

**North Central Public Health District  
Board of Health  
Meeting Minutes  
February 10, 2015 (3:00 pm)**

**In Attendance:** Commissioner Mike Smith – Sherman County; Roger Whitely – Sherman County; Commissioner Steve Kramer – Wasco County; Fred Schubert – Wasco County; and Michael Takagi – Gilliam County. **By phone:** Judge Steve Schafer – Gilliam County; and David Anderson – Gilliam County

**Guests:** Teri Thalhofer – Director NCPHD, Kathi Hall - Business Manager NCPHD; Shellie Campbell – TPEP Coordinator NCPHD; Tyler Stone – Wasco County, Bridget Bailey, Neita Cecil, Widge Johnson & Marina Cassandra

Minutes taken by Gloria Perry

Meeting called to order on February 10, 2015 at 3:00m by Chair Commissioner Mike Smith.

**Summary of Actions Taken**

**Motion by Fred Schubert, second by Commissioner Steve Kramer, to approve the minutes from the January 13, 2015 Board meeting as presented.**

Vote: 7-0  
Yes: Commissioner Mike Smith, Roger Whitely, Commissioner Steve Kramer, Fred Schubert, David Anderson, Judge Steve Shaffer and Michael Takagi.  
No: 0  
Abstain: 0  
Motion carried.

**Motion by Roger Whitely, second by Fred Schubert, to approve a stipend not to exceed \$4,500.00 to the Budget Officer for fiscal year 2014/2015. Hours will be tracked.**

Vote: 5-2  
Yes: Commissioner Mike Smith, Roger Whitely, Fred Schubert, David Anderson, and Michael Takagi.  
No: Commissioner Steve Kramer and Judge Steve Shaffer  
Abstain: 0  
Motion carried.

**Welcome**

**1. MINUTES**

- a. Approval of past meeting minutes.
- b. Set next meeting date:
  - The next regular meeting was scheduled for Tuesday, March 10, 2015 at 3 pm. Meeting location will be at the North Central Public Health District, Meeting Room. (419 E. 7<sup>th</sup> St., The Dalles).

**2. ADDITIONS TO THE AGENDA**

- a. Public Comment Period
  - No comments made.
- b. Fiscal Audit Update
  - The auditors informed us they have not yet completed our audit. They have requested more information and we are now crafting a Management Discussion & Analysis. When that gets back to the auditors they will put the audit document fully together and we will schedule their presentation.

**3. UNFINISHED BUSINESS**

- a. HWR Program Transition – Consideration of potential resolution for transfer of program if received by counsel.

