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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 Executive Committee
Meeting Minutes
March 14, 2017**

In Attendance: Commissioner Scott Hege – Wasco County; Commissioner Tom McCoy – Sherman County; and Judge Steve Shaffer – Gilliam County

Staff Present: Teri Thalhofer, RN/BSN – Director NCPHD; Kathi Hall – Finance Manager NCPHD

Minutes taken by Gloria Perry

Meeting called to order at 9:16AM by Chair Scott Hege

SUMMARY OF ACTIONS TAKEN

Commissioner Tom McCoy motioned to accept the 2/14/17 executive committee meeting minutes as presented; Judge Steve Shaffer seconded.

Vote: 3-0
Yes: Commissioner Tom McCoy, Judge Steve Shaffer, Commissioner Scott Hege
No: 0
Abstain: 0
Motion Carried

Commissioner Tom McCoy motioned to accept the A/P Checks Issued report for February 2017 as presented; Judge Steve Shaffer seconded.

Vote: 3-0
Yes: Commissioner Tom McCoy, Judge Steve Shaffer, Commissioner Scott Hege
No: 0
Abstain: 0
Motion Carried

WELCOME AND INTRODUCTIONS

MINUTES / NEXT MEETING DATE

1. Approval of past meeting minutes.
 1. The 2/14/2017 executive committee meeting minutes were approved as presented.
2. Set next meeting date.
 1. The next full board of health meeting was scheduled for Tuesday, April 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.
 2. Commissioner Hege will not be available to attend the April meeting. Teri Thalhofer will contact Vice-chair Fred Schubert to see if he will be available to Chair the April meeting.

ADDITIONS TO THE AGENDA

1. None

PUBLIC COMMENT

1. None

UNFINISHED BUSINESS

1. 2017-18 Budget
 1. Budget Meeting Date / Time / Place
 - a. Discussed possible dates of May 22nd, May 30th & May 31st. These dates work with Judge Shaffer and Commissioner's Hege and McCoy's schedules.
 - b. Gloria Perry will contact Angie Wilson and Leah Watkins (the public members from Wasco and Gilliam) to check on their availability on these dates.
 - c. Meeting time will be at 9:00AM and location will be in Moro at the Steve Burnet Extension building.
 - d. We are still waiting to hear from Sherman County regarding if they have found a public member to sit on the budget committee.
 2. 2017 YE Recap (see attached) – Kathi reviewed all divisions
 - a. The review of division 201.23.7144 Reproductive Health sparked a conversation regarding care capacity at local care providers, vulnerable population, CCO recognition for public health and how to move forward.

Comments:

- For this fiscal year, the clinic has been open more than last budget year; however it's amazing how devastating a year of having your service hours reduced has impacted the knowledge that the clinic is here. We have been doing significantly more outreach to the school nursing staff at D21 and the clinic nurses at Columbia River Women's Clinic. Unfortunately, there has been a lot of staff turnover at these entities so referrals were not happening.
- With the Affordable Care Act, more women are seeking services at their primary care provider which is what we hoped would happen; however there is still a segment of population that doesn't have access or doesn't choose to get their reproductive health services at their primary care provider.
- The CCO's need to recognize that public health is providing the same types of services as the primary care providers. By having a walk-in clinic and the flexibility that we have, we can maintain a level of access that primary care providers can't maintain; and that doesn't get recognized by the CCO's.
- Commissioner Hege commented that this is a pretty significant negative balance in this line item. He asked, going forward, how or what will we do to try to get this in a better balance.
- Teri commented that we are doing a lot of outreach to providers trying to bring clients in, as well as trying to keep our clinic costs down. She is concerned about conversations to reduce clinic hours again.
- Commissioner Hege commented that the system is set up for people to go to their primary care provider and lots of people have done that. However, there is still a smaller

population that can't or won't, so we are basically still trying to do the same thing but we're serving such a small population. Is there some other way we can do that so we don't have to have all of the expenses just waiting for that small population.

- Teri has had conversations with One Community Health and the local out-patient clinics for OHSU about increasing their clinic availability and the possibility of offering walk-in services. At this time, neither of these entities are able to provide this type of accessibility to clients.
 - Teri commented that reproductive health is where we made our money for years and years. Generally speaking, we mainly service undocumented women with Title X. When the CCO's came into being, we fully supported the model; however it has financially killed us because we are not seeing a large number of clients anymore. The CCO's are getting money to provide capacity to communities and their money is going to the primary care providers and to the system.
 - Commissioner Hege commented that we should be able to come up with an argument to our CCO's about the role of public health and why we should be part of that and make sure they are aware of the very issue Teri is talking about. However, we still have a responsibility to operate in a fiscally responsible way, which means we can't just keep doing what we're doing when most people are going somewhere else for services. We've got to figure out a different way to get these people served that's not draining us dry and we also need to have a strategic plan on how we're going to move forward so that we can get to a system that is going to be more effective and serve these populations efficiently and effectively in the future.
- b. 201.23.7148 Perinatal Health
- Received a Schwab Grant from a private citizen in the amount of \$45,600.00. 2 more years to go on this grant.
- c. 201.23.7152 Health Promotion
- Shows a negative balance but some of the funds were received last year. We received the revenue in last fiscal year and we are spending it this fiscal year.
 - Health Promotion's focus in on population health promotion outside of the siloed funding stream.
 - For 17-18 FY, the revenue is budgeted for \$25,700 which is the CCO QIM money we are expecting.

Summary

Kathi estimated that there will be a deficit at the end of the year that would come out of the beginning balance. The total amount of the actual deficit will depend on actual amount of fees that come in and total amount of expenditures. Some grants may not be totally spent out by June 30th.

