



Public Health
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North Central Public Health District

North Central Public Health District Special Board of Health Meeting

Date: Tuesday, March 18th, 2025

Time: 4:00 p.m. to 5:00 p.m.

Virtual via Zoom: <https://wascocounty-org.zoom.us/j/89356136221>

AGENDA

1. **Call to Order**

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

2. **Action Items**

- 2/11/2025 Board of Health Meeting Minutes
- February A/P Check Reports
- Appointment of Budget Officer – Brita Meyer
- Public Contracting Rules Resolution

3. **Non-Action Items**

- Letters of Engagement FY23 & FY24 – Pauly Rogers, & Co.

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

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**North Central Public Health District
Board of Health Meeting Minutes
February 11th, 2025**

Board Members In Attendance: Commissioner Joan Bird – Sherman County; Commissioner Phil Brady – Wasco County; Roger Whitley – Sherman County; Bill Lennox – Wasco County, Judy Starr – Wasco County

Staff Present: Martha McInnes – Clinical Programs Supervisor NCPHD; Brita Meyer – Fiscal Manager NCPHD; Kate Smith – Operations Manager NCPHD; Paula Grendel – Environmental Health Specialist Supervisor NCPHD; Lori Triechel – Public Health Nurse NCPHD; Marta Fisher - Regional Epidemiologist NCPHD, Julia Gertsen – Nurse Practitioner NCPHD; Kathleen Wilder – Health Officer NCPHD; Mikey Goyette – Communications Coordinator NCPHD; Maria Peña – Community Health Worker NCPHD; Zach Hale – CD Investigator NCPHD; Rob Garrett – PHEP Coordinator NCPHD

Minutes by: Cynthia Rojas

SUMMARY OF ACTIONS TAKEN

MOTION by seconded by , to accept the January 14th, 2025 Board of Health meeting minutes as presented.

Vote: 5-0
Yes: Commissioner Joan Bird – Sherman County; Commissioner Phil Brady – Wasco County; Roger Whitley – Sherman County; Bill Lennox – Wasco County, Judy Starr – Wasco County
Abstain: 0
Absent: 0
No: 0
Motion: Carried

MOTION by and seconded by to accept the January 2025 A/P Checks Issued reports as presented.

Vote: 5-0
Yes: Commissioner Joan Bird – Sherman County; Commissioner Phil Brady – Wasco County; Roger Whitley – Sherman County; Bill Lennox – Wasco County, Judy Starr – Wasco County
Abstain: 0
Absent: 0
No: 0
Motion: Carried

MOTION by Bill Lennox and seconded by Phil Brady to approve the North Central Public Health District Employee Handbook as presented.

Vote: 5-0
Yes: Commissioner Joan Bird – Sherman County; Commissioner Phil Brady – Wasco County; Roger Whitley – Sherman County; Bill Lennox – Wasco County, Judy Starr – Wasco County
Abstain: 0
Absent: 0
No: 0
Motion: Carried

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

Introductions:

1. All present introduced themselves.

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.
 - a. A motion was made and carried to approve the meeting minutes from 1/14/2025 as presented.
 - b. Discussion, questions and feedback were requested.
2. Approval of A/P Check reports.
 - a. A motion was made and carried to approve the January 2025 A/P Check reports as presented.
 - b. Discussion, questions and feedback were requested.
3. Approval of North Central Public Health District Employee Handbook as presented
 - a. A motion was made and carried to approve the NCPHD Employee Handbook as presented.
 - b. Kate Smith presented on the changes that have been made to the handbook the changes will be effective March 1st 2025, which include clarifying the different stipends for employees in an effort to provide clarity for both the employee, supervisor, finance & HR.
 - c. There were also some parameters on the on call stipend so that it can be streamlined.
 - d. We also set a maximum dollar value on NCPHD supported training without having to sign a training and education repayment agreement.
 - e. There were also some adjustments to the Hazard Pay which needed to be realigned with our Inclement Weather Policy
 - f. There was also some clarification on explaining vacation, professional appearance & remote work guidelines.

- g. Additionally changes in which CIS is responsible for is they added an Artificial Intelligence in the workplace policy. They also made changes to PLO & OFLA.
- h. Discussion, questions and feedback were requested.

