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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  
September 13, 2016 (3:00pm)**

**In Attendance:** Commissioner Mike Smith – Sherman County; Roger Whitley – Sherman County; Judge Steve Shaffer – Gilliam County; Michael Takagi – Gilliam County; Commissioner Scott Hege – Wasco County; and Fred Schubert – Wasco County.

**Staff Present:** Teri Thalhofer, RN BSN – Director NCPHD; Kathi Hall – Finance Manager NCPHD; Shellie Campbell – Clinical Programs Supervisor; Lynette Richardson – PH Nurse; Judy Bankman – Comm. Health Specialist; Stefanie Buell – Comm. Health Worker; Jeremy Hawkins – CD Investigator; and Jean Christmas – Office Specialist.

Minutes taken by Gloria Perry

Meeting called to order on September 13, 2016 at 3:02pm by Commissioner Mike Smith.

**SUMMARY OF ACTIONS TAKEN**

**Motion by Commissioner Scott Hege, second by Judge Steve Shaffer to approve the minutes from the 7/12/16 executive board meeting with correction.**

Vote: 6-0  
Yes: Commissioner Mike Smith, Roger Whitley, Judge Steve Shaffer, Michael Takagi, Commissioner Scott Hege, and Fred Schubert.  
No: 0  
Abstain:  
Motion carried.

**Motion by Judge Steve Shaffer, second by Commissioner Scott Hege to approve sending a letter to Pete Sheperd, Interim Director of Oregon DEQ requesting that DEQ continue air quality monitoring in The Dalles for a period of time after the formulation change has occurred.**

Vote: 6-0  
Yes: Commissioner Mike Smith, Roger Whitley, Judge Steve Shaffer, Michael Takagi, Commissioner Scott Hege, and Fred Schubert.  
No: 0  
Abstain:  
Motion carried.

Motion by Fred Schubert, second by Commissioner Scott Hege to approve the A/P Checks Issued in July and August 2016 reports as presented.

Vote: 6-0

Yes: Commissioner Mike Smith, Roger Whitley, Judge Steve Shaffer, Michael Takagi, Commissioner Scott Hege, and Fred Schubert.

No: 0

Abstain:

Motion carried.

## WELCOME & INTRODUCTIONS

### 1. MINUTES

#### a. Approval of past meeting minutes

- Minutes were approved with correction. 4a Foundational Programs: Where it references "needed FTE" it should say "need additional FTE".

#### b. Set next meeting date

- Due to scheduling conflicts, the regularly scheduled October Executive Board meeting is cancelled. The next regularly scheduled Executive Committee will meet November 8, 2016. Commissioner Smith asked Gloria Perry to send out a notification that the October 2016 NCPHD Executive Board meeting is cancelled.

### 2. ADDITIONS TO THE AGENDA

#### a. 7/12/2016 Executive Board Meeting Minutes

### 3. PUBLIC COMMENT

#### a. None

### 4. UNFINISHED BUSINESS

#### a. Staffing Update

- Teri advised the board that going forward at every full board meeting she will be introducing staff to the board.
- Teri introduced to the board newly hired staff:
  - ✓ Shellie Campbell – Clinical Programs Supervisor. Shellie has been in this role since the first of the year.
  - ✓ Jean Christmas – Office Specialist. Jean was hired with Columbia Gorge CCO funds to increase our administrative capacity. Also through a contract with Sherman County we were able to increase her FTE and she is the Local Community Advisory Council Coordinator for Sherman County.
  - ✓ Jeremy Hawkins – CD Investigator. Jeremy started out as a Community Health Specialist in May, but has since moved into a new position as our Communicable Disease Investigator which is a new position for NCPHD. Jeremy will also be working with Teri on Climate Change Implementation funding.
  - ✓ Lyn Richardson – Public Health Nurse. Lyn started with NCPHD in December and is working in the clinic. We are going to be expanding the maternal child health services, and Lyn is our lead in seeing pregnant Moms.
  - ✓ Judy Bankman – Community Health Specialist. Judy will be starting with us on Monday, September 19<sup>th</sup> filling the position that Jeremy had originally been hired for. This position is from funding received from Columbia Gorge CCO. Judy will be working on maternal child health systems development, social media projects and the Fit n' Wasco project.
  - ✓ Stefanie Buell – Community Health Worker. Stefanie started on Monday. Stefanie will mainly be working with Lyn to support visits to pregnant women. We were able to hire Stefanie through a 5-year grant from a community partner who wishes to remain anonymous.

