



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

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

**Date:** Tuesday, February 9th, 2021

**Time:** 4:00 PM

**To Be Held Electronically:**

To Join Zoom Meeting please use link below:

<https://wascocounty-org.zoom.us/j/87261084328>

Meeting ID: 872 6108 4328

### 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**

- 1/12/2021 Board of Health Meeting Minutes
- Administrator Position Hiring Process
- Salary Survey & Compensation Package
- A/P Check Report January 2021

3. **Non-Action Items**

- COVID-19 Update
- FY 2020-21 Budget Updates
  - COVID Funding
- NCPHD Updated By-Laws
- Contracts Summary
- Interim Administrator Report
  - February 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\*\**



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

**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  
January 12<sup>th</sup>, 2021**

**In Attendance:** Commissioner Joan Bird – Sherman County; Roger Whitley – Sherman County; Jayme Mason – Sherman County; Commissioner Pat Shannon – Gilliam County; Dani Sperry – Gilliam County; Commissioner Kathy Schwartz – Wasco County; Celeste Hill-Thomas – Wasco County; Taylor Steen – Wasco County

**Staff Present:** Shellie Campbell – Interim Director NCPHD; Kathi Hall – Fiscal Manager NCPHD; Laurie Jupe – Program Secretary NCPHD; Gloria Perry – Office Manager NCPHD; Nicole Bailey – EH Supervisor NCPHD; Dr. Mimi McDonell – Medical Officer NCPHD; Lori Treichel – Registered Nurse NCPHD; Neita Cecil – TPEP Coordinator NCPHD

**Guests Present:** Breanna Wimber – CIS Policy Agent of Record; Matthew Garrett

Minutes taken by: Laurie Jupe

**SUMMARY OF ACTIONS TAKEN**

**MOTION by Celeste Hill-Thomas, and seconded by Roger Whitley, to accept the November 10<sup>th</sup>, 2020 Board of Health meeting minutes as presented.**

Vote: 7-0

Yes: Commissioner Joan Bird – Sherman County; Roger Whitley – Sherman County; Jayme Mason – Sherman County; Dani Sperry – Gilliam County; Commissioner Kathy Schwartz – Wasco County; Celeste Hill-Thomas – Wasco County; Taylor Steen – Wasco County

No: 0

Abstain: Commissioner Pat Shannon – Gilliam County

Motion: Carried

**MOTION by Commissioner Joan Bird, and seconded by Jayme Mason, to accept the A/P Checks Issued reports for November 2020 and December 2020 as presented.**

Vote: 7-0

Yes: Commissioner Joan Bird – Sherman County; Roger Whitley – Sherman County; Jayme Mason – Sherman County; Dani Sperry – Gilliam County; Commissioner Kathy Schwartz – Wasco County; Celeste Hill-Thomas – Wasco County; Taylor Steen – Wasco County

No: 0

Abstain: Commissioner Pat Shannon – Gilliam County

Motion: Carried

**MOTION by Celeste Hill-Thomas, and seconded by Dani Sperry, to accept the North Central Public Health Board of Health Calendar of 2021 Board of Health Meetings and the NCPHD 2021 Holiday Calendar.**

Vote: 8-0

Yes: Commissioner Joan Bird – Sherman County; Roger Whitley – Sherman County; Jayme Mason – Sherman County; Commissioner Pat Shannon – Gilliam County; Dani Sperry – Gilliam County;

Commissioner Kathy Schwartz – Wasco County; Celeste Hill-Thomas – Wasco County; Taylor Steen – Wasco County

No: 0  
Abstain: 0  
Motion: Carried

**CALL TO ORDER:** Commissioner Kathy Schwartz called the meeting to order at 4:02 p.m.

### **Introductions**

### **Establish a Quorum**

1. A quorum of the board members present was established.

### **Requests for Additions to the Agenda**

1. Commissioner Schwartz:
  - a) Update on the new By-Laws
  - b) Update on the compensation package and salary survey

### **Request for Public Comment**

1. None.

### **ACTION ITEMS**

1. Approval of past meeting minutes.
  - 1 A motion was made to approve the November 10<sup>th</sup>, 2020 Board of Health meeting minutes as presented.
2. Approval of A/P Check report.
  - 1 A motion was made to approve the A/P Check reports of November 2020 and December 2020 as presented.
3. Approval of Calendar of 2021 Board of Health Meetings and NCPHD 2021 Holiday Calendar.
  1. A motion was made to approve the Calendar of 2021 Board of Health Meetings and NCPHD 2021 Holiday Calendar as presented.

