



Public Health
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NORTH CENTRAL PUBLIC HEALTH DISTRICT

"Caring For Our Communities"

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**North Central Public Health District
Board of Health
Meeting Minutes
June 13, 2017**

In Attendance: Commissioner Tom McCoy – Sherman County; Roger Whitley – Sherman County; Linda Thompson – Sherman County; Judge Steve Shaffer – Gilliam County; Michael Takagi – Gilliam County; Commissioner Scott Hege – Wasco County; Fred Schubert – Wasco County

Staff Present: Teri Thalhofer, RN/BSN – Director NCPHD; Kathi Hall – Finance Manager NCPHD; Shelli Campbell-Clinical Programs Supervisor NCPHD; John Zalaznik, REHS-Environmental Health Specialist Supervisor NCPHD; Judy Bank – Community Health Specialist NCPHD.

Guests Present: None

Minutes taken by: Gloria Perry

Meeting called to order at 3:00pm by Chair Scott Hege

SUMMARY OF ACTIONS TAKEN

MOTION by Commissioner Tom McCoy, second by Judge Steve Shaffer to accept the 5/9/17 executive committee meeting minutes as presented.

Vote: 6-0

Yes: Commissioner Tom McCoy, Roger Whitley, Linda Thompson, Judge Steve Shaffer, Michael Takagi and Commissioner Scott Hege

Abstain: 0

Motion Carried

Note: Mr. Schubert was not in attendance to vote on the approval of the 5/9/17 executive committee meeting minutes.

MOTION by Judge Steve Shaffer, second by Fred Schubert to accept the proposed fee increases for the Clinic, On-site Sewage and Licensed Facilities as presented.

Vote: 7-0

Yes: Commissioner Tom McCoy, Roger Whitley, Linda Thompson, Judge Steve Shaffer, Michael Takagi, Commissioner Scott Hege, and Fred Schubert

No: 0

Abstain: 0

Motion Carried

MOTION by Judge Steve Shaffer, second by Commissioner Tom McCoy to accept Resolution 2017-01 a resolution adopting the annual budget for the fiscal year 2017-18 as corrected.

Vote: 7-0
 Yes: Commissioner Tom McCoy, Roger Whitley, Linda Thompson, Judge Steve Shaffer, Michael Takagi ,
 Commissioner Scott Hege, and Fred Schubert
 No: 0
 Abstain: 0
 Motion Carried

MOTION by Judge Steve Shaffer, second by Fred Schubert to accept Resolution 2017-02 a resolution adopting appropriations for fiscal year 2017-18 as presented.

Vote: 7-0
 Yes: Commissioner Tom McCoy, Roger Whitley, Linda Thompson, Judge Steve Shaffer, Michael Takagi ,
 Commissioner Scott Hege, and Fred Schubert
 No: 0
 Abstain: 0
 Motion Carried

MOTION by Commissioner Tom McCoy, second by Judge Steve Shaffer to accept the Workforce Development Plan 2017-2019 as corrected.

Vote: 7-0
 Yes: Commissioner Tom McCoy, Roger Whitley, Linda Thompson, Judge Steve Shaffer, Michael Takagi ,
 Commissioner Scott Hege, and Fred Schubert
 No: 0
 Abstain: 0
 Motion Carried

MOTION by Commissioner Tom McCoy, second by Roger Whitley to accept the Quality Improvement / Performance Management Plan 2017-2019 as corrected.

Vote: 7-0
 Yes: Commissioner Tom McCoy, Roger Whitley, Linda Thompson, Judge Steve Shaffer, Michael Takagi ,
 Commissioner Scott Hege, and Fred Schubert
 No: 0
 Abstain: 0
 Motion Carried

MOTION by Fred Schubert, second by Commissioner Tom McCoy to accept the A/P Checks Issued report for May 2017 as presented.

Vote: 7-0
 Yes: Commissioner Tom McCoy, Roger Whitley, Linda Thompson, Judge Steve Shaffer, Michael Takagi ,
 Commissioner Scott Hege, and Fred Schubert
 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 5/9 /17 executive committee meeting minutes as presented.

