hopeful that our regions trend will follow the country and state and start to see a leveling off or downturn.

We continue to recruit, hire and train much needed staff. In September we hired a Fiscal Assistant, she will start in October. We also hired a Communicable Disease Investigator and a Communicable Disease Specialist, both to work primarily with the Covid Team. In addition to that we have hired two part-time testers which has been a great support to the Covid Team.

As we read, watched and waited for news to come out around booster shots and vaccine for children 5 to 11 we planned our next steps. We are working to pivot back to the Readiness Center as soon as we know “what is next”. We have reached out to our amazing MRC volunteers to once again ask for their support and we are moving staff into positions to support the different programs, clinics and COVID work. The staff at NCPHD, once again, rises to the occasion to do what is needed for the three counties.

The Leadership Team is meeting and planning for fall and winter, not knowing what might happen. But, we have plan A, B, and C in many cases. With the holidays fast approaching and COVID still impacting our communities we are working to address known and unknown factors.

We continue to provide updated, informed, science based information to the community and encourage everyone to get vaccinated. We know this is the one thing that will help to get us to the end of this pandemic.

Take care. Stay safe.