### **NON-ACTION ITEMS**

1. COVID-19 Update
  1. Dr. Mimi McDonell made a presentation to the board outlining the current COVID-19 status.
    - a) To date Wasco County cases are at 1004, Sherman County cases are at 47, and Gilliam County cases are at 45.
    - b) Cases per week have continued to rise.
    - c) Wasco County remains in the Extreme Risk category. Gilliam and Sherman Counties remain in the Low Risk category.
    - d) K-12 Education is facing new advisory recommendations from the State.
      - Sherman and Gilliam schools continue in-person education.
      - NWCSO 21 is currently working on plans for in-person education.
    - e) NCPHD's COVID Team work continues: testing, case investigation, and vaccination roll out as vaccine becomes available.
    - f) COVID Vaccine work covers Phase 1a completion.

- Once Phase 1a is completed Phase 1b will be initiated.
- g) Questions and feedback were requested.

2. FY 2020-21 Budget Updates

1. Kathi reviewed the Budget 101 material with the board members.
  - a) Kathi Hall updated the board members on the latest information on revenues, expenditures, and COVID-19 funding.
  - b) Questions and feedback were requested.
2. Kathi Hall requested that any board member who wished a more informative review, and Budget 101 orientation meeting, contact Laurie Jupe and let her know. A Budget 101 overview meeting will be organized for any board members requesting a meeting.

3. BOH Members Liability Coverage

1. Breanna Wimber, the CIS Policy Agent of Record, reviewed the CIS coverage policies pertinent to the Board of Health with the board members.
  - a) Questions and feedback were requested.

4. Update on Administrator Position Hiring

1. Commissioner Schwartz updated the board on the status of the hire for the next NCPHD Director.
  - a) Lynda Webber, of One Tree Hill, will be joining the Board Meeting on February 9<sup>th</sup>, 2021 and will provide a status report, job description, and hiring process plan to the board members.

5. Update on NCPHD By-Laws

1. Commissioner Schwartz informed the board that a new updated version of the NCPHD By-Laws would be brought before the board at the February 9<sup>th</sup>, 2021 meeting for review and approval.
2. Commissioner Schwartz instructed Laurie Jupe to:
  - a) Send a copy of the original By-Laws to all of the board members.
  - b) Along with the original copy of the By-Laws, Laurie will send a copy of the new updated version of the By-Laws with all new changes marked in red so board members can easily see where changes were made.

6. Update on compensation package and salary survey

1. Commissioner Schwartz informed the board that Lynda Webber, of One Tree Hill, would be attending the Board Meeting on February 9<sup>th</sup>, 2021 to inform and review the information on the proposed compensation package and salary survey for NCPHD.

7. Contracts Summary

**December 2020**

1. **AMENDMENT TO AGREEMENT for Professional Services** between Judy Bankman, contractor and NCPHD. Services include: project support for accreditation requirements, support for COVID-19 response, data reporting for EOMC Collaborative and other duties as assigned.
  - a. *Fiscal Impact:* Not to exceed a cost of \$26,000.
2. **MOU** between Solid Rock Community Church and NCPHD to offer an opportunity for obtaining WIC services for the residents of their facility.
  - a. *Fiscal Impact:* No fiscal impact.
3. **AGREEMENT** between Community Counseling Solutions (CCS) and NCPHD for contact tracing services.
  - a. *Fiscal Impact:* \$25,000 to be received by NCPHD for contact tracing.
4. **CONTRACT AMENDMENT 18-241\_1** between the Oregon Military Department, Office of Emergency Management (OEM) and NCPHD to extend the expiration date of the original contract.
  - a. *Fiscal Impact:* No fiscal impact.
5. **MOU** between Eastern Oregon Center for Independent Living and NCPHD to outline the responsibilities for collaborative work with regard to community engagement, education and outreach, contact tracing and social services wraparound supports for the local community.
  - a. *Fiscal Impact:* No fiscal impact.

6. **AGREEMENT** for Professional Services between Immense Imagery and NCPHD for services which include: project consulting, graphic design, website design, and marketing.
  - a. *Fiscal Impact:* to NCPHD is a cost of \$5,000.
7. **OHA 159826** Fifteenth Amendment to Oregon Health Authority 2019-2021 Intergovernmental Agreement.
  - a. *Fiscal Impact:* -\$696,875 FY 20 and +\$831,441.78 FY 21.
8. **AGREEMENT** for Professional Services between Smith-Wagner Brucker Consulting and NCPHD for a review of the finance department.
  - a. *Fiscal Impact:* The cost to NCPHD will not exceed \$11,960.
9. **AGREEMENT** for Professional Services between One Tree Hill and NCPHD for Human Resources services to NCPHD.
  - a. *Fiscal Impact:* The cost to NCPHD will not exceed \$12,875.