NON-ACTION ITEMS

1. Fiscal Update

- a. Brita & Martha have been in conversations with the auditors and she anticipates wrapping up the audit report this month and presenting at the March Board Meeting. From there we will be signing engagement letters to move forward with the next financial year's audit.
- b. Brita presented the fiscal report, which is a recap report as of end of December 2024. She pointed out some areas that may look different for instance under Reproductive Health you can see that we're at 91% of revenue, that is in part because we received two large reproductive health grants that we budgeted for in the fiscal year. Without those large grants we are at about 74% of what we budgeted for just fee for service revenue.
- c. Perinatal Health, which is part of the Home Visiting Program, seems low at 33%, however you can see under Babies First that we are at 126% revenue. Those two funds are the same work being done it's just a matter of which account we are recognizing the matching funds coming in for those visits.
- d. Brita will be reviewing these numbers with the Program Managers as she begins having budget meetings.
- e. We are also looking into spending out the remaining COVID funds. Brita and Martha on having conversations on what that would look like to get those spent by the end of June 2025.
- f. Brita will also be changing the format of the overall budget and how that is presented to the board. It was one of the corrective actions without triennial review. They want to see a clearer picture of every single program element. Which also means we have to make some changes to our timesheets.
- g. Brita received guidance from our legal team about the Budget Committee Meetings. We are required to have every single member for our governing body to serve on our budget committee. In addition to one outside member of the community for each governing person. So all six board members plus an additional six community members. Having 12 members instead of four we had previously. Each member will serve for 1 year,
- h. The budget committee meeting is one meeting that will be held mid to late May, once the counties have had their budget meetings. The meeting is scheduled for about 2 hours via Zoom.
- i. Discussion, questions, and feedback were requested.

2. Contracts Summary

- a. We just had the single amendment from OHA and this is part of our regular amendments that we receive from them.
- b. Discussion, questions, and feedback were requested.

3. Communicable Disease: Program Overview & Year End Report

- a. Marta Fisher presented to the Board a program overview and year-end report for the Communicable Disease Program at NCPHD.
- b. She explained the roles of Communicable Disease

- i. Reportable Illnesses/Conditions
 - ii. Outbreaks of illnesses
 - iii. Preventing illnesses and outbreaks.
- c. The CD team often collaborates on outbreaks with the Health Officer, Environmental Health and potentially also with Clinical Services because they have skills in minimizing spread and recommending preventative treatments and actions. We may even offer treatments to people who are exposed, but not sick.
- d. Discussion, questions, and feedback were requested

4. Director's Report

- a. Martha changed the formatting and may do additional changes to be really focused on the structure of Public Health Modernization.
- b. Discussion, questions, and feedback were requested

Being no further business to be conducted at this time, Commissioner Joan Bird adjourned the Board of Health meeting at 5:28 p.m.

