



**Public Health**  
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**North Central Public Health District**  
"Caring For Our Communities"

## North Central Public Health District Board of Health Executive Committee Meeting

**Tuesday, November 12, 2019  
3:00 PM**

**To Be Held At:  
North Central Public Health  
District Meeting Room.**

### **AGENDA -**

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1. **Minutes**
  - a. Approve from 10/08/2019 Full Board of Health Meeting.
  - b. Set Next Meeting Date (12/10/2019) (Full Board of Health Meeting)
2. **Additions to the Agenda**
3. **Public Comment**
4. **Unfinished Business**
  - a. Office Space
5. **New Business**
  - a. LPHA Modernization Work Plan
  - b. Staff Updates
  - c. Approval of A/P Check Report
    - October 2019
  - d. Contracts Summary
  - e. Director's Report
    - November 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](http://www.ncphd.org)

**North Central Public Health District**  
**Board of Health**  
**Meeting Minutes**  
**October 8th, 2019**

**In Attendance:** Commissioner Joan Bird – Sherman County; Jayme Mason – Sherman County; Celeste Hill-Thomas – Wasco County; Roger Whitley – Sherman County; Commissioner Leslie Wetherell – Gilliam County; Commissioner Scott Hege – Wasco County

**Staff Present:** Teri Thalhofer, RN/BSN – Director NCPHD; Laurie Jupe – Program Secretary NCPHD; Alyssa Bachman – Fiscal Assistant NCPHD; Gloria Perry – Office Manager NCPHD

**Guests Present:** None

Minutes taken by: Laurie Jupe

Meeting called to order at 3:00 p.m. by Commissioner Scott Hege

**SUMMARY OF ACTIONS TAKEN**

**MOTION by Commissioner Leslie Wetherell, and seconded by Celeste Hill-Thomas, to accept the September 10<sup>th</sup>, 2019 Executive Committee meeting minutes as presented.**

Vote: 6-0  
Yes: Commissioner Joan Bird, Commissioner Leslie Wetherell, Commissioner Scott Hege, Jayme Mason, Roger Whitley, and Celeste Hill-Thomas  
No: 0  
Abstain: 0  
Motion: Carried

**MOTION by Commissioner Leslie Wetherell, and seconded by Celeste Hill-Thomas, to accept the April 9th, 2019 Executive Committee meeting minutes as presented.**

Vote: 6-0  
Yes: Commissioner Joan Bird, Commissioner Leslie Wetherell, Commissioner Scott Hege, Jayme Mason, Roger Whitley, and Celeste Hill-Thomas  
No: 0  
Abstain: 0  
Motion: Carried

**MOTION by Roger Whitley, and seconded by Commissioner Joan Bird, to accept the A/P Checks Issued reports for September 2019 as presented.**

Vote: 6-0  
Yes: Commissioner Joan Bird, Commissioner Leslie Wetherell, Roger Whitley, Jayme Mason, Celeste Hill-Thomas, Commissioner Scott Hege  
No: 0  
Abstain: 0  
Motion: Carried

**MOTION by Commissioner Leslie Wetherell, and second by Jayme Mason, to accept Resolution 2019-04, a resolution transferring budgeted funds from reserve for vehicle to capital expenditure account for the fiscal year 2019-20 as presented.**

Vote: 6-0  
Yes: Commissioner Scott Hege, Celeste Hill-Thomas, Commissioner Joan Bird, Commissioner Leslie Wetherell, Jayme Mason, Roger Whitley  
No: 0  
Abstain: 0  
Motion: Carried

**MOTION by Commissioner Joan Bird, and second by Commissioner Leslie Wetherell, to accept Resolution 2019-05, FY 2019-20 Supplemental Budget Resolution North Central Public Health District as presented.**

Vote: 6-0  
Yes: Commissioner Scott Hege, Celeste Hill-Thomas, Commissioner Joan Bird, Commissioner Leslie Wetherell, Jayme Mason, Roger Whitley  
No: 0  
Abstain: 0  
Motion: Carried