**JANUARY 2021**

1. **AMENDMENT** to the Provider Agreement between Providence Health Plan, Providence Health Assurance and Providence Plan Partners to Provider Agreement and North Central Public Health District to amend the commercial line of business, Providence Signature Network and Providence Choice Network Exhibit Fee Schedule.
  - a. *Fiscal Impact:* No fiscal impact.
2. **MOU** regarding community engagement, education, support, and outreach for active surveillance of COVID-19 Case Contacts between Columbia Gorge Health Council and North Central Public Health District.
  - a. *Fiscal Impact:* No fiscal impact.
3. **AGREEMENT** for Professional Services between Heidi Venture and North Central Public Health District Prepare Description of services includes: Lead a variety of committee and staff meetings as needed; Work with Eastern Oregon Modernization In Collaborative (EOMC) as requested preparing and leading meetings; Work with NCPHD Leadership Team and committees to develop plans, policies, procedures, and system changes as requested; and Work with NCPHD staff in the development and application of grant requests.
  - a. *Fiscal Impact:* Cost to NCPHD not to exceed \$5,000.
4. **VEHICLE LEASE AGREEMENT** between Wasco County and North Central Public Health District for lease of a vehicle.
  - a. *Fiscal Impact:* No fiscal impact.

8. Directors Report

1. Shellie Campbell presented the Interim Directors report to the Board.
2. 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 5:12 p.m.

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Signature

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Date

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Printed Name

**NCPHD**  
**Accounts Payable Checks**  
**Issued January 2021**

Check Date	Check Number	Vendor Name	Amount
1/8/2021	790	IRS	\$14,993.72
1/8/2021	791	ASIFLEX	\$271.00
1/8/2021	792	P E R S	\$16,127.48
1/8/2021	793	OREGON STATE, DEPT OF REVENUE	\$3,967.04
Held in Que	794	OR STATE, EMPLOYMENT DEPT	\$102.25
1/25/2021	795	IRS	\$15,086.75
1/25/2021	796	ASIFLEX	\$269.00
Held in Que	797	P E R S	\$16,145.31
1/25/2021	798	OREGON STATE, DEPT OF REVENUE	\$3,946.51
1/7/2021	13995	AMERICAN FAMILY LIFE ASSURANCE	\$188.00
1/7/2021	13996	BALCH HOTEL	\$795.00
1/7/2021	13997	BANKMAN, JUDY	\$400.00
1/7/2021	13998	BURGERVILLE LLC	\$750.00
1/7/2021	13999	CANTON WOK	\$750.00
1/7/2021	14000	CIS TRUST	\$35,363.34
1/7/2021	14001	COBBLESTONE CATERING LLC	\$605.00
1/7/2021	14002	COLUMBIA TACO COMPANY INC, TACO TIME	\$750.00
1/7/2021	14003	COOTER CRAFTS INC, DBA MOSIER COMPANY	\$750.00
1/7/2021	14004	COUSINS RESTAURANT INC.	\$800.00
1/7/2021	14005	DALLES4, LLC, DBA PETITE PROVENCE	\$750.00
1/7/2021	14006	DIXON-SHANE LLC, R&S NORTHEAST LLC	\$711.60
1/7/2021	14007	ESCAPE THE DALLES LLC, FAIRFILED INN BY MARRIOTT	\$1,005.00
1/7/2021	14008	HARMODIUS PIZZA, DOMINOS PIZZA THE GORGE	\$605.00
1/7/2021	14009	HENRY SCHEIN	\$78.00
1/7/2021	14010	IMMENSE IMAGERY	\$923.56
1/7/2021	14011	JL ORIENT CAFE INC	\$675.00
1/7/2021	14012	JOSE RUIS, RUIS - VILLANUEVA, LLC	\$1,135.00
1/7/2021	14013	MARTIN & MARTIN INC., COUSINS COUNTRY INN	\$540.00
1/7/2021	14014	OREGON STATE, DEPT OF HUMAN SERVICES	\$18.00
1/7/2021	14015	PASHEK, ROBIN	\$168.00
1/7/2021	14016	RICOH USA INC.	\$6.35
1/7/2021	14017	ROBERT MILES, DBA IMPERIAL RIVER CO	\$120.00
1/7/2021	14018	SAWYERS HARDWARE LLC, GRINDERS COFFEE	\$605.00
1/7/2021	14019	STAPLES ADVANTAGE	\$64.47
1/7/2021	14020	VIDENI CONCEPTS, LLC, SHILO INN & SUITES	\$605.00
1/7/2021	14021	YANGTZE CORPORATION, DBA HOT POINT	\$750.00
1/14/2021	14022	CA STATE DISPURSEMENT UNIT	\$231.50
1/14/2021	14023	NATIONWIDE RETIREMENT SOLUTION	\$1,765.00
1/14/2021	14024	AFFORDABLE CARE NW, DBA HELPING HANDS	\$275.00
1/14/2021	14025	AHLERS & ASSOCIATES	\$860.00

