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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 7, 2016 (3:00pm)**

**In Attendance:** Commissioner Mike Smith – Sherman County; Roger Whitley – Sherman County; Linda Thompson – Sherman County; Judge Steve Shaffer – 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; John Zalaznik – EH Supervisor NCPHD

Minutes taken by Gloria Perry

Meeting called to order on June 7, 2016 at 3:05pm by Commissioner Mike Smith.

**SUMMARY OF ACTIONS TAKEN**

**Motion by Fred Schubert, second by Judge Steve Shaffer to approve the minutes from the 3/8/16 board of health meeting as presented.**

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

**Motion by Judge Steve Shaffer, second by Fred Schubert that North Central Public Health move into the inactive role for public health accreditation.**

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

**Motion by Commissioner Hege, second by Judge Steve Shaffer to accept Resolution 2016-03 “A resolution adopting a vehicle reserve for the fiscal year 2016-17 as presented”.**

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

**Motion by Judge Steve Shaffer, second by Commissioner Scott Hege to approve Resolution 2016-02 "A resolution adopting the appropriations for the fiscal year 2016-17 with corrections noted".**

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

**Motion by Commissioner Scott Hege, second by Fred Schubert to approve Resolution 2016-01 "A resolution adopting the annual budget for the fiscal year 2016-17 with correction noted".**

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

**Motion by Judge Steve Shaffer, second by Commissioner Scott Hege to approve the proposed 2016-17 fee schedule as presented.**

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

**Motion by Judge Steve Shaffer, second by Linda Thompson to approve the A/P Checks Issued in May 2016 report as presented.**

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

**There was a full consensus of the board to continue with the Executive Committee meeting monthly and the full board meeting on a quarterly basis.**

## **WELCOME & INTRODUCTIONS**

### **1. MINUTES**

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- a. Approval of past meeting minutes
  - Minutes were approved as presented.
- b. Set next meeting date
  - The next Executive Committee board meeting was scheduled for Tuesday, July 12th. Meeting location will be at the North Central Public Health District office located at 419 E.7<sup>th</sup> Street, the Dalles, OR.
  - The next regular meeting for the full board was scheduled for Tuesday, September 13th, 2016 at 3:00 PM. Meeting location will be at the North Central Public Health District office located at 419 E. 7<sup>th</sup> Street, The Dalles, OR.

2. **ADDITIONS TO THE AGENDA**

- a. None

3. **PUBLIC COMMENT**

- a. None

4. **UNFINISHED BUSINESS**

- a. QIM Funds Update
  - Both positions have been hired (Community Health Specialist & Office Specialist II).
  - Jeremy Hawkins has been hired into the position of Community Health Specialist. His start date was May 20<sup>th</sup>. He has met the clinical advisory panel last week and he's jumped in and is in full swing.
  - Jean Christmas has been hired into the position of Office Specialist. She started June 1<sup>st</sup> and is going through her orientation.
- b. Accreditation Update
  - NCPHD has been in the process of becoming nationally accredited by the Public Health Accreditation Board. This is a voluntary process and our fees associated were received through a grant process. Our current status is work to complete a work plan to correct findings in our submitted documentation and from the site visit. With our decreased staffing and transitions, we have experienced difficulty in completing the work plan by the May due date. We requested and received an extension from the original May due date to August 31, 2016. As staffing levels have continued to be a challenge, Teri has started discussions with our Accreditation Liaison about options if we cannot complete the work by August 31<sup>st</sup>. Our option is to become "inactive" and pay \$100 per month to maintain this status until such time as we are able to engage again in the process. Teri's recommendation is that NCPHD choose the inactive status for a 6-8 month period to allow for new staff to be trained and capacity to address the accreditation work returns.
  - After discussion, a motion was made to move NCPHD into an "inactive" status for public health accreditation.