### **WELCOME AND INTRODUCTIONS**

### **MINUTES & NEXT MEETING DATE**

1. Approval of past meeting minutes.
  - 1 A motion was made to approve the September 10th, 2019 Executive Committee meeting minutes as presented.
  - 2 A motion was made to approve the April 9th, 2019 Executive Committee meeting minutes as presented.
2. Set next meeting date.
  - 1 The next scheduled Board of Health Executive Committee meeting will be on Tuesday, November 12th, 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. 7<sup>th</sup> 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 previously flooded office space in Annex A.
  2. NCPHD staff continue to be displaced over several buildings with no access to needed work materials.
  3. There continues to be no estimated timeline for cleanup and repair work to be done.

## **NEW BUSINESS**

1. Resolution No. 2019-04 A Resolution transferring budgeted funds from reserve for vehicle to capital expenditure account for the fiscal year 2019-20.
  1. Gloria presented Resolution No. 2019-04 to the board.
    - a) Resolution 2019-04. A resolution transferring budgeted funds from Reserve for Vehicle account to Vehicles capital expenditure account for the Fiscal Year 2019-20.
    - b) The funds, in the amount of \$20,000.00, will be used toward the purchase of a vehicle.
  2. Resolution No. 2019-05 FY 2019-20 Supplemental Budget Resolution North Central Public Health District
    1. Gloria presented Resolution No. 2019-05 to the board.
      - a) Resolution 2019-05, the Board of Health approved the supplemental budget for fiscal year 2019/2020 and as amended by Attachment "A" in the sum of \$20,000.00.
3. SWOT Analysis Update
  1. Teri asked for Board of Health input and further feedback was requested, to be sent via email, following the meeting.
    - a) What does the Board see as internal strengths of NCPHD?
      - Communication with community partners is excellent and has greatly improved.
      - Leadership and the Board.
      - Experience and unity of staff.
      - Staff passion for their work and their community.
    - b) What does the Board see as internal weaknesses of NCPHD?
      - Office space and facilities.
      - Get off task at times – agency with boards help. Too much time spent on a "plan".
      - Lack of resources and lack of funds for hiring and retaining staff.
      - Lack of Board understanding of services, facilities, and programs.
    - c) What does the Board see as external opportunities NCPHD should pursue?
      - Continue to improve collaboration and cooperation with community partners and community at large.
      - The three counties working together as a team.
      - Broader community planning – i.e. asset mapping etc.

- d) What does the Board see as external threats NCPHD should attend to?
  - Three county separating and not working together.
  - State funding shortfalls.
  - Federal funding shortfalls.
- 2. Teri reviewed the SWOT Analysis handout of the NCPHD staff SWOT analysis results.
- 3. Celeste Hill-Thomas requested that Board Members have member orientations and tours of NCPHD facilities and programs with additional information provided on services and programs for Board of Health member edification.
- 4. Staff Updates
  - 1. One Registered Nurse position remains open.
  - 2. The Tobacco Prevention and Education Coordinator position has been interviewed and references are being contacted.
- 5. Approval of A/P Check Report (September 2019)
  - 1. Report presented to the board.
  - 2. A motion was made to approve the A/P Check Reports for September 2019 as presented.
- 6. Review of Contract
  - 1. Agreement for Professional Services: Agreement between NCPHD and Judy Bankman, an independent contractor. The contractor will be responsible for submission of the PHAB annual report, Parts 1 and 2; provide assistance to program managers and staff using the VMSG Dashboard to track performance measures and quality improvement goals, and reconvene the QI/PM Committee to create timeline for next steps.
  - 2. Fiscal Impact: not to exceed \$26,000 in the fiscal year ending June 30, 2020.
- 7. Directors Report – by Teri Thalhofer
  - 1. Report presented to the board and feedback was requested.
  - 2. Commissioner Hege requested an overview on the VMSG at a future board meeting.