- Mr. Sponslor (NCPHD’s counsel) received a draft resolution from Dan Olsen (Wasco’s County’s attorney). Comments were given back and Teri’s understanding from Mr. Sponlor is that he had sent the resolution with these comments back to Dan Olsen. Mr. Sponslor has reached out to Dan Olsen a number of times but, to date, has not heard back from him regarding the resolution. Because of this, there is not a resolution to present to the board at today’s meeting.
  - This issue was pushed out to the March 10, 2015 board meeting.
- b. Wasco County’s BOCC vote to withdraw from NCPHD
- After Sherman County’s court reviewed the withdrawal letter from Wasco County the court decided that it didn’t fit the IGA guidelines so it wasn’t officially recognized.
  - Gilliam County court felt the same as Sherman County court. They would not be able to accept anything until after the 5-year portion of the agreement. Their decision was based on quite a bit of research. Also, it’s set up in the IGA that an entity would not be able to leave until at the end of a fiscal year. Their court did not feel it was appropriate to accept the letter based on what is written in the IGA
  - Commissioner Smith stated, “Wasco County had talked about leaving at the fiscal year and contracting for six months. You can conceivably have a public meeting and re-file that and it would be gone in 2016. That’s only 6-months beyond what you’re talking about contracting and we are only 4-months away from the period you were talking about starting the contracting.” He is not sure there is any hope of being able to create that entire thing, then try to contract and then try to create another district within that time frame. This might be a really good way to give Wasco a little time to finish the process they started.
  - Commissioner Kramer stated “It appears that I read the dates wrong. I was assuming that it needed to be done before the 31<sup>st</sup> not after the 31<sup>st</sup>. Error on my part, so yes we’ll have to go back and revisit and resubmit and make this all legal.”
  - Commissioner Smith stated, “When our court was talking about this, that given the timeframe we are talking about, it might give you time to do the research you’re talking about and put everything together and work it out. Certainly it would give a lot more comfort to the employees that are struggling with this.”
  - Commissioner Kramer stated, “We’ll certainly work on that.”
  - Judge Shaffer stated, “For Gilliam County Board of Commissioners, it would give us a little more planning opportunities also. That was a concern with our county court.”
  - Commissioner Smith stated, “We will continue to move forward.”
  - At this time, Commissioner Smith asked Teri Thalsofer to provide an update to the board on her conversation with Kathy Schwartz.
  - Teri Thalsofer stated, “At the last meeting the board asked me to meet with Kathy Schwartz to get some clarity about her role. I met with Kathy last week where she shared her transition plan that she’s created. She plans to facilitate a meeting between the Oregon Health Authority and Wasco County, which I understand has been scheduled. And then assist the county in hiring a consultant to work through the transition as she will not be the person facilitating the transition.”
  - Commissioner Smith stated, “I also understand that OHA is looking for a way to figure out dividing the...”
  - Teri Thalsofer stated, “Right, so I made a request to the Public Health Division to give two funding scenarios for next budget year. What would it look like if the District remained intact with the 3 counties and what would it look like if Sherman & Gilliam Counties remained with the District and Wasco County was stand-alone. In some examples the funding is really easy to determine because of the way the funding formula is set up – it’s a base for each county based on size and then a per capita amount as well. But some of them are much more complex around it’s an amount per entity. So we are going to go from 34 entities in the state to 35 entities in the state – it changes everybody’s funding and as you well know the Wasco and Sherman County funding has been braided together for over 60 years. So it was going to take some time. They anticipate having those numbers to me sometime early next week.”
  - Commissioner Smith stated, “Just for the purpose of the meeting, there are two that we kind of know. For instance, public health emergency preparedness program. NCPHD’s budget grant award for 2015 was \$151,500 and it turns out the amount for Wasco and Sherman/Gilliam were close to equal with Sherman/Gilliam having slightly more funding to do the work. So Steve, hopefully you will find out more at your meeting which will be helpful.”

c. Triennial Review Update

- Our triennial review was conducted in March of 2014 and all of the program compliances were completed by June 2014. The outstanding compliance issue that was around the fire door out of Annex C and that was found to be in compliance at the end of December 2014. On January 9, 2015 we received a letter from the State stating that we are now in full compliance.

4. NEW BUSINESS

a. Regional Health Equity Coalition (RHEC)

- Teri introduced Shellie Campbell who is our Tobacco Prevention & Education Program Coordinator. She is participating on the RHEC on behalf of NCPHD.
- Shellie presented an overview of what REHC is.
  - *What are Regional Equity Coalitions:* RHEC is a coalition funded by the Oregon Health Authority's Office of Equity and Inclusion and Public Health Division Health Promotion and Chronic Disease Prevention Section leveraged funds with the DHHS Office of Minority Healthy and the Northwest Health Foundation to implement a community-based Regional Equity Coalition program to reduce health disparities experienced by racial and ethnic diverse communities, people with disabilities, LGBT communities, low-income people, migrant seasonal farm workers, immigrants and refugees in Oregon.
  - As Regional Equity Coalitions continue to engage their communities, they will seek to achieve the following outcomes: 1) Increased awareness of the significance of health disparities, their impact on the state, and the actions necessary to improve health outcomes for racial and ethnically diverse and underserved populations; 2) Increased capacity and leadership for addressing health disparities at all levels; 3) Improved data availability, and coordination, utilization, and diffusion of research and evaluation outcomes; 4) Increased coordination across health and other social support entities to collaborate on cross-cutting community wide issues; and 5) Implementation of policies at local, regional and state level that reduce health disparities and promote health equity.