#### b. Status of Accreditation

- Site visit completed a year ago in May. Received a decision from the Public Health Accreditation Board that we needed to do a work plan.
  - Work plan was being led by our accreditation coordinator Jane Palmer. When Jane retired in December there were still several items that needed to be completed on that work plan. However, with staffing changes and lack of capacity we were not able to complete the work plan by the original May date or by the extended to August date.
  - Teri had a conversation with our accreditation liaison around the work that needed to happen in the work plan reflected back to documents that we are currently re-doing such as the community health assessment and the community health improvement plan which we are in the processing of working with both of the CCO's on. Also, the strategic plan will need to be updated to fit those. How applicable is it for NCPHD to do work that reflects back to documents that are no longer current. Teri asked if there was an option to withdraw from the process because Teri didn't feel like there was capacity for NCPHD to be able to complete that.
  - Teri received a call last week from one of the managers at the public health accreditation advisory board and she actually really encouraged us, we are currently inactive in the system and she encourage Teri to stay inactive and give them a timeframe of when we thought we could complete our work plan and that it can be new work going forward. Teri asked her for a week to determine if we will stay inactive or active.
  - Teri has had conversation with other public health directors who have completed the process about getting some consultation to get us to where we need to be.
  - So at this point in time, we will stay inactive and give the accreditation board a new timeframe for completion which can be up to a year. Inactive status will cost \$100.00 a month.
- c. CHA-CHIP Update
- Work continues to move forward. The Eastern Oregon CCO is working on their CHIP update. They are doing a less strenuous process than Columbia Gorge Health Council who is doing a full new community health assessment / community health improvement plans. NCPHD is participating in this process and once the documents are complete will probably merge them into a document that works for NCPHD.
  - There is a lot of cross-over data between the two CCO's and there has been conversation about how to get Columbia Gorge Health Council and EOCCO to look at where the commonalities are in the data so as not to duplicate data.
  - Commissioner Smith suggested to Teri that she send an email to Kevin Campbell regarding the two CCO's working together on this. He will follow-up with Kevin after Teri sends an email.
- d. Commissioner Smith asked the full board members if they had any questions for the time they were not in attendance for the executive board members.
- Fred Schubert asked if the executive board went through the facilitation process and what the status was on that process.
    - ✓ Commissioner Smith commented that the executive board used a facilitator for a few meetings. The meetings went smoothly and the three counties have been working well together over the last few months. The work relationship is a lot better and we have a good basis to work from.
    - ✓ Judge Shaffer commented that the meetings went really well and it created an open-door communication aspect which was there before but just a matter of having someone sit with us and pinpoint where the communication factors may have been a bit lacking. He believes the executive board got enough out of those meetings to move forward. It still boils down to dollars though and trying to keep the facility operating.
    - ✓ Commissioner Hege commented that the process has been good; and that we're continuing on and the communication is good. Operationally and financially it seems to be going fine. There is still more work to do. One thing from Wasco County's perspective is this health summit that's coming up in November is going to be a good discussion about trying to get the whole health community together to talk about whose doing what and why, and is there a way we can be more efficient. It's going to be a good discussion about how we can work together as a community in the realm of health and public health.
  - After discussion, the board agreed to have the executive committee continue to meet on a monthly basis with the full board meeting quarterly.