Being no further business to be conducted at this time, Commissioner Scott Hege adjourned the Board of Health meeting at 3:52 p.m.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

**NCPHD  
Accounts Payable Checks  
Issued October 2019**

Check Date	Check Number	Vendor Name	Amount
9/17/2019	628	IRS	\$521.72
9/17/2019	629	P E R S	\$366.60
9/17/2019	630	OREGON STATE, DEPT OF REVENUE	\$39.04
9/25/2019	631	IRS	\$11,873.30
9/25/119	632	ASIFLEX	\$110.00
9/25/2019	633	P E R S	\$14,478.61
9/25/2019	634	OREGON STATE, DEPT OF REVENUE	\$3,092.42
9/27/2019	635	IRS	\$554.71
9/27/2019	636	P E R S	\$662.54
9/27/2019	637	OREGON STATE, DEPT OF REVENUE	\$146.88
Held in Que	638	OREGON STATE, EMPLOYMENT DEPT	\$262.08
10/10/2019	639	IRS	\$12,609.04
10/10/2019	640	ASIFLEX	\$110.00
10/10/2019	641	P E R S	\$14,425.39
10/10/2019	642	OREGON STATE, DEPT OF REVENUE	\$3,307.91
10/25/2019	643	IRS	\$13,035.12
10/25/2019	644	ASIFLEX	\$110.00
Held in Que	645	P E R S	\$14,665.23
10/25/2019	646	OREGON STATE, DEPT OF REVENUE	\$3,431.09
10/2/2019	13200	CA STATE DISPURSEMENT UNIT	\$231.50
10/2/2019	13201	NATIONWIDE RETIREMENT SOLUTION	\$1,265.00
10/2/2019	13202	ACTION AUTO GLASS	\$290.49
10/2/2019	13203	AMERICAN ASSOCIATION, OF BIOANALYSTS	\$137.00
10/2/2019	13204	ASD SPECIALITY HEALTHCARE LLC, ASD HEALTHCARE	\$22,912.28
10/2/2019	13205	CYTOCHECK LABORATORY LLC	\$202.50
10/2/2019	13206	DIXON-SHANE LLC, R&S NORTHEAST LLC	\$7,054.00
10/2/2019	13207	H2OREGON BOTTLED WATER INC.	\$63.00
10/2/2019	13208	HENRY SCHEIN	\$314.28
10/2/2019	13209	INTERPATH LABORATORY INC.	\$86.55
10/2/2019	13210	LAMENDOLA-GILLIAM, CALLIE	\$54.52
10/2/2019	13211	MID-COLUMBIA MEDICAL CENTER	\$575.00
10/2/2019	13212	OFFICE DEPOT	\$321.16
10/2/2019	13213	OR STATE PUBLIC, HEALTH LABORATORY	\$186.60
10/2/2019	13214	RICOH USA INC.	\$173.00
10/2/2019	13215	AMERICAN FAMILY LIFE ASSURANCE	\$354.94
10/2/2019	13216	BANKMAN, JUDY	\$730.00
10/2/2019	13217	BOARDMAN JUMPSTART JAVA	\$15.00
10/2/2019	13218	CIS TRUST	\$30,007.38
10/2/2019	13219	COLUMBIA VETERINARY HOSPITAL	\$100.00
10/2/2019	13220	NELSON TIRE FACTORY DBA, GILL'S POINT S	\$48.00
10/2/2019	13221	OFFICE DEPOT	\$153.98
10/2/2019	13222	OREGON STATE, DEPT OF ENVIRONMENTAL QUA	\$700.00

PAYROLL A/P (EFT)