2. Set next meeting date.
 1. The next executive committee meeting was scheduled for Tuesday, July 11, 2017, at 3:00PM. Meeting location will be at the North Central Public Health District office located at 419 E. 7th St., The Dalles, OR.

ADDITIONS TO THE AGENDA

1. None

PUBLIC COMMENT

1. None

UNFINISHED BUSINESS

1. Fee Increases
 1. Kathi Hall presented the proposed fee increases for the clinic to the board.
 2. John Zalaznik presented the proposed fee increases for the on-site sewage disposal systems and the licensed facility program to the board.
 3. A motion was made to approve the proposed fee increases for the On-site Sewage Disposal Systems, Licensed Facility Program and the Clinic as presented.

NEW BUSINESS

1. 2017-18 Budget Hearing and Adoption
 1. Commissioner Scott Hege opened the public hearing at 3:22PM, noting the purpose of the hearing was to approve the 2017-18 budget.
 2. Kathi Hall reviewed the proposed Revenue and Expenditures .
 3. Noted changes to the proposed budget are:
 - a. Revenue: Page 1 – Beginning Fund Balance increased by \$28,500 bringing the total to \$298,500.00.
 - b. Expenditures: Page 32 – Contingency line item increased by \$28,500 bringing the total to \$71,187.00
 4. Proposed budget was built anticipating the revenue from the increased fees.
 5. A motion was made to approve Resolution 2017-01 Adopting fiscal year 2017-18 Budget with correction to the amount on the Resolution which should be \$2,372,758.00.
 6. A motion was made to approve Resolution 2017-02 Adopting Appropriations for the fiscal year 2017-18 as presented.
 7. With no public comment, Commissioner Hege closed the public hearing at 3:38PM
2. Work Force Development Plan 2017-2019 – Presented by Judy Bankman
 1. Work Force Development Plan was presented to the board and feedback requested.
 - a. The trainings with an asterick indicate that the agency has not yet implemented them but intends to do so given adequate resources from 2017 through 2019.
 - b. Correction: Page 19, under the Header *Training/Orientation – Board of Health > Association of Counties Annual meeting*. Delete Annual Meeting.
 - c. Correction: Page 19, under the Header *Training/Orientation – Board of Health > Training Format*, delete Conference and replace with County College – New Commissioner.
 2. Comments /Feedback:
 - a. Commissioner Hege asked for clarification purposes if all the trainings listed without an asterick were currently being done. *Judy commented that yes, all trainings with an asterick next to it are currently being done.*
 - b. Board members commented that they were impressed that we are already doing most of the trainings listed; also commented that it is very impressive the way the report is framed.
 3. A motion was made to approve the NCPHD Work Force Development Plan 2017-2019 as corrected.
3. Quality Improvement / Performance Management Plan – Presented by Judy Bankman
 1. Quality Improvement / Performance Management Plan 2017-2019 presented to the board and feedback requested.
 - a. Correction: Page 4, I. Purpose – Add to the beginning of the first sentence *“To establish a policy and procedure for quality improvement (QI) and Performance Management (PM) activities....”*