Signature

Date

Printed Name

NCPHD
Accounts Payable Checks
Issued February 2025

Check Date	Check Number	Vendor Name	Amount
2/10/2025	1335	IRS	\$17,229.82
2/10/2025	1336	ASIFLEX	\$302.00
Held in Que	1337	PERS	\$20,035.26
2/10/2025	1338	OREGON STATE, DEPT OF REVENUE	\$4,652.54
2/18/2025	1339	IRS	\$865.13
Held in Que	1340	OREGON STATE, DEPT OF REVENUE	\$30.63
Held in Que	1341	OREGON STATE, EMPLOYMENT DEPART	\$7.74
2/18/2025	1342	OREGON STATE, DEPT OF REVENUE	\$232.01
2/25/2025	1343	IRS	\$16,609.80
2/25/2025	1344	ASIFLEX	\$302.00
Held in Que	1345	PERS	\$19,938.49
2/25/2025	1346	OREGON STATE, DEPT OF REVENUE	\$4,610.09
2/3/2025	16258	OREGON STATE, DEPT OF HUMAN SERVICES	\$15,469.34
2/6/2025	16259	ASD SPECIALITY, HEALTHCARE LLC	\$930.43
2/6/2025	16260	CIS TRUST	\$38,722.99
2/6/2025	16261	ELECTICAL SPECIALTIES & HVAC-R	\$419.00
2/6/2025	16262	H2OREGON BOTTLED WATER INC.	\$68.75
2/6/2025	16263	HENRY SCHEIN	\$331.62
2/6/2025	16264	SATCOM GLOBAL INC.	\$88.00
2/6/2025	16265	SYNERGY HEALTH AND WELLNESS	\$1,137.50
2/6/2025	16266	VILLALOBOS, AMELIA	\$510.00
2/11/2025	16267	JOHNSON MARK LLC	\$427.14
2/11/2025	16268	NATIONWIDE RETIREMENT SOLUTION	\$1,326.19
2/18/2025	16269	AHLERS & ASSOCIATES	\$800.00
2/18/2025	16270	INTERPATH LABORATORY INC.	\$829.10
2/18/2025	16271	MCKESSON	\$6,722.51
2/18/2025	16272	OREGON STATE, DEPT OF HUMAN SERVICES	\$15,000.00
2/18/2025	16273	SRG PARTNERSHIP, INC	\$5,536.52
2/18/2025	16274	U.S. CELLULAR	\$988.50
2/18/2025	16275	US BANK	\$6,168.81
2/18/2025	16276	WASCO COUNTY	\$155.83
2/21/2025	16277	HOOD RIVER COUNTY	\$3,250.00
2/21/2025	16278	OREGON STATE, DEPT HUMAN SERVICES- OFS	\$715.00
2/21/2025	16279	OREGON STATE, DEPT OF ENVIRONMENTAL QUA	\$351.00
2/27/2025	16280	AMERICAN FAMILY LIFE ASSURANCE	\$295.98
2/27/2025	16281	JOHNSON MARK LLC	\$427.14
2/27/2025	16282	MASSMUTUAL FINANCIAL GROUP	\$138.28
2/27/2025	16283	NATIONWIDE RETIREMENT SOLUTION	\$1,326.19
2/28/2025	16284	COLUMBIA GORGE NEWS	\$615.00
2/28/2025	16285	CYTOCHECK LABORATORY LLC	\$52.50
2/28/2025	16286	HOOD RIVER COUNTY	\$16,500.00
2/28/2025	16287	OR STATE PUBLIC, HEALTH LABORATORY	\$174.53
2/28/2025	16288	WASCO COUNTY	\$124.39
TOTAL:			\$204,417.75

Payroll A/P(EFT)

Payroll A/P

Payroll A/P

NCPHD Board of Health authorizes check numbers 16258 - 16288 & payroll EFT

1335 - 1346 numbers totalling \$204,417.75

Signature _____ Date _____

Printed Name: Joan Bird, NCPHD Board of Health Chair

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

Resolution No. 2025-01

A RESOLUTION ADOPTING PUBLIC CONTRACTING RULES

Whereas, the Board of Health sitting as the Directors at a regularly scheduled meeting on this 11th day of March 2025 and

Whereas, North Central Public Health District (NCPHD) has designated its Board of Directors as the local Public Contract Review Board to act on all such matters on behalf of NCPHD and to establish procedures for amendment of its Public Contracting Rules, and

Whereas, certain statutory changes have been made to the Oregon Public Contracting Code and NCPHD wishes to update its Public Rules to conform thereto;

Therefore, the NCPHD Board wishes to adopt amendments to its Public Contracting Rules, in the form that follows (deletions in ~~striketrough~~, additions in ***bold italics***).

THE NCPHD BOARD RESOLVES AS FOLLOWS:

Section 1. Public Contracting Rules for the NCPHD.

