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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
April 12, 2016 (3:00pm)**

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

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

Guests Present: Marti Dane – Six Rivers Mediation

Minutes taken by Gloria Perry

Meeting called to order on April 12, 2016 at 3:02pm by Commissioner Mike Smith.

SUMMARY OF ACTIONS TAKEN

Motion by Commissioner Hege, second by Judge Shaffer, to approve the minutes from the 3/14/16 executive committee board of health meeting as presented.

Vote: 3-0
Yes: Commissioner Mike Smith, Commissioner Scott Hege, and Judge Steve Shaffer.
No: 0
Abstain: 0
Motion carried.

Motion by Judge Sahffer, second by Commissioner Hege, to approve the A/P Checks Issued – March 2016 report as presented.

Vote: 3-0
Yes: Commissioner Mike Smith, Commissioner Scott Hege, and Judge Steve Shaffer.
No: 0
Abstain: 0
Motion carried.

WELCOME & INTRODUCTIONS

Marti Dane requested that in order for good communication to take place that the board should have an agreement to refrain from using cell phones or getting pulled into answering email during the board meeting. It was unanimously agreed by the board to this agreement.

1. MINUTES

a. Approval of past meeting minutes

- 3/14/2016 minutes were approved as presented.
- Commissioner Hege asked if the community health assessment that Teri had sent to him was the most current one. Teri Thalhofer replied that it is the most current one; however, NCPHD is working with Columbia Gorge CCO on their new one. She anticipates it will be approximately one (1) year before it is completed. These are usually done every 3 to 5 years.

b. Set next meeting date

- The next Executive Committee board meeting was scheduled for Tuesday, May 10, 2016 at 3:00 PM. Meeting location will be at the North Central Public Health District office located at 419 E. 7th Street, The Dalles, OR.
- Due to scheduling conflicts, the next full board of health meeting will be moved from June 14th to June 7th. Gloria Perry will send out a meeting Doodle request to the full board to ascertain if this date change will work with the full board's schedule. Budget adoption will take place at the June meeting.

2. ADDITIONS TO THE AGENDA

- a. None

3. PUBLIC COMMENT

- a. Discussion held regarding the City of Morrow's water issue. Commissioner Smith suggested it might be helpful if John Zalaznik could come out and talk at a City Council meeting regarding safe water practices or at the very least provide a useful document about safe water practices.

4. UNFINISHED BUSINESS

a. Budget Direction

- Kathi Hall reviewed the budget calendar for FY 2016/17.
 - ✓ After discussion, it was agreed that in Teri's absence, Kathi Hall along with Commissioner Hege would meet with Wasco County's budget team to present the budget ask to Wasco County for FY 2016-17.
 - ✓ Also discussed was how future budget processes should go and that the details of this process should be worked on well in advance of FY 2017-18. Commissioner Hege suggested that as Wasco County develops their budget, the health district would work to provide a proposed budget number into Wasco County's budget, get it approved and then it comes out and it goes into the health district's budget.
- Kathi Hall reviewed the following reports:
 - ✓ County Contribution Report
 - Commissioner Hege would like to see on the report where the greatest unmet need is and why.
 - ✓ 2015 Fiscal Analysis with General Fund Contribution
 - ✓ Graphs with County Split
 - ✓ Revenue Actuals (2013-2016)
 - It was suggested to Kathi to use budgeted numbers on this report.
 - Commissioner Hege asked Kathi to explain line item 7145 State Support.
 - This is a general fund amount from the state that needs to be used first for communicable disease (CD) and then it can be used for other things if it is not used all up with CD; however these funds are usually used up within the first

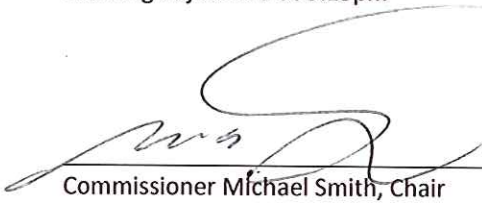
quarter. We don't get nearly enough funding from the state to cover the cost of CD investigation.