- b. Correction: Page 4, Purpose, 2nd Paragraph: Change paragraph to read *"The NCPHD QI/PM Plan is aligned with Measures 9.1 and 9.2 of the Public Health Accreditation Board requirements."*
 - c. Correction: Page 8, Goal 1, Key Strategies, 2. – Add *"& Board of Health"* to the end of the paragraph.
 - d. Correction: Page 8, Goal 2, Measure – Change paragraph to read *"Ninety-five percent of established QI projects will complete one PDCA cycle within a timeframe in the project."*
2. Comments/Feedback:
- a. Commissioner Hege asked if the QI committee is in existence currently. *Judy commented that yes it is.*
 - b. Commissioner Hege asked if NCPHD has done a project through this model yet. *Teri commented that early on in our accreditation process a large project was completed on clinic efficiency and changed the way we check clients in and how the whole process back in the clinic went. We do have some active work going on now. Dr. McDonell presented to staff just this morning about a project she is heading up regarding labs. We are also looking at a project regarding restaurant's that are requiring repeat re-inspections. Other planned projects are:*
 - ✓ *Dr. McDonell is heading up a project regarding labs.*
 - ✓ *Project with Environmental Health concerning restaurants that require repeat re-inspections.*
 - ✓ *There will be a project starting about outreach to male identified youth in our community in regards to family planning.*
 - ✓ *We are working with Mid Columbia Medical Center around the birth Hepatitis B dose. One of our findings in our triennial review was that the birth HEP B dose uptake rate had fallen below 80%. Our contract with the state says that when a hospital in our region the HEP B dose falls below 80% that we need to create a work plan with the hospital. We have met with MCMC staff and leadership and we are beginning to formulate that work plan.*
 - c. Commissioner McCoy asked if all these plans are necessary for accreditation. *Judy commented that yes they are all required for accreditation. Teri commented that it has shown us that we have been doing a lot that then we can't show and articulate because we haven't had a process in place to document along the way.*
3. A motion was made to approve the Quality Improvement / Performance Management Plan 2017-2019 as corrected.
4. Emergency Communications Plan Presentation – Presented by Teri Thalhofer
- 1. Emergency Communications Plan was presented to the board and feedback requested.
 - a. Communication Policy reviewed with the board.
 - 2. Comments/Feedback:
 - a. Judge Shaffer commented that on page 39, on the PIO Contact List, the email for the sheriff in Gilliam County should be corrected to sheriff@co.gilliam.or.us.
 - b. Michael Takagi commented that the Crisis Emergency Risk Communication page is listed twice. Once on page 40 and again on 23. *Teri commented that it's in the document once as a resource and again as a guideline when forming a PSA (public service announcement).*
5. Celilo Partnership Presentation – Presented by Shellie Campbell
- 1. Shellie shared the history and background of the progress from an initial meeting in April 2015 with DHS and community partners from Hood River, Wasco, Sherman, Gilliam and Wheeler counties where discussions were held about how to better serve the tribal residents of their respective counties.
 - a. In February of 2016 there was a Columbia River Inter-Tribal Multi-Disciplinary team meeting where community partners met to discuss opportunities and options to provide services to River People Communities.
 - b. A Mission Statement was adopted by the team.
 - c. Starting in January 2017:
 - ✓ Two Cultural Competency Summits were held at the Discovery Center with over 100 people in attendance. Native American Member spoke to the culture of the community and how to work with and communicate with the Native American population.
 - ✓ Oregon Food Bank began delivering food to Celilo on the third Wednesday of each month.

- ✓ Community partners gather at Celilo every other Wednesday to provide services and coordinate resources.
- ✓ NCPHD nurse and community health worker participate once a month to provide home visiting services to families, Oregon Health Plan enrollment, talking with community members and partners about services available at the health department.

6. Approval of A/P Check Report (May 2017)

1. Report presented to the board.
2. A motion was made to approve the A/P Check Report for May 2017 as presented.

7. Contract(s) Review

1. The following agreements were reviewed with the board:
 - a. Hood River County Service Agreement
 - b. OHSU 1010448- CCN
 - c. OHSU 1010448- LHD
 - d. WIC Service Agreement

8. Director's Report – By Teri Thalhofer

1. Report presented to the board and feedback requested.

Being no further business to be conducted at this time, Commissioner Hege adjourned the board of health meeting at 4:40PM



Signature

07/19/17

Date

Scott C. Hege

Printed Name

{Copy of 5/9/2017 Executive Committee Meeting Minutes , Fee Increase Schedule for On-site Waste Water Management Program, Fee Increase Schedule for Licensed Facilities, Clinic Fee Schedule Memo , Fee Increase Schedule for Clinic, 2018 Proposed Revenue, 2018 Proposed Expenditures, Resolution 2017-01 Adopting 2018 Budget, Resolution 2017-2 Adopting 2018 Appropriations, Workforce Development plan 2017-2019, Quality Improvement / Performance Management Plan 2017-2019, Emergency Communications Plan, A/P Checks Issued Report for May 2017, Hood River County Agreement, OHSU 1010448_CCN Agreement, OHSU 1010448_MCH Agreement, WIC Service Contract, and Director's Report for May 2017 attached and made part of this record.}