b. 2<sup>nd</sup> Quarter FY 14/15 Fiscal Report

- Kathi Hall presented the 2<sup>nd</sup> quarter fiscal report representing July 1, 2014 through December 31, 2014.
  - Discussed the unintended consequences of Medicaid expansion. For this fiscal year Kathi has done an analysis and believes we can make some adjustments without laying off staff.
  - EMR - Looking into switching our EMR to one that is less costly. We currently use Insight where the maintenance fees are around \$21,000 a year to Ahlers which is around \$10,000 a year. We anticipate some grant funding from the state's reproductive health program to support that change and we've worked with our legal counsel around the contract issues with Insight and we are able to leave our contract without penalties.
  - Commissioner Kramer asked how much was approved of beginning fund balance to spend this year.
  - Kathi Hall stated she didn't have that figure at hand but would provide it to Commissioner Kramer and the rest of the board.
  - Commissioner Smith asked in making those adjustments, is that with the full contribution from each county?
  - Teri Thalhofer replied yes. This budget was built on the expectation that the counties would contribute the full ask.
  - Commissioner Smith stated in looking at this he wanted to be sure that was clear. He thinks this is balanced with the original general ask amount for each of the counties. He knows Wasco County had a hold back of about \$32,000. In a conversation with Monica Morris she had stated that she thought we would get some more income but wasn't certain because of the way this is changing but she thinks NCPHD is going to have a little bit more coming in. She said to let Wasco know later on if that doesn't happen and we can see. Commissioner Smith believes she set aside \$32,000. NCPHD budgeted for the full amount and what he is concerned about is there is about a \$32,000 difference inside of this. The original ask to Wasco was \$376,000 and they held back \$32,000 because they thought there might be a difference in the income coming in and we are not quite experiencing that yet. Mike was curious about how NCPHD would show that to Wasco

County. The original plan was to show Wasco the difference, if that's not the case, then we'll discuss the asking format.

- Tyler Stone stated, "I would have to go back and look at what we agreed upon because off the top of my head I don't remember. I'm curious though on the new EMR system, is that what the ask is for?"
- Teri Thalhofer replied "No. The new EMR is a reduction in costs over what we currently have."
- Tyler Stone stated, "I was curious because didn't we just install the old EMR?"
- Teri Thalhofer replied, "Three years ago."
- Tyler Stone stated, "Three years ago...and what was the cost to install that?"
- Kathi Hall replied, "I would have to look that up."
- Teri Thalhofer replied, "It was significant and we used meaningful use funds to cover that but the maintenance costs are significant. This system is not user friendly. At the time we purchased this system we were moving forward with the administrative in-kind agreements that what Wasco County had supported they would continue to support and there was a 3<sup>rd</sup> IT person in the Wasco County budget which has never been filled. So we don't have the IT support we need to support this system. The new system that is available to us is much more user friendly, requires much less tech support. Hood River Public Health has recently installed it and the maintenance fees are significantly lower and we have an opportunity right now with the state reproductive health program to bring in funding to support the switch.

Ahlers Systems out of Texas has been contracted with Region X Family Planning for a very long time to do the billing and data reporting for Reproductive Health in Region X which is Oregon, Washington, Idaho and Alaska. When we purchased our EMR they were talking about creating a system with a vendor and we're years away – now they have it. Hood River is loving it; it's very intuitive, user friendly, talks to the billing system, and it's \$6,000 to buy and have them come and train.

- Commissioner Smith stated, "This is not an uncommon thing for medical practices. Our clinic in Sherman County is on their third one in 4 ½ years."
- Tyler Stone asked, "If there is going to be a net cost reduction will that be passed on to the counties?"
- Teri Thalhofer replied, "No, this reduction will help us keep the program open at the level it's at."
- Kathi Hall stated the savings is \$10,000.00.
- Commissioner Smith stated, "I think the question is, does that savings go back to general funds. Is that what you are Tyler?"
- Tyler Stone replied, "We just bought one and now we are buying another one in the name of savings and the question then really becomes..."
- Kathi Hall stated, "The cost of implementing the program is \$8,000.00 and the funding grant....."
- Teri Thalhofer stated, "We're not bringing in the family planning revenue that we were to keep the doors open so we're reducing costs where we can to keep the service level the same as it currently is. By reducing the EMR cost by \$10,000 a year, that gives us that additional dollar to put in staff to keep the doors open."
- Kathi Hall stated, "Well actually to keep from laying off staff."
- Commissioner Smith asked, "Is this part of what you were saying you had some things you were doing to keep the service level where it is right now?"
- Teri replied, "Yes."
- Commissioner Smith asked Tyler if that answered his question.
- Tyler replied, "Kind of, but it's fine Mike,"
- After Kathi completed the fiscal presentation Commissioner Smith asked if there were any questions. None being he asked Commissioner Smith asked Tyler if he could send him an email regarding the hold back and how that would happen if NCPHD were to request that.
- Tyler stated sure.