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1/14/2021	14026	AMSHE HOLDINGS, LLC, COMFORT INN	\$1,145.00
1/14/2021	14027	ASD SPECIALITY HEALTHCARE LLC, ASD HEALTHCARE	\$45.11
1/14/2021	14028	B & D LAND ENTERPRISES INC	\$675.00
1/14/2021	14029	CAROL SUE MALCOLM, CHERRY CITY CATERING	\$605.00
1/14/2021	14030	CASA EL MIRADOR, INC.	\$800.00
1/14/2021	14031	CELILO INN LLC	\$1,005.00
1/14/2021	14032	CELILO VENTURES, COLUMBIA PORTAGE GRILL	\$750.00
1/14/2021	14033	CYTOCHECK LABORATORY LLC	\$130.00
1/14/2021	14034	DUFUR RECREATION DISTRICT	\$280.00
1/14/2021	14035	DUTCH BROS LLC	\$605.00
1/14/2021	14036	FULL CIRCLE LLC, DBA RIVERTAP	\$750.00
1/14/2021	14037	H2OREGON BOTTLED WATER INC.	\$95.50
1/14/2021	14038	HENRY SCHEIN	\$338.35
1/14/2021	14039	LAXMI INC OF OREGON, DBA MOTEL 6	\$120.00
1/14/2021	14040	MID-COLUMBIA MEDICAL CENTER	\$1,250.00
1/14/2021	14041	MOSIER CREEK CONDOMINIUM, ASSOCIATION	\$420.00
1/14/2021	14042	OFFICE DEPOT	\$305.73
1/14/2021	14043	ONE TREE HILL, LLC, LYNDIA MAREE WEBBER	\$2,000.00
1/14/2021	14044	OREGON MOTOR MOTEL	\$120.00
1/14/2021	14045	OREGON STATE, DEPT OF ENVIRONMENTAL QUA	\$600.00
1/14/2021	14046	PASHEK, ROBIN	\$210.00
1/14/2021	14047	SAIF CORPORATION	\$894.16
1/14/2021	14048	SAMUEL AND SANDRA COBB, MOLLY B'S DINER	\$675.00
1/14/2021	14049	SATCOM GLOBAL INC.	\$65.31
1/14/2021	14050	SMOKE WRING BBQ	\$460.00
1/14/2021	14051	STERICYCLE INC.	\$620.28
1/14/2021	14052	STEVEN R HUNT, S&H COFFEE, LLC DBA WE3	\$675.00
1/14/2021	14053	U.S. CELLULAR	\$837.80
1/14/2021	14054	US BANK	\$3,850.86
1/14/2021	14055	WASCO COUNTY	\$528.93
1/14/2021	14056	YOUNG LIFE, WASHINGTON FAMILY RANCH	\$2,870.00
1/27/2021	14057	ARCELIA MARIBEL QUINTERO DE, MARQUEZ / TAQUERIA LA FOG	\$460.00
1/27/2021	14058	DONALD G. LEWIS LONEWOLF PIZZA, INC. DBA SAHARA PIZZA	\$605.00
1/27/2021	14059	FOREAKER, MICHAEL J, RIVER RUN LODGE	\$410.00
1/27/2021	14060	FRANK & GAYLE MARQUEZ DBA, PINE HOLLOW LAKESIDE RESO	\$460.00
1/27/2021	14061	FRANKLIN, SARAH	\$3,862.50
1/27/2021	14062	FRUTAS LOCAS Y MAS LLC	\$605.00
1/27/2021	14063	GADJ INC., SUPER 8 THE DALLES	\$1,005.00
1/27/2021	14064	HALL, KATHERINE	\$111.85
1/27/2021	14065	IMMENSE IMAGERY	\$1,723.30
1/27/2021	14066	JONES AND PECK INVESTMENTS LLC, RAINBOW TAVERN	\$675.00
1/27/2021	14067	OFFICE DEPOT	\$10.49