## 5. NEW BUSINESS

- a. Status of Electronic Health Record & Health Information Exchange

- Teri presented a history of NCPHD's involvement in applications of an electronic regional health information system starting in July 2009 to present day.
- b. Program Updates
- We are receiving funds from the community partner for the Maternal Child Health Expansion. We are seeing more pregnant women in WIC. We've had meetings with One Community Health's maternal child health team and with the nursing case manager at Columbia River Women's Centers. Both of these community partners are excited about creating a system support both in the clinic and in the community to support pregnant and parenting families.
  - Environmental Health and CD staff are really busy. We've had a couple of cases of childhood lead. Staff has been working in partnership to go out to those homes and look at where lead risk is.
  - We are continuing to work on Zika virus. We've worked with community partners on where testing can take place for women who have been exposed to Zika during the most vulnerable part of their pregnancy.
  - Solid Waste –Requests received for septic new systems and system repairs is through the roof. EH is very busy with this.
  - There is increased traffic in the clinic. We have created some rack cards that talk about our increased hours and services that are available. Next week we will be sharing these cards with community partners and stocking brochure racks.
    - ✓ Commissioner Smith would like Teri to track the increase clients being seen in the clinic with due to the expanded clinic hours.
  - We've been working with the CCO around coding to support the CCO matrix for adolescent well child visits and long acting contraceptive methods.
  - Grants:
    - ✓ Step It Up Students
      - Promoting a monthly "walk to school" day. Schools will meet at a designated area and volunteer walkers will walk with the students to their respective schools.
    - ✓ Knight Cancer Institute: Step It Up The Dalles
      - Will create walking groups to increase physical activity among community members. We will be working with senior groups, faith based groups, local employers, etc. to create walking groups.
    - ✓ NCPHD prevention staff has been working closely with Hood River Prevention department on two grant applications with the Knight Cancer Institute to reduce tobacco use.
- c. Air Quality
- Teri along with John Zalaznik and Dr. McDonell attended a meeting held on August 31, 2016 between the Oregon Health Authority (OHA) and Wasco County Public Works staff. She shared with the board a summary of concerns and questions that were generated from that meeting.
  - Also shared was information about upcoming regional meetings that DEQ and OHA will be conducting.
  - A draft letter addressed to Oregon's DEQ from NCPHD board of health asking that DEQ continue air quality monitoring in The Dalles for a period of time after the formulation change has occurred was discussed.
    - ✓ After discussion a motion was to send this letter to Pete Shepherd, the Interim Director of Oregon DEQ.
- d. Status of Annual Report
- Teri hopes to have the report completed by the end of October.
- e. County Funding Update
- Kathi Hall presented a report on direct county funding support.
- f. Unaudited 2016 Year-end Analysis
- Kathi Hall presented report.
  - With expanded clinic hours we are seeing an increase in fees.
  - EH Trainee Position:
    - ✓ Teri and the Environmental Health staff have had conversations about their capacity to meet their programs requirements with the increased workload due to going from 3 EH Specialists down to 2 EH Specialists (when Glenn Pierce retired) and taking on the Gilliam County onsite septic program as well as the increased activity both in licensed facilities and onsite septic work in Wasco, Sherman and Gilliam Counties.

- ✓ Teri advised the board that with the unanticipated increase in fee collection from the additional septic permitting as well as the more than expected walk-in clinic fees there are funds available in the budget to hire a EH Trainee to assist the existing EH staff with their increased workload.
  - ✓ We are taking an unfilled EH Specialist position and turning it into a EH Trainee position at a lower rate.
  - ✓ The EH Trainee position would be a .8 FTE with benefits. The total cost for the remainder of FY 2016-17 (7 to 8 months) would be \$29,835. The annual cost of this position is \$37,294.00.
  - ✓ After discussion, including conversation regarding workforce development and succession planning for EH, it was the consensus of the board of health to move forward with this position.
  - ✓ A budget amendment will be prepared and the Executive Committee will meet via phone conference sometime in October to approve the budget amendment.
- g. Review of A/P checks issued (July & August 2016)
- Reports approved as presented.
  - Going forward, the board would like to see an attachment to the A/P Checks Issued report that listed a running tally of EFT checks listed in the que.
- h. Contracts Reviewed:
- Teri reviewed the following contracts with the board:
    - ✓ Pauly, Rogers & Co.
    - ✓ OHSU – Knight Cancer Institute Award Agreement (Step It Up! The Dalles)
    - ✓ LCAC IGA
- i. Director's Report – Teri Thalhofer
- Report presented.

Meeting adjourned at 4:48pm

  
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 Commissioner Michael Smith, Chair

12-30-16  
 Date

**{Copy of 7/12/2016 Executive Committee meeting minutes, Handout NCPHD Health Information Exchange & Electronic Health Record History and Current Status, Handout AMERITIES – Summary of Concerns & Questions, Draft Letter to Oregon Department of Environmental Quality, Direct County Funding Report, NCPHD Recap Report 4<sup>th</sup> Quarter 2016, Fee Analysis Summary Report, A/P Checks Issued July 2016 and August 2016 Reports, Pauly, Rogers Agreement, OHSU – Knight Cancer Institute Award Agreement, LCAC IGA, and Directors Report attached and made part of this record.}**