- Stipend Request for Budget Officer (FY 14/15)
  - This has been a Wasco County practice in the past. Teri is not sure if it's currently still a practice or not. Note: Tyler Stone stated Wasco County has not paid a stipend for the Budget Officer since 2006.
  - Teri estimates that Kathi will spend approximately 5 ½ hours a week for 30 weeks performing duties as the budget officer and Kathi does not have capacity in her role nor does Teri have capacity in staff to take on Kathi's other roles to flex that time out. Because of this, Teri is requesting a \$4,500.00 stipend based on the amount of hours that Kathi works over and above her regular work duties on the budget process. These funds would come from beginning fund balance.
  - Although we hired some accounting help, in the original vision of what Kathi would be doing we thought there would be more fiscal work through Wasco County however, Wasco County ended up not doing that. She is doing significantly more work around budget documents, audit work, Eden setup/work, payroll, employee benefits, being in charge of the EMR record in addition to supervising the admin staff. This is a very broad position. We are doing considerably more administrative work than was anticipated with no additional staff.
  - After a discussion was held regarding this request a motion was made.
- Process
  - Currently scheduling meetings with the program managers to review their program budget for the first 6 months of the current fiscal year and to discuss projections for next budget cycle.
  - Once budget committee members are set, a budget meeting will be scheduled.
- Budget Calendar
  - Budget calendar is in process.
  - We are waiting to hear back from the three counties to see what their budget calendar looks like.
- Budget Committee
  - Public Members are: Sherman County – Linda Thompson; Gilliam County – Leah Watkins; and Wasco County – Bill Lennox
  - Commissioner Smith asked that Teri send emails out to the public members to see if they are still interested in participating for the 2015/16 fiscal budget.

d. Contracts Review

- Teri gave a brief explanation of the following contracts:
  - Jefferson Health Information Exchange Agreement
  - OHSU CCN Agreement
    - a. This agreement is to pay for Dr. Harpole who sees children in the clinic.
    - b. Dr. Harpole has decided he no longer wants to be the physician as he is trying to reduce his hours. He has recruited Meghan McAllister to be the new provider on the clinic. Meghan is a pediatric nurse practitioner. We have hired Meghan as a .2 FTE working 5 to 7 hours a month without benefits. Dr. Harpole's CCN time has been reduced so Meghan's time will be a wash.
  - Providence Health Plan Provider Agreement

e. Director's Report

- Immunizations
  - Currently Pharmacies can give immunizations down to age 11 and there is talk about taking that down to age 8.
  - There is legislation to completely remove the religious exemption. The Health Officer caucus is in support of that legislation. Two years ago legislation passed that you had to go through an educational process regarding vaccines if choosing not to vaccinate your children. Parents had to show a form that they received education in order to claim the religious exemption. That reduced Washington's un-immunized rate by 50%. With the current measles outbreak, there is legislation to remove the religious exemption completely so that you can only have a medical exemption. There are many states that do not allow any exemptions.

- NCPHD Employee List of Comments & Concerns
  - At the 2/3/2015 staff meeting, staff was expressing concerns and asking questions that Teri did not have answers to. She encouraged staff to email their questions to Gloria Perry who collected the emails and compiled the list to present to the board.
  - The list of comments and concerns compiled by the employees of NCPHD was distributed to the board members.
  - Commissioner Smith asked that the board take this list back with them to review and try to answer as many comments/concerns as they can.

Motion to adjourn was made and the meeting was adjourned at 3:50p.m.

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Commissioner Michael Smith, Chair

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Date

**{Copy of 1/13/15 board of health meeting minutes, Fire Inspection Report, OHA Letter, Regional Health Equity Coalitions Handout, 2<sup>nd</sup> Quarter Reports, Jefferson Health information Exchange Agreement, OHSU CCN Agreement, Providence Health Plan Provider Agreement, NCPHD Employee's list of comments and concerns, and Director's Report attached and made part of this record.}**