PAYROLL A/P

10/2/2019	13223	SLATT, KRISTEN	\$63.42
10/2/2019	13224	STAEHNKE, DAVID	\$144.54
10/9/2019	13225	SEBCO, LLC TONKIN GM /, SUBARU / CHEVROLET/ BUICK	\$19,748.50
10/10/2019	13226	AFFORDABLE CARE NW, DBA HELPING HANDS	\$220.00
10/10/2019	13227	AHLERS & ASSOCIATES	\$860.00
10/10/2019	13228	CYTOCHECK LABORATORY LLC	\$207.50
10/10/2019	13229	H2OREGON BOTTLED WATER INC.	\$96.00
10/10/2019	13230	LAMENDOLA-GILLIAM, CALLIE	\$77.98
10/10/2019	13231	MCCONNELL, WENDY	\$175.97
10/10/2019	13232	OFFICE DEPOT	\$50.75
10/10/2019	13233	OR STATE PUBLIC, HEALTH LABORATORY	\$200.15
10/10/2019	13234	OREGON STATE, DEPT OF HUMAN SERVICES	\$48.00
10/10/2019	13235	RICOH USA INC.	\$164.16
10/10/2019	13236	SAIF CORPORATION	\$896.91
10/10/2019	13237	SATCOM GLOBAL INC.	\$60.93
10/10/2019	13238	SETZER, JAMES	\$304.50
10/10/2019	13239	SPARKLE CAR WASH, LLC	\$24.30
10/10/2019	13240	STERICYCLE INC.	\$562.59
10/10/2019	13241	THE DALLES AREA CHAMBER OF, COMMERCE	\$216.00
10/10/2019	13242	U.S. CELLULAR	\$527.24
10/10/2019	13243	WASCO COUNTY	\$681.09
10/10/2019	13244	WILKIE, CRYSTAL B	\$497.76
10/16/2019	13245	BANKMAN, JUDY	\$840.00
10/16/2019	13246	BEERY ELSNER & HAMMOND LLP	\$611.00
10/16/2019	13247	CIS TRUST	\$3,250.00
10/16/2019	13248	DIXON-SHANE LLC, R&S NORTHEAST LLC	\$342.00
10/16/2019	13249	HR ANSWERS INC.	\$2,700.00
10/16/2019	13250	MID-COLUMBIA MEDICAL CENTER	\$375.00
10/16/2019	13251	STAPLES ADVANTAGE	\$235.43
10/16/2019	13252	STRATUS AUDIO, INC.	\$61.38
10/16/2019	13253	UPS	\$116.00
10/16/2019	13254	US BANK	\$3,340.56
10/16/2019	13255	CA STATE DISPURSEMENT UNIT	\$231.50
10/16/2019	13256	NATIONWIDE RETIREMENT SOLUTION	\$1,265.00
10/24/2019	13257	BARAJAS, CAMILA	\$110.00
10/24/2019	13258	LAMENDOLA-GILLIAM, CALLIE	\$208.80
10/24/2019	13259	OFFICE DEPOT	\$102.50
10/24/2019	13260	PARAGARD DIRECT	\$1,552.30
10/24/2019	13261	WILKIE, CRYSTAL B	\$992.48
10/30/2019	13262	OREGON STATE, DEPARTMENT OF REVENUE	\$294.15
10/31/2019	13263	BANKMAN, JUDY	\$690.00
10/31/2019	13264	CLARK, GLENDA	\$319.00
10/31/2019	13265	GORGE UROLOGY	\$150.00
10/31/2019	13266	OPTIMIST PRINTERS	\$19.55
10/31/2019	13267	OR GOV'T ETHICS COMMISSION	\$548.87
10/31/2019	13268	OREGON STATE, DEPT HUMAN SERVICES- OFS	\$531.76
10/31/2019	13269	SANOFI PASTEUR INC.	\$3,746.29
10/31/2019	13270	WASCO COUNTY	\$133.06

PAYROLL A/P
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10/31/2019	13271	CA STATE DISPURSEMENT UNIT	\$231.50	PAYROLL A/P
10/31/2019	13272	NATIONWIDE RETIREMENT SOLUTION	\$1,265.00	
<b>TOTAL:</b>			<b>\$209,869.28</b>	

NCPHD Board of Health authorizes check numbers 13200 - 13272 and payroll EFT numbers 628 - 646 totalling \$209,869.28.

