



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
March 8, 2016 (3:00pm)**

In Attendance: Commissioner Mike Smith – Sherman County; Roger Whitley – Sherman County; Linda Thompson – Sherman County; Judge Steve Shaffer – Gilliam County; Michael Takagi – Gilliam County; Commissioner Scott Hege – Wasco County; and Fred Schubert – Wasco County. **By Phone:** William Hamilton (was not present for any of the actions taken)

Staff Present: Teri Thalhofer, RN BSN – Director NCPHD; Kathi Hall – Finance Manager NCPHD; Dr. Mimi McDonell – Health Officer

Guests Present: Kelsey Fried – OHSU Doctoral Student, Vern Harpole, Marti Dane - and Mike Courtney – Courtney Insurance.

Minutes taken by Gloria Perry

Meeting called to order on February 9, 2016 at 3:00pm by Commissioner Mike Smith.

SUMMARY OF ACTIONS TAKEN

Motion by Judge Shaffer, second by Fred Schubert, to approve the minutes from the 2/9/16 board of health meeting as presented.

Vote: 7-0
Yes: Commissioner Mike Smith, Roger Whitley, Linda Thompson, Judge Steve Shaffer, Michael Takagi, Commissioner Scott Hege, and Fred Schubert.
No: 0
Abstain:
Motion carried.

Motion by Fred Schubert second by Michael Takagi, that the full board empowers the executive committee to serve as the active board until the June 2016 board of health meeting, working with a facilitator, with the next meeting of the full board in June 2016. If some major decision or change in structure, etc. is proposed, the full board will be convened and those items will be discussed and voted on.

Vote: 7-0
Yes: Commissioner Mike Smith, Roger Whitley, Linda Thompson, Judge Steve Shaffer, Michael Takagi, Commissioner Scott Hege, and Fred Schubert.
No: 0

Abstain:
Motion carried.

Motion by Judge Shaffer second by Fred Schubert, to approve the A/P Checks Issued in February 2016 report with correction.

Vote: 7-0
Yes: Commissioner Mike Smith, Roger Whitley, Linda Thompson, Judge Steve Shaffer, Michael Takagi, Commissioner Scott Hege, and Fred Schubert.
No: 0
Abstain:
Motion carried.

Motion by Commissioner Hege second by Roger Whitley to approve the VISA policy as presented.

Vote: 7-0
Yes: Commissioner Mike Smith, Roger Whitley, Linda Thompson, Judge Steve Shaffer, Michael Takagi, Commissioner Scott Hege, and Fred Schubert.
No: 0
Abstain:
Motion carried.

Motion by Commissioner Hege second by Roger Whitley to approve the Travel policy as presented.

Vote: 7-0
Yes: Commissioner Mike Smith, Roger Whitley, Linda Thompson, 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 as presented.
- b. Set next meeting date
 - The next Executive Committee board meeting was scheduled for Monday, March 14, 2016 at 10:00 AM. Meeting location will be at the North Central Public Health District office located at 419 E. 7th Street, the Dalles, OR in the Loft meeting room in Annex C.
 - The next regular meeting for the full board was scheduled for Tuesday, June 14, 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.

2. ADDITIONS TO THE AGENDA

- a. Under new business add the topic Public Health Week.

3. PUBLIC COMMENT

- a. None

4. UNFINISHED BUSINESS

- a. Sugar Sweetened Beverage Reduction Program Update – Presentation by Kelsey Fried
 - Discussed the risks of an unhealthy diet in childhood
 - Goals of the Coalition to Reduce Childhood Obesity:

- ✓ Improve the diets of local children
- ✓ Increase physical activity
- ✓ Decrease consumption of sugared beverages
- Highlights of Sugar-sweetened Beverage Reduction Program:
 - ✓ This is a voluntary program for restaurants to participate in.
 - ✓ Restaurants will no longer offer free refills on soda's and other sugared beverages.
 - ✓ No longer advertise free soda refills on menus
 - ✓ Display "FIT-in-Wasco/Sherman/Gilliam" window stickers & table tents
 - ✓ Participating restaurants will receive a 10% discount on licensing fees for 2017
 - ✓ Submitted for review & approved by the Oregon Health Authority with the condition that if we are to offer a discount for participating that we are not penalizing restaurants that do not participate in the program. We have been supported by the EOCCO who has provided funding to cover the discount amount as well as the costs of posters and advertisement of the program.
 - ✓ Environmental Health department will follow up during regular inspections
- 19 restaurants signed up thus far:
 - ✓ 8 in The Dalles
 - ✓ 3 in Arlington
 - ✓ 2 in Rufus
 - ✓ 1 in Grass Valley
 - ✓ 1 in Wasco
 - ✓ 1 in Condon
 - ✓ 1 in Dufur
 - ✓ 1 in Maupin
 - ✓ 1 in Tygh Valley
- At least 20 more non-chain restaurants have shown interest in participating and could be added to the program if an additional \$1,500 in funding were available.
- Future goals:
 - ✓ Program continuation
 - ✓ 100% participation of local restaurants
 - ✓ Increased community awareness of obesity-associated health concerns and goals of the program
 - ✓ Community awareness will lead to ongoing & increased efforts to improve the health of our children
- Questions / Comments:
 - ✓ Success was far greater than anticipated.
 - ✓ Commissioner Smith was going to forward the presentation to Kevin Campbell of the EOCCO but he thought it might be better if Vern & Kelsey presented this to Kevin to show him what the \$1,500 funding provided by the EOCCO has done and how massively successful it's been. Vern stated that he and Kelsey would be happy to meet with Kevin. Commissioner Smith will send a request to Kevin for additional funding.
 - ✓ Columbia Gorge CCO has not been approached regarding funding. Teri explained that EOCCO seems to have much more flexibility in grant funding.
 - ✓ It was suggested that this presentation be done at OR-EPI.
- b. CGCCO – \$90,000 one-time funding proposal – Teri Thalhofer
 - Commissioner Hege informed the board that he had forwarded the proposal to Molly Rogers and he shared with the board comments he received back from Molly.
 - ✓ The health council did not put a lot outcomes on the MOU, but based on the QIM's that are mentioned, Molly would encourage measurable outcomes such as; 1) number of patients receiving services that are then connected to PCP referral at the time of service; 2) The number of children referred to PCP for well child visits; 3) the number of adolescents referred to PCP for wellness visits. (This is particular important for CGCCO's QIM's); and 4) number of clients enrolled or retained on Oregon Health Plan based on assister's at office.
 - ✓ Teri explained that she did not put outcomes on the proposal because she had not seen their data and the reality of this is NCPHD staff would have to hand calculate this data except for the

- number of clients referred for OHP because our data system does not support that. It can be done but not without the additional administrative support that's asked for in the proposal.
 - ✓ Commissioner Hege stated that it probably would be worth having a conversation with Molly regarding this.
 - Discussion held regarding the hours of the walk-in clinic.
 - ✓ There was a consensus among the board to open the walk-in nursing clinic to 3 full days a week on Wednesday, Thursday & Friday. On Monday & Tuesday's when Dr. McDonell has appointments, she will try to accommodate walk-in clients on those days.
 - This proposal is not sustainable – it's for a one-year period.
 - There was a consensus of the board to move forward with the proposal as presented.
- c. Accreditation Update – Teri Thalhofer
 - The original date to complete the accreditation action plan was May 1, 2016. Given Teri's ability to work on this and the loss of the accreditation coordinator in December, Teri has applied for an extension. Date for submission of action plan is now August 2016.
- d. Draft budget calendar & budget committee members
 - Kathi reviewed the budget calendar with the board:
 - ✓ Commissioner Smith informed the board that the public member from Sherman County for the budget committee is Sheriff Brad Lohrey.
 - ✓ The first draft of the budget will be put together between 3/8 – 3/10. Kathi Hall & Teri Thalhofer will then meet to review and a 2nd draft should be completed by 3/17.
 - ✓ Kathi noted that on Wasco County's budget calendar they are asking for a request by March 18th.
 - ✓ Commissioner Smith said that he had a conversation with Commissioner Hege that will be discussed under New Business.
 - ✓ Commissioner Hege said that he had a conversation with Tyler Stone and if NCPHD does not have a number by the 18th, it would okay because at this point in the budget process, it is only a number that gets plugged in.
 - The location of the budget meeting will be in Gilliam County.
 - Gloria Perry will send out a doodle request with tentative dates for budget meeting.
 - Commissioner Smith asked the board what direction they would like to give to the budget committee. Do we budget for current service level or current funding level?
 - ✓ Judge Shaffer said he was of the opinion that we have to do it based on utilizing the additional CCO dollars.
 - ✓ Teri said she based the proposal on a 12-month period starting from when the funds are received. She anticipates that the CCO funding is not going to match the fiscal year and a discussion will need to be had to talk about what that's going to look like.
 - ✓ Commissioner Smith said another topic that needs to be discussed is that it appears that we are really under paying the nursing staff that we have. This can be an agenda item for the executive committee to discuss but it is something that needs to start being addressed.