3. Proposed County Budget Amounts (see attachment)
- a. Kathi reviewed the history that the three counties have contributed since NCPHD became its own entity.
 - b. Reviewed request for a 5% increase to all three counties based on the 15-16 budget requested amounts.
 - Based on current service level:
 - a. Zero percent COLA
 - b. 9% increase in health insurance
 - c. 2% increase in dental insurance
 - d. 3% net increase in liability insurance
 - e. PERS increase
 - f. .80 FTE EH Specialist Trainee
 - g. 1 FTE Community Health Specialist; .80 FTE Office Specialist

- Major changes to the budget:
 - a. CCARE and OHP will be coming in less than budgeted in 2017
 - b. Reduction of \$8,800 for CCN services and funding for the CCN Provider
 - c. Reduction of CGCCO funding from \$90,000 to \$25,700
 - d. Increased revenue opportunity, Bridges to Health .50 Community Health Worker \$22,000
 - e. Increased revenue opportunity, Perinatal Targeted Case Management (BUD Rev. \$35,500 with local match of \$12,600)

- Possible enhancements with additional funding:
 - a. Part time nurse for succession planning
 - b. Employ compensation survey or include a COLA for 2018 (2% COLA would be approximately an additional \$31,000). Salary survey is almost complete. Should have a report to share with the board in approximately 30 days. As soon as the report is received it will be sent to the board for review.
 - c. Supervisor, \$76,128: Comparing our admin staff to other county health departments, we are unique because we provide all of our own HR and fiscal, etc. We have not added admin staff since we became our own entity. Gloria, Kathi and Teri's jobs have changed significantly since then. Shellie Campbell currently supervises 16 people all of which have different jobs except a couple of the public health nurses. The rest of leadership is pretty close to the 5 to 6 span of control that is recommended when you look at the research. John Zalaznik only supervises 3 people but half of his time is dedicated to field work.
 - d. An additional item not on this report is that Dr. McDonnell would like the board to consider funding a VISTA volunteer for next year. Last year we were able to obtain a \$16,000 grant to get a VISA volunteer to work on health promotion and activities.

Comments:

- Commissioner Hege commented that it's not a good idea to go forward with the proposed amount of \$414,000 from Wasco County because it may create a situation that there is an expectation.
- Kathi asked Commissioner Hege for his input on what number to give to Wasco County's budget committee as she has received a request for a number.
- Commissioner Hege commented the simple answer would be 5% from the 16-17 budgeted amount. He will get back to Kathi regarding a number he believes he can push through the Wasco County budget.
- Teri commented that Wasco County's in-kind support to NCPHD has significantly decreased over time and we have had to pick that up. She suggested that there needs to be a conversation about 'fairness' for the services.
- Commissioner McCoy commented that he had previously asked what the funding formula was and was told there isn't one. He also commented that when you look at these numbers they do not match services provided or population.
- Judge Shaffer and Commissioner McCoy advised Kathi to move forward with the proposed 5% increase and they will try to push that through their respective budget committees. However, they will have to justify the increase to their budget committees which will probably come back at 1) all the jobs are sitting in Wasco County, 2) people are coming to Wasco County, 3) we're getting nothing back out of this, and 4) why are we increasing. It's definitely going to be a sell.
- Commissioner McCoy commented that one of the ways, when you talk about fairness, the little counties ought to set a percentage of the budget they are willing to fund. He wants Wasco County to know that if they dramatically reduce their funding that the little counties are not going to carry the load.
- Commissioner Hege commented that Commissioner McCoy should continue processing that thought and the three counties can have more discussions later.

4. COLA History (see attachment)
 - a. Last year all staff received a 1.5% COLA and the nursing staff including the Director all received an additional 5% pay increase.

Next step in the budget process:

- Kathi will be sending the budget request amounts to Sherman and Gilliam counties. She will wait to hear back from Commissioner Hege regarding the number to provide to Wasco County.
- Sherman County's budget meeting is April 12th & 13th
- Gilliam County's budget meeting is May 3rd
- Wasco County's budget meeting is May 16th & 17th
- Commissioner Hege commented that as Kathi and Teri go forward with the budget he would like to see some of the problem areas so that maybe he and the other counties can provide input.
- The next board meeting in April will be a full board meeting and Commissioner Hege would like to give the other board members a heads-up as to where we are at with the budget.
- If Wasco County approves only a 5% increase instead of the 22% being asked, Tom McCoy said Wasco's budget committee needs to know what would be cut.

2. Triennial Review Update

1. Currently we are in the midst of triennial review. This is the review from the State. The State comes out every 3 years to make sure we are complying with our contracts which are sub-contracts with the Feds.
2. There will probably be a presentation to the board at the June meeting about what our compliance findings were and where we are at with that.

NEW BUSINESS

1. Environmental Health Licensing and Sub-surface Fees
 1. Teri advised the board that there is a planned fee increase which will be presented to the board in April. This is for information only. Approving the fee increases will be done at a public meeting in either May or June.
2. Approval of A/P Check Report (February 2017)
 1. Report was approved as presented.
3. Contracts Reviewed with the Board – By Teri Thalhofer
 1. OHA 148025-10
 2. LCAC Amendment
 3. MOU EOCCO-GOBHI Drink Fit Program
4. Director's Report – By Teri Thalhofer
 1. Report presented to the board.

Meeting adjourned at 11:10AM



Signature

4-11-17
Date

STEVE SHAFFER

Printed Name

{Copy of 2/14/2017 Executive Committee Meeting Minutes, Estimated 2017 YE Recap Report, 2017-18 Proposed County Budget Amounts, County Funding Analysis, COLA History Report, A/P Check Report for February 2017, OHA 148025-10

Agreement, LCAC Amendment, EOCCO-GOBHI Drink Fit Program Agreement and March 2017 Director's Report attached and made part of this record.)