5. **NEW BUSINESS**

- a. Commissioner Smith opened the 2016-17 Budget Hearing at 3:16pm.
  - Kathi Hall reviewed both the revenue and expenditure budgets for fiscal year 2016-17.
    - ✓ Notable items:
      - 1.5% COLA for all staff.
      - An additional 5% pay increase for all nursing staff.
      - Budgeted amount to conduct a salary survey.
      - Reserve for a vehicle
  - There was no public comment.
  - After discussion motions were made to approve the following Resolutions starting with Resolution 2016-03:
    - ✓ Resolution 2016-03 Vehicle Reserve FY 2016-17
    - ✓ Resolution 2016-02 Appropriations FY 2016-17
      - Corrections to Resolution 2016-02:
        - ❖ Personal Services amount has two periods in the number. It should read as \$1,678,865.00.
        - ❖ The Fund Total amount has two periods in the number. It should read as \$2,374,117.00.
    - ✓ Resolution 2016-01 Adopting FY 2016-17 Budget
      - Corrections to Resolution 2016-01:

❖ Sum of budget amount has two periods in the number. It should read as \$2,374,117.00.

- Being no further comment, Commissioner Smith closed the Budget Hearing at 3:23pm.
- b. Fee Increases for Licensed Facility Program and On-Site Waste Water Management Program
  - John Zalaznik, the EH Supervisor presented to the board an updated fee schedule which includes increased fees as well as new fees:
    - ✓ Licensed Facilities:
      - Mobile Unit: Increased from \$347.00 to **\$405.00**
      - Reinspection fee (Schools, Daycares, etc.): New Fee of **\$75.00**
    - ✓ On-Site Sewage Disposal Systems
      - Repair Permit (single family dwelling) – Major: Increased from \$378.00 to **\$450.00**
      - Repair Permit (single family dwelling) – Minor: Increased from \$255.00 to **\$300.00**
    - ✓ Authorization Notice
      - If Field Visit Required: Increased from \$336.00 to **\$400.00**
      - No Field Visit Required: Increased from \$179.00 to **\$200.00**
    - ✓ Record Search, if not part of an onsite application (1hr minimum): Increased from \$32.00 to **\$40.00** (first hour); \$60.00 (additional hours)
    - ✓ Annual Maintenance Report Fee (ATT & Holding Tanks): New Fee of **\$50.00**
    - ✓ Reinspection Fee: New Fee of **\$100.00**
  - After discussion a motion was made to approve the new fee schedule as presented.
- c. Executive Committee Update
  - Over the last few months the executive committee has been meeting to work on budgetary issues, better communication and to find a path to move forward on. The meetings have been very positive and Commissioner Smith is very pleased with the progress.
  - Judge Shaffer commended Commissioner Hege on his work in getting additional funding from Wasco County.
  - Commissioner Hege commented that he thought everyone worked well together and the last couple of months have been very productive.
  - After discussion, it was the consensus of the board to continue forward with the executive committee meeting on a monthly basis and the full board meeting quarterly. The quarterly full board meetings will have a broader agenda focusing on programmatic work and public health issues rather than administrative/budgetary issues.
- d. Review of A/P checks issued (May 2016)
  - Motion made to approve report as presented.
- e. Contracts Reviewed:
  - Teri reviewed the following contracts with the board:
    - ✓ NACCHO MRC 16-2464
    - ✓ OHA 148172-1
- f. Director's Report – Teri Thalhofer
  - Report reviewed.

Meeting adjourned at 4:35pm

  
Commissioner Michael Smith, Chair

7/12/16  
Date

{Copy of 3/8/2016 board of health meeting minutes, 2016-17 Revenue and Expenditure Reports, Resolution 2016-01, Resolution 2016-02, Resolution 2016-03, 2016-17 Proposed Fee Schedule, A/P Checks Issued May 2016 Report, NACCHO MRC 16-2464 Contract, OHA 148172-1 Agreement, and Directors Report attached and made part of this record.}