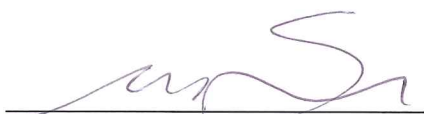
5. NEW BUSINESS

a. CIS Risk Management Plan

- Last week Teri Thalhofer met with John Zakariassen who is our risk management consultant from CIS and went through a risk management assessment. This was a best practices review. Two tasks have been identified to be completed in the coming year. They are:
 - ✓ Continuity of Operations Plan (COOP) and Agility
 - NCPHD's liability insurance provides through the agility recovery website. We'll enter data there and if there were a disaster here locally, we would notify them and CIS would come and stand back up a working agency for us.
 - If there were a regional disaster and we were one of the first 10 or 20 to notify CIS we would get this the first day, otherwise it would be within 3 days.
 - Teri will be working on this with Tanya Wray NCPHD's Preparedness Coordinator to ensure this website is populated with the required data.

- ✓ Executive Risk Management (ERM) Team
 - This is a multi-department leadership team that's executive risk management and Teri is going to work with John Zakariassen on standing this up. This will require some board participation.
 - ✓ Mike Courtney advised the board that CIS will give a premium discount for the completion of each of these tasks. Generally amounts to 1% of the general liability premium for each of the steps completed. Currently NCPHD's general liability premium is \$9,045 and expected to go up around 9 or 10% on the renewal. The automobile and property coverage premiums will stay about the same unless NCPHD changes the number of vehicles or change the amount of property they insure.
 - ✓ Mr. Courtney would like to part of the ERM team when it gets set up.
 - In Mr. Courtney's opinion, NCPHD did pretty well on the best practices survey.
 - Commissioner Smith noted that the employee count on the report is not accurate. Teri will update CIS with the correct employee count.
 - Mr. Courtney notified the board that this year CIS is going to change the deductible on the employment practices liability insurance. It's going to go to \$15,000 if you choose not to use the pre-loss legal consultation and abide by what they tell you and a claim is filed, you will be charged this \$15,000.00.
- b. Executive Committee Proposal – Commissioner Mike Smith
- In an effort to improve NCPHD's relationship with Wasco County and to get public health on the right track, Commissioner Smith presented a request to the full board to allow a formation of an executive committee that consists of either commissioners or judges representing the three counties. This committee would work with a facilitated mediation service to work on budget and relationship issues. The executive committee would meet in April and May and then have the full board meet up again to look at the budget and approve it. At that time, a decision would be made on what direction the board wants to go as far as how to meet going forward.
 - Marti Dane introduced herself. She is the executive director for an acute resolution center that works in both Oregon and Washington. Her specialty is working with groups in helping them to figure out how to make better decisions. She will help to organize, identify and clarify issues and propose different processes so that people can create a plan for works for them.
 - After discussion, a motion was made to approve the formation of an executive committee.
- c. Review of A/P checks issued (February 2016)
- Report was approved with the correction of adding payroll A/P EFT number 234.
- d. Policy & Procedures:
- VISA Credit Card Policy
 - ✓ A motion was made to approve the VISA Credit Card Policy as presented.
 - Travel Policy
 - ✓ A motion was made to approve the Travel Policy as presented.
- e. Contracts Reviewed:
- Teri reviewed the following contracts with the board:
 - ✓ OHSU PSC-2016-0858
 - ✓ 1004396 Wasco CaCoon – Amendment 1
- f. Director's Report – Teri Thalhofer
- Report reviewed.

Meeting adjourned at 4:54pm


 Commissioner Michael Smith, Chair

6-7-16
 Date

{Copy of 2/9/2016 board of health meeting minutes, CGCCO Funding Proposal, Budget Calendar (draft), CIS – Risk Management Plan, A/P Checks Issued – Jan 2016 Report, Travel Policy, VISA Credit Card Policy, OHSU PSC 2016-0858 Contract, 1004396 Wasco-CaCoon Amendment 1, Directors Report attached and made part of this record.}