- ✓ Expenditure Actuals (2013-2015)
 - ✓ TGeneral Fund Cost Allocation 1st Qtr.
 - ✓ 2017 Proposed Revenue (draft)
 - ✓ 2017 Proposed Expenditure (draft)
 - Proposed budget includes:
 - ✓ 1.5% COLA (cost of living adjustment) for all positions.
 - ✓ \$20,000 reserve for replacement vehicles
 - NCPHD was told by Lane Magill of Wasco County that they are no longer in the vehicle roll-down plan.
 - Commissioner Hege said that is not his understanding and will discuss with Lane.
 - ✓ Salary survey
 - Kathi recommended to the board that they should have a discussion regarding fiscal policies about what levels to fund unappropriated and contingency.
 - Teri discussed enhancements to the proposed budget:
 - ✓ Conducting a full compensation study as opposed to a salary only survey. Teri received a quote from HR Solutions for \$15,000.00.
 - ✓ Either a 10% or 5% increase for our registered nurses. This request is due to the significant equity between the market and what we pay our registered nurses.
 - ✓ .8 FTE Nurse
 - ✓ Commissioner Smith said in regards to a raise for the nurses we are probably off by 35%. He would like to look at either a 5% or a 10% raise for the nurses.
 - Questions / Comments:
 - ✓ Commissioner Hege asked if the increased clinic hours were in the proposed budget. Kathi Hall stated that they were.
 - ✓ The \$90,000 Pacific Source QIM money is listed in both 2016 YTD and 2017 proposed. Since it was received in FY 2016 it needs to be removed from the 2017 proposed.
 - ✓ It was asked what 7146 Oregon State Payback was for listed in Expenditures. Kathi explained that a portion of every license is paid to the State and this is the line item that is paid out of.
 - ✓ It was asked what 7148 TCM & MAC Match in expenditures is for. Kathi explained that this is the Medicaid match. We have to put forth local county dollars in order to draw down federal funds.
 - ✓ In Expenditures 7152 Health Promotions – The Health insurance and Dental insurance numbers in the proposed budget seem high. Kathi Hall stated the numbers shouldn't be that high and will take a look at that.
 - ✓ If possible, depending on what Wasco County's contribution is the board would like to add to the proposed budget presented the following additions/corrections:
 - Additional 5% pay increase for all registered nurses.
 - Add a .8 nurse position.
 - Commissioner Hege's hope is that meeting with Kathi Hall and the Wasco County budget team on Thursday he can give his budget team a number that not only he is willing to advocate for, but the budget team will advocate for at the budget team committee meeting. The process is as follows:
 - ✓ Kathi Hall along with Commissioner Hege will meet with Wasco County's budget team on Thursday, April 14th.
 - ✓ The following Wednesday, April 20th is when all of Wasco County's department heads meet and the proposed budget is presented. The department heads work to determine what they want to move forward to Wasco County's budget committee.
 - Commissioner Hege will communicate with Kathi Hall tomorrow, April 13th as to what number she can include in the proposed budget for Wasco County's contribution.
- b. QIM Funds Update
- Due to lack of time, this item was pushed out to the May 10, 2016 meeting.
- c. EOCCO Funding Update
- Due to lack of time, this item was pushed out to the May 10, 2016 meeting.

5. **NEW BUSINESS**

- a. 3rd Quarter Fiscal Report
 - Due to lack of time, this item was pushed out to the May 10, 2016 meeting.
- b. Review of A/P checks issued March 2016
 - Motion made to approve A/P checks report as presented.
- c. Contracts Reviewed
 - CCO QIM funds Agreement
 - OHA Agreement 148025-3
- d. Director's Report
 - No report provided.

Meeting adjourned at 5:25pm



Commissioner Michael Smith, Chair

5/10/16
Date

{Copy of 4/12/16 board of health executive committee meeting minutes, Budget Calendar FY 16-17, 2015 Fiscal Analysis, Graphs with County Split handout, Revenue History & Actuals, Expenditure History & Actuals, GF Cost Allocation 1st Qtr, 2017 Proposed Revenue Budget, 2017 Proposed Expenditure Budget, A/P Checks Issued – March 2016 Report, CCO QIM Funds Agreement, OHA Agreement 148025-3 attached and made part of this record.}