1/27/2021	14068	OREGON STATE, DEPARTMENT OF REVENUE	\$360.91
1/27/2021	14069	OREGON STATE, DEPT OF HUMAN SERVICES	\$22,684.72
1/27/2021	14070	PASHEK, ROBIN	\$294.00
1/27/2021	14071	OWIK CHANGE LUBE CENTER INC.	\$114.95
1/27/2021	14072	REYNALDO CRUZ & ISABEL PEREZ, TACOS DEL RIO	\$675.00
1/27/2021	14073	STRATUS AUDIO, INC.	\$63.60
1/27/2021	14074	UPS	\$132.00
1/27/2021	14075	VIDENI CONCEPTS, LLC, SHILO INN & SUITES	\$400.00
1/27/2021	14076	VIEW POINT MHC LLC	\$213.00
1/28/2021	14077	CA STATE DISPURSEMENT UNIT	\$231.50
1/28/2021	14078	NATIONWIDE RETIREMENT SOLUTION	\$1,765.00
<b>TOTAL:</b>			<b>\$184,541.73</b>

PAYROLL A/P

NCPHD Board of Health authorizes check numbers 13995 - 14078 and payroll EFT numbers 790 - 798 totalling \$184,541.73.

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

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



Funding Stream		Amount	Budget	Award Period
<b>PE 01-04</b>	<b>OHA State</b>	<b>\$117,594</b>	Personal Services & Admin	1/21/20 - 6/30/21
	201.23.7145.412.656			
<b>SAIF Grant</b>		<b>18,082.21</b>		3/2/20 - 7/2/20
	201.23.7145.412.710			
<b>CARES Relief Fund Round 1</b>		87,602	PS - 3/1/20 - 5/15/20 Emp. Dedicated to COVID-19	
<b>County Application</b>		22,100	PPE	
		<b>\$109,702</b>		\$6,323 Sherman Co amt
201.23.7145.414.365 & 323				\$96,538 rcvd fr Wasco Co
<b>CARES Relief Fund Round 2</b>		\$93,661	PS 5/16/20 - 6/30/20	
<b>County Application</b>		\$20,152	MS - Medical Sup, & Isolation/quarantine expenses	
201.23.7145.414.365 & 323		<b>\$113,813</b>		\$6,560 Sherman Co amt
				\$100,155 Wasco Co
<b>Col Gorge Health Council</b>		<b>\$200,000</b>		
201.23.7145.412.705				
<b>PE 12 - 02</b>	<b>OHA COVID 19 Response (Fed)</b>	<b>\$119,757</b>	(Incident Command Team)	3/21/20 - 3/15/21
	201.23.7149.413.905			
<b>Pacific Source CCO</b>		<b>\$25,000</b>		No Award Period
201.23.7145.412.693				
<b>Grant County Health Dept.</b>		\$5,000	Staff ask 2 questions	No Award Period
Community Counseling Solutions				
<b>PE 01-05 COVID-19 Local Active Mon. (Fed)</b>		<b>\$253,700</b>	1) Base Amount	6/2020 - 6/30/2021
		\$204,249	2) Inv Fee for Service	March - July
		\$60,451	2) Inv Fee for Service	August
		\$61,729	3) Isol. & quar. Costs (addtl)	July - August
			2) Fee for serv (inv. \$104,933.36)	September
		\$11,346	3) Isol. & quar. Costs	September
		\$288	3) Isol. & quar. Costs	October
		\$209	3) Isol. & quar. Costs	November
		\$6,152	3) Isol. & quar. Costs	December
201.23.7145.413.906		<b>344,423</b>		
<b>PE 01-06 COVID-19 Reg. Active Mon. (Fed.)</b>		<b>\$94,657</b>	Regional Collaborative	6/2020 - 6/30/21
201.23.7145.413.907				
<b>PE 43-06 CARES Flu</b>		<b>\$50,417</b>		6/6/20 - 6/30/21
<b>PE 01-07</b>	<b>COVID Epi and Lab Capacity</b>	<b>\$391,568</b>		12/30/20 - 3/31/21
<b>Covid Funding Total</b>		<b>\$1,843,713</b>		
			Amounts by End Date	
			\$241,597	Reimb
Covid Expenditures 3/1/20 - 12/31/20			\$511,325	March 2021
YTD PS	\$840,790		\$516,368	6/30/2021
YTD MS	\$226,484		\$344,423.19	12/30/2021
Total	\$1,067,274		\$230,000	No end date
Balance	<b>\$776,440</b>		\$1,843,713	