1.10 General provisions

- (1) Except as provided within these rules, NCPHD's public contracting is governed by the Oregon Public Contracting Code (ORS Chapters 279, 279A, 279B and 279C) (the "Code") and the Oregon Attorney General's Model Public Contract Rules (OAR Chapter 137, divisions 46, 47, 48 and 49) (the "Model Rules") ***as they now exist and as may be amended in the future.***
- (2) The NCPHD Board is NCPHD's local contract review board. Except as these rules may otherwise provide, the powers and duties of local contract review boards under the Code and Model Rules will be exercised by the NCPHD Board and the powers and duties given or assigned to contracting agencies by the Code or Model Rules will be exercised by the NCPHD Director acting as NCPHD's contracting agent.
- (3) For the purposes of these rules, "Director" means the Director for the NCPHD, or the Director's designee.
- (4) For the purposes of these rules, "Emergency" means circumstances that:
 - (A) Could not have been reasonably foreseen;

- (B) Create a substantial risk of loss, damage or interruption of services or a substantial threat to property, public health, welfare or safety; and
- (C) Require prompt execution of a contract to remedy the condition.

1.20 Personal service contracts

- (1) “Personal service contract” means a contract for personal or professional services performed by an independent contractor, primarily for the provision of services that require specialized technical, creative, professional or communication skills or talents, unique and specialized knowledge, or the exercise of discretionary judgment skills, and for which the quality of the service depends on attributes that are unique to the service provider. Such services include, but are not limited to, the services of attorneys, accounting and auditing services, information technology services, planning and development services, artists, designers, performers, property managers and consultants. The Director has discretion to determine whether a particular contract or service falls within this definition. ***For professional services that are required to be performed by an architect, engineer, photogrammetrist, transportation planner or land surveyor, ORS 279C.100 to .125 and OAR Chapter 137 division 48 will apply.***
- (2) The following formal selection procedure will be used when the estimated payment to the contractor exceeds ~~\$25,000~~**\$50,000**.
 - (a) Announcement. NCPHD will give notice of its intent to procure personal services through a newspaper of general circulation, and any other means NCPHD deems appropriate, including contacting prospective contractors directly. Announcements will include:
 - (A) A description of the proposed project;
 - (B) The scope of the services required;
 - (C) The project completion dates;
 - (D) A description of special requirements;
 - (E) When and where the application may be obtained and to whom it must be returned;
 - (F) The closing date; and
 - (G) Other necessary information.

- (b) Application. Applications will include a statement that describes the prospective contractor's credentials, performance data, examples of previous work product or other information sufficient to establish contractor's qualification for the project, references, and other information identified by NCPHD as necessary to make its selection.
- (c) Initial screening. The Director will evaluate the qualifications of all applicants and select a prospective contractor or prospective contractors whose application demonstrates that the contractor is best qualified to meet NCPHD's needs.
- (d) Final selection.
 - (A) The Director will interview the finalists selected from the initial screening. At the Director's discretion, the interviews may be conducted before the Board.
 - (B) After the interview process concludes, the Director will make the final selection. If the interviews are conducted before the Board, the NCPHD Board will make the final selection.
 - (C) The final selection will be based upon applicant capability, experience, project approach, compensation requirements, references and any other criteria identified by NCPHD as necessary for NCPHD to select a contractor.
- (3) The following informal selection procedure may be used when the estimated payment to the contractor does not exceed ~~\$25,000~~**\$50,000** or when the Director determines that the informal procedures will not interfere with competition among prospective contractors, reduce the quality of services or increase costs. The Director will contact a minimum of three prospective contractors qualified to offer the services sought. The Director will request an estimated fee, and make the selection consistent with NCPHD's best interests. If three quotes are not received, the Director will make a written record of efforts to obtain the quotes.
- (4) The Director may enter into personal service contracts not exceeding an estimated ~~\$5,000~~**\$50,000** without following the procedures under subsection (2) or (3). However, the Director must make reasonable efforts to choose the most qualified contractor to meet NCPHD's needs. The amount of a given contract may not be manipulated to avoid the informal or formal selection procedures.
- (5) The Director may negotiate with a single source for personal services if the services are available from only one contractor, or the prospective contractor has special skills uniquely required for the performance of the services. NCPHD must make written findings to demonstrate why the proposed contractor is the only contractor who can perform the services desired.

- (6) The Director may select a contractor without following any procedures if an emergency exists. In such instances, the Director must memorialize in writing the circumstances that justify the emergency appointments.