Signature \_\_\_\_\_

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



CONTRACTS SUMMARY FOR NCPHD BOARD OF HEALTH: November 12, 2019

- PROGRAM PERSONAL SERVICES CONTRACT: Agreement between NCPHD and Wasco County (through Wasco County Community Corrections). NCPHD Health Officer, Dr. Miriam McDonell, will serve as the Medical Director of WCCC Treatment Program
- FISCAL IMPACT: NCPHD will invoice WCCC for Dr. McDonell's time at the rate of \$100 per hour, not to exceed \$500 per month.



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## **Directors Report for the Board of Health and Staff: November 12, 2019**

Greetings Board of Health Members and NCPHD Staff:

October is a busy month for public health training and conferences. We had staff attend The Rural Health Conference, training for the SRCH Project (Sustainable Relationships for Community Health), The Oregon Public Health Association Conference and Health Equity Training.

Leadership team also began to work with our consultants at HR Answers to complete the required Pay Equity Assessment.

We are very pleased to announce that our own Grace Anderson, RN, coordinator of our Reproductive Health Services, received the Passion Award from the Wasco County Domestic Violence Council at their community vigil for survivors on October 15. Grace is incredibly deserving of this honor. She is an empathic provider who goes the extra mile to honor the diversity of all her clients. She connects them to services and follows up to make sure they were able to access services. She has been instrumental in implementing best practices at NCPHD around Healthy Relationship Screening, which has been seen as a model for public health clinics and private clinics across the state. Congratulate Grace when you see her.

Our work continues around public health modernization and staff received a presentation explaining our LPHA workplan. The BOH will receive a similar presentation at the November meeting.

We continue to work with our partners around maternal child health services, implementation of the Family Connects Home Visiting model, obesity reduction policy and practices, opioid use reduction, and communicable disease control.

Dr. Mc Donnell was able to secure funding from CGCCO to dispense naloxone on release to inmates of NORCOR who have a history of drug use. Naloxone saves lives as an overdose rescue drug.


We continue to build partnerships with community partners in innovative ways.

Teri Thalhofer, RN, BSN



# LPHA Modernization

What the work plan means  
to NPCHD



# LPHA Modernization

- Each LPHA received some funding
- Required Elements
- Some local personalization

# Leadership, Governance and Program Implementation

- Strategic Planning
- Exploring opportunities for cross-jurisdictional sharing
  - 'The Family Network'
  - Coordinated Enrollment model for MCH services

# Leadership, Governance and Program Implementation

- Confirming and strengthening regional efforts
- No plan for regional funding in the next biennium so partners need to strengthen current agreements to continue regional efforts

# Leadership, Governance and Program Implementation

- Assessment of Staff competencies and needs for training
- Workforce development plan update
- VMSG Dashboard for tracking training(Workforce Development Plan)

# Health Equity and Cultural Responsiveness

- Health Equity Committee will complete a Health Equity Implementation plan using the results of our BARHII
- May decide additional assessments are needed
- One training activity will be held



# Communicable Disease

- Continue efforts around STD's that has been happening with our EOMC work
- Enhance outreach to providers
- NCPHD Environmental Health, CD and PHEP staff will begin meeting quarterly to explore potential environmental health threats and possible data sources for assessment

# Additional Requirements

- Submit reports
- Submit plans
- Participate in Evaluation
- Participate in Leadership Learning Collaborative

# Budget Impact

- Leadership team salaries moved into this funding stream
- Support for work around Public Health Accreditation
- Contracted services to facilitate cross jurisdictional sharing work
- VMSG Dashboard
- Supplies

# Budget Impact

- Workforce Development Training
- Health Equity Implementation Activities
- Supplies
- 2% Staff salary Adjustment January 1, 2020