**NORTH CENTRAL PUBLIC HEALTH DISTRICT  
BOARD BY-LAWS**

**SECTION 1. General Powers and Duties**

- (a) The North Central Public Health District (District) is formed and operates under an Intergovernmental Agreement between Wasco, Sherman and Gilliam Counties (Party or Parties). Continuation of the District and its Board is subject to continuation of the Intergovernmental Agreement.
- (b) The Board has the powers and exercises the duties and functions conferred upon it by state law. The Board serves as the public health authority for public health services in Wasco, Sherman and Gilliam Counties. ORS chapter 431 including revisions and amendments is incorporated into these by-laws.
- (c) There is an Executive Committee that consists of the three Board members who are members of the Party governing bodies. The Executive Committee may make decisions between regular Board meetings. Decisions of the Executive Committee are deemed decisions of the Board. The Executive Committee will report at the next Board meeting its decisions. Any decisions will be deemed ratified unless the Board at its next meeting modifies or reverses any decision of the Executive Committee.

**SECTION 2. Membership**

- (a) The Board is composed of nine members:
  - (1) One member appointed by each Party governing body; and
  - (2) Two residents of each Party county.
- (b) Members of the Board are appointed by the governing body of each county.
- (c) Initial members of the board will be appointed to one year, two year and three-year terms from each county. Thereafter, all Board terms will be for three-years.

**SECTION 3. Election of Officers**

- (a) The Board will elect a Chair who presides at all meetings of the Board.
- (b) The Board will elect a Vice-Chair who presides at all meetings of the Board in the absence of the Chair.
- (c) Board officers will be elected at the first regular meeting of each fiscal year and serve for one year, commencing immediately upon election.
- (d) Election of officers will be in accordance with Section 8 of these by-laws.

**SECTION 4. Regular Meetings**

- (a) The Board will hold regular meetings at least quarterly and more frequently as needed.

Time, date and place will be determined annually at an organizational meeting. Public notice is required for all meetings.

- (b) All Board meetings are open to the public in accordance with the Oregon Public Meetings Law. Executive meetings will be conducted in accordance with the Oregon Public Meetings Law.

#### **SECTION 5. Special Meetings**

- (a) Special meetings may be called for any purpose as necessary by or at the request of the chair, or two members of the Board. Meetings may be held at any place within the District as designated in the public notice
- (b) Notice of special meetings must be given to all Board members as provided in Section 6 of these by-laws. No special meeting may be held without such notice.

#### **SECTION 6. Notice of Meetings**

- (a) The Administrator will provide for and give public notice of the time and place for meetings and of the principal subjects to be considered. If only an executive session will be held, the notice will state the specific provisions of law authorizing the executive session.
- (b) No special meeting will be held without at least 24 hours notice to the Board members and the general public except in the case of emergency. In the case of emergency, a meeting may be held upon such notice as is appropriate under the circumstances but minutes will identify the emergency situation.

#### **SECTION 7. Quorum**

- (a) Five Board members including at least two county governing body members is required for a quorum for a meeting.
- (b) Board members may establish a quorum and participate in meetings in compliance with the Oregon Public Meetings Law.

#### **SECTION 8. Board Decisions**

- (a) An affirmative vote of a majority of the Board members participating in a meeting is the act of the Board.
- (b) There will be no voting by proxy. However, another member of a county governing body may participate and vote at a Board meeting in the absence of the appointed Board member from that county.

## **SECTION 9. Minutes**

- (a) Minutes for all meetings will be kept by the Administrator and signed by the chair or vice chair. Minutes will be available for public inspection.
- (b) The minutes of all meetings will be placed in a “Minutes Book” and the pages of that book consecutively numbered. The “Minutes Book” will be indexed at the close of each fiscal year.
- (c) District resolutions and rules adopted by the Board will be kept in a “Resolutions and Rules” manual in the same manner as the “Minute Book” and indexed.
- (d) Original records of Board actions will be archived by the District in a suitable location.

## **SECTION 10. Resolution and Rules**

- (a) The Board may adopt resolutions and rules on various subjects. Such resolutions adopted under Section 8 are binding upon and within the District.
- (b) The Board will not adopt any resolution or rule or that is inconsistent with or less strict than any public health law or rule of the Oregon Health Authority.
- (c) The Board may create an advisory board under the provisions of ORS 431.414.

## **SECTION 11. Fiscal Year and Budget**

- (a) The fiscal year of the Board begins on the first day of July.
- (b) The Board may review and discuss a preliminary budget for each fiscal year on or before the first day of April of the preceding year or at such time as specified by the Parties. A District annual budget is not binding on all Parties unless it is approved by each Party governing body.