1.30 Authority to electronically advertise solicitations for goods and services

- (1) The Director is authorized to develop an “Electronic Procurement System” in accordance with OAR 137-047-0300(2)(b). As described in OAR 137-046-0110(16), this is an information system accessible through the Internet that allows NCPHD to post electronic advertisements and receive electronic offers for goods and services. When an electronic procurement system is in place, the Model Rules allow procurement solicitations to be advertised exclusively online. This saves NCPHD time and money over newspaper advertisements.
- (2) Prior to any development of an electronic procurement system, NCPHD may advertise solicitations for goods and services on the Internet in addition to newspaper advertisements.

1.40 Small procurements

- (1) As provided by ORS 279B.065, any procurement of goods or services not exceeding ~~\$10,000~~**\$25,000** may be awarded in any manner the Director finds practical or convenient, including direct selection or award.
- (2) A small procurement contract may be amended in accordance with OAR 137-047-0800, but the cumulative amendments may not increase the total contract price to greater than ~~\$12,500~~**\$31,250**.
- (3) A procurement may not be artificially divided or fragmented to qualify for this section.

1.50 Sole-source procurements

- (1) Pursuant to ORS 279B.075(1), the Director is authorized to declare in writing certain goods and services to be available from only one source.
- (2) The determination of a sole-source must be based on findings required by ORS 279B.075(2), and otherwise be processed in accordance with OAR 137-047-0275.

1.60 Notice of intent to award certain contracts

- (1) At least seven days before the award of a public contract solicited under a traditional invitation to bid or request for proposals, NCPHD will post or provide to each bidder or proposer notice of NCPHD's intent to award a contract.
- (2) If stated in the solicitation document, NCPHD may post this notice electronically or through non-electronic means and require the bidder or proposer to determine the status of NCPHD's intent.
- (3) As an alternative, NCPHD may provide written notice to each bidder or proposer of NCPHD's intent to award a contract. This written notice may be provided electronically or through non-electronic means.
- (4) NCPHD may give less than seven days notice of its intent to award a contract if NCPHD determines in writing that seven days is impracticable as allowed by ORS 279B.135.
- (5) This section does not apply to goods and services contracts awarded under small procurements under these rules, or other goods and services contracts awarded in accordance with ORS 279B.070, 279B.075, 279B.080 or 279B.085.
- (6) A protest of NCPHD's intent to award a contract may only be filed in accordance with OAR 137-047-0740 or OAR 137-049-0450, as applicable.

1.70 Procedure for surplus property

- (1) Surplus property is property owned by NCPHD such as office furniture, computers, equipment, vehicles, excluding real property, that the Director determines is surplus and no longer useful to NCPHD.
- (2) The Director may authorize the sale, donation or destruction of surplus property. Surplus property may be sold through the informal solicitation of bids or through an auction, including an online auction. The Director has the discretion to advertise the sale of surplus property in a newspaper of city-wide circulation.
- (3) Employees of NCPHD may purchase surplus property, so long as at least three individuals or entities have bid on the property and the employee's bid is the highest bid.

1.80 Signature authority

- (1) The purpose of this section is to clarify when the Director may bind NCPHD to a purchase of, or a contract for, goods, services (including personal services) and public improvements (collectively "Purchases") without additional NCPHD authorization. In order to bind NCPHD to a Purchase, the Director must sign a document related to the Purchase. For the purposes of this section, "signing" a document includes a digital signature or authorization.

- (2) If the Board's adopted budget for a given fiscal year includes or anticipates the Purchase, the Director may bind NCPHD without additional NCPHD authorization. For the purposes of this section, the Director may exercise reasonable discretion in determining whether the adopted budget anticipates a Purchase.
- (3) For Purchases with a value exceeding ~~\$10,000~~**\$25,000 (or \$31,250 when authorized by amendment under Section 1.40(2))** and if the Board's adopted budget for a given fiscal year does not include or anticipate the Purchase regardless of the dollar amount, the NCPHD must authorize the Purchase in order to bind NCPHD to it.

Section 2. This resolution is effective on the date of its adoption.

THIS RESOLUTION IS ADOPTED BY THE NORTH CENTRAL PUBLIC HEALTH DISTRICT THIS 11th DAY OF MARCH, 2025.

Joan Bird, Sherman County Commissioner
Chair, NCPHD Board

Martha McInnes, Director
North Central Public Health District