## **SECTION 12. Health Officer**

- (a) If the Administrator is not a physician licensed by the Oregon Board of Medical Examiners, the Administrator will employ or contract for services of a health officer who is a licensed physician to perform medical responsibilities that must be provided by a physician.
- (b) The physician health officer is responsible to the Administrator for the medical and paramedical aspects of District programs.

### **SECTION 13. By-Law Amendment**

- (a) An affirmative vote of at least two-thirds of all members is required to recommend amendment, repeal or replacement of these by-laws.
- (b) These by-laws may be amended, repealed or replaced by Party governing bodies upon the recommendation of the Board.

### **SECTION 14. Parliamentary Procedure**

The Board will use Roberts Rules of Order, latest edition, to guide its meetings.

**Approval:** These bylaws were adopted:



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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

### **NORTH CENTRAL PUBLIC HEALTH DISTRICT BOARD BY-LAWS**

#### **SECTION 1. General Powers and Duties**

- (a) The North Central Public Health District (District) is formed and operates under an Intergovernmental Agreement between Wasco, Sherman and Gilliam Counties (Party or Parties). Continuation of the District and its Board is subject to continuation of the Intergovernmental Agreement.
- (b) The Board has the powers and exercises the duties and functions conferred upon it by state law. The Board serves as the public health authority for public health services in Wasco, Sherman and Gilliam Counties. ORS chapter 431, including revisions and amendments, is incorporated into these by-laws.
- (c) **The Executive Committee consists of the three Board members who are members of the party governing bodies. The Executive Committee may convene at the Board's direction. Decisions made by the Executive Committee are deemed decisions of the Board unless the Board, at its next meeting, modifies or reverses any decision of the Executive Committee.**

#### **SECTION 2. Membership**

- (a) The Board is composed of nine members:
  - (1) One member appointed by each Party governing body; and
  - (2) Two residents of each Party county.
- (b) Members of the Board are appointed by the governing body of each county.
- (c) Initial members of the board will be appointed to one year, two year and three-year terms from each county. Thereafter, all Board terms will be for three-years.

#### **SECTION 3. Election of Officers**

- (a) The Board will elect a Chair who presides at all meetings of the Board.
- (b) The Board will elect a Vice-Chair who presides at all meetings of the Board in the absence of the Chair.
- (c) Board officers will be elected at the first regular meeting of each fiscal year and serve for one year, commencing immediately upon election.
- (d) Election of officers will be in accordance with Section 8 of these by-laws.

#### **SECTION 4. Regular Meetings**

- (a) **The Board will hold regular meetings on a monthly basis and more frequently as needed.**

Time, date and place will be determined annually at an organizational meeting. Public notice is required for all meetings.

- (b) All Board meetings are open to the public and will be conducted in accordance with the Oregon Public Meetings Law.  
Executive meetings will be conducted in accordance with the Oregon Public Meetings Law.

#### **SECTION 5. Special Meetings**

- (a) Special meetings may be called for any purpose as necessary by or at the request of the chair, or two members of the Board. Meetings may be held at any place within the District as designated in the public notice.
- (b) Notice of special meetings must be given to all Board members as provided in Section 6 of these by-laws. No special meeting may be held without such notice.

#### **SECTION 6. Notice of Meetings**

- (a) The Administrator will provide for and give public notice of the time and place for meetings and of the principal subjects to be considered. If only an executive session will be held, the notice will state the specific provisions of law authorizing the executive session.
- (b) No special meeting will be held without at least 24-hours' notice to the Board members and the general public except in the case of emergency. In the case of emergency, a meeting may be held upon such notice as is appropriate under the circumstances but minutes will identify the emergency situation.

#### **SECTION 7. Quorum**

- (a) Five Board members including at least two county governing body members is required for a quorum for a meeting.
- (b) Board members may establish a quorum and participate in meetings in compliance with the Oregon Public Meetings Law.

#### **SECTION 8. Board Decisions**

- (a) An affirmative vote of a majority of the Board members participating in a meeting is the act of the Board.
- (b) There will be no voting by proxy. However, another member of a county governing body may participate and vote at a Board meeting in the absence of the appointed Board member from that county.

#### **SECTION 9. Minutes**

- (a) Minutes for all meetings will be kept by the Administrator and signed by the chair or vice chair. Minutes will be available for public inspection.
- (b) **The signed minutes of all meetings will be stored in a secure, locked, fire proof cabinet. An electronic copy is stored in the NCPHD shared drive.**

- (c) District resolutions and rules adopted by the Board will be stored in a secure, locked, fire proof cabinet.
- (d) Original records of Board actions will be archived by the District in a suitable location.

#### **SECTION 10. Resolution and Rules**

- (a) The Board may adopt resolutions and rules on various subjects. Such resolutions adopted under Section 8 are binding upon and within the District.
- (b) The Board will not adopt any resolution or rule that is inconsistent with or less strict than any public health law or rule of the Oregon Health Authority.
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- (b) The physician health officer is responsible to the Administrator for the medical and paramedical aspects of District programs

#### **SECTION 13. By-Law Amendment**

Amendments to these by-laws may be made at any meeting of NCPHD provided the following procedure has been followed:

- (a) The prepared amendments together with the section to be amended and the reasons for the amendment shall be presented to the Board Chairman in sufficient time to provide each Board member with a copy no less than 15 days prior to the meeting at which the amendments are to be adopted.
- (b) The finance manager provides a statement as to fiscal impact of proposed amendments.
- (c) A vote to amend these by-laws shall require approval by a majority of the Board members provided that a majority of the participating county governments cast an affirmative vote.

#### **SECTION 14. Parliamentary Procedure**

The Board will use Roberts Rules of Order, latest edition, to guide its meetings.



**APPROVED AND SIGNED** by the appropriate officer authorized to execute these By Laws on behalf of the governing body of each Party.

**WASCO COUNTY COMMISSION**

Date: \_\_\_\_\_

Approved as to Form:

\_\_\_\_\_  
Commissioner Kathy Schwartz, Wasco County  
Board of Health Chair

**GILLIAM COUNTY COURT**

Date: \_\_\_\_\_

Approved as to Form:

\_\_\_\_\_  
**Commissioner Pat Shannon**  
Board of Health

**SHERMAN COUNTY COURT**

Date: \_\_\_\_\_

Approved as to Form:

\_\_\_\_\_  
Commissioner Joan Bird, Sherman County  
Board of Health Vice-Chair



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

**NCPHD Contracts Summary for Board of Health Meeting of February 9<sup>th</sup>, 2021**

**Submitted By: Shellie Campbell, Interim Director**

1. **OHA 161664 REINSTATEMENT AMENDMENT TO STATE OF OREGON INTERGOVERNMENTAL AGREEMENT with NCPHD** to extend the agreement for the deadline for the NORCOR grant to June 30<sup>th</sup>, 2021.
  - a. *Fiscal Impact:* No fiscal impact at this time.
  
2. **OHA 159826-16 FY21exe**, Sixteenth Amendment to Oregon Health Authority 2019-2021 Intergovernmental Agreement for the financing of Public Health Services.
  - a. *Fiscal Impact:* Additional \$122,179.45 to NCPHD for COVID work.
  
3. **AGREEMENT** between Mid-Columbia Medical Center and North Central Public Health District. Business Associate Contract for WIC Dietician services.
  - a. *Fiscal Impact:* Not to exceed \$13,400 annually.



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**NCPHD Interim Directors Report for Board of Health Meeting of February 9<sup>th</sup>, 2021**

**Presented by Shellie Campbell, Interim Director**

January 2021 came and went in a flurry. Not with snow this year, but with COVID! NCPHD staff spent the month gearing up for the COVID-19 Vaccine. We started working closely with community partners to decipher who was getting what and when. Reading the OHA guidelines, Phases and groups keep us on our toes! We moved forward to set up clinics at NCPHD and then The Dalles Readiness Center for mass vaccination clinics. This has proved to be a great space to organize, provide spacing, training, monitoring and parking. We quickly developed and implemented an online tracking and registration system with the support of Immense Imagery.

Our staff reached out to MRC volunteers and community partners to register and train a host of willing volunteers. They have been a great support; we literally could not do it without them. During the month of January we hosted vaccine clinics on Tuesday, Thursday, Fridays and Saturdays. As we move in to February and beyond that practice will continue as we anticipate getting much needed allotments to provide first and second doses.

In addition to the clinics we provide at The Readiness Center we have been holding clinics in Sherman and Condon. They have completed their Phase 1a vaccinations and are moving forward with 1b, once vaccine is available.

We are also in the middle of our budget season, which each year is a challenging time and sometimes uncertain due to many factors such as federal, state and local funding. This year is no exception, we have increased our staffing by over 50% and are not certain how long the need or funding will continue due to the pandemic. We do, however, move forward.

I continue to be awestruck with the work the NCPHD staff and volunteers do each and every day to keep Wasco, Sherman and Gilliam safe and cared for.