



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

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

**Staff Present:** Teri Thalhofer, RN BSN – Director NCPHD; Kathi Hall – Finance Manager NCPHD; Lori Treichel – NCPHD PH Nurse; Allyson Smith – NCPHD PH Nurse; and Tanya Wray PHEP Coordinator NCPHD.

**Guests Present:** Neita Cecil – The Dalles Chronicle

Minutes taken by Gloria Perry

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

**SUMMARY OF ACTIONS TAKEN**

**Motion by Commissioner Scott Hege, second by Fred Schubert, to approve the minutes from the 12/8/15 board of health meeting with corrections discussed.**

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

**Motion by William Hamilton, second by Judge Steve Shaffer, to approve the All Hazards Base Response Plan with corrections discussed.**

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

Abstain:  
Motion carried.

**Motion by Judge Steve Shaffer, second by William Hamilton, to accept the new Vital Records Fee Schedule set forth by the State of Oregon.**

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

**Motion by Judge Steve Shaffer, second by Commissioner Scott Hege, to appoint Kathi Hall as the Budget Officer for the 2016-17 fiscal year budget process.**

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

**Motion by Fred Schubert, second by Roger Whitley, to approve the policies and procedures presented as is.**

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

**Motion by Judge Steve Shaffer, second by Michael Takagi, to approve the A/P Checks Issued in December 2015 report as presented.**

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

## WELCOME & INTRODUCTIONS

### 1. MINUTES

#### a. Approval of past meeting minutes

- Minutes were approved with the following corrections:
  - ✓ Page 1 > In Attendance section: Add Kathi Hall as being present at the 12/8/2015 board of health meeting.
  - ✓ Page 5 > 12<sup>th</sup> check mark: Correct comment to say, "Is there any sense of urgency on the Wasco County Commissions part about public health in the county?"
  - ✓ Page 10 > Last check mark: Add birth control in front of the word pills.
  - ✓ Page 11 > 14<sup>th</sup> check mark: Correct the spelling of Commissioner Hege's first name.

b. Set next meeting date

- The next regular meeting was scheduled for Tuesday, February 9, 2016 at 3:00 PM. Meeting location will be at the North Central Public District office located at 419 E. 7<sup>th</sup> Street, The Dalles, OR.

2. **ADDITIONS TO THE AGENDA**

3. **PUBLIC COMMENT**

- a. None

4. **UNFINISHED BUSINESS**

a. Updates from Wasco County – Wasco County Project Plan

- Commissioner Hege advised the board that he sent a rough draft proposal regarding changes to the By-Laws and IGA to Judge Shaffer and Commissioner Smith to review and provide feedback to him. He wanted to give Judge Shaffer & Commissioner Smith an opportunity to provide feedback on his proposal before it was brought to the full board.
- Commissioner Hege mentioned he had heard that the CGCCO Clinical Advisory Panel had voted to allocate money to public health in the amount of \$168,000.
- Teri Thalhofer asked Commissioner Hege to comment on the process that Wasco County talked about a year ago when they rescinded their decision. We've seen nothing about this process and NCPHD staff has been asking about this and would like to know what is going to happen.
  - ✓ Commissioner Hege stated there is no process or plan. His goal, right now, is to work with the District to move forward and deal with the first item that he thinks would be helpful which is the issue of governance.
  - ✓ Wasco County had envisioned this idea of convening partners in the world of public health to talk about public health and he has heard that Duane Francis of MCMC is talking about convening a public health summit. He believes this is something underway and it takes it out of Wasco County's hands and into the world of partners in health. Right now, he is focused on moving forward with NCPHD and trying to work on issues that Wasco County has concerns with and the first on those is governance.
  - ✓ Teri said she's heard that it is being called a health services summit and public health really isn't about health services so it's going to be interesting. Dr. McDonnell is on the planning panel for that summit.

b. **Current Status of Services**

- Lori Treichel one of our home visiting nurses addressed the board regarding the effects the reductions have had on the clients she serves. She also described what she does and talked about the clients she sees and the many struggles those clients have. Some of the things that Lori does include such things as:
  - ✓ Working two (2) afternoons a month in the walk-in clinic.
  - ✓ Coordinating and overseeing the WIC program which includes overseeing training for the WIC staff and reporting to the state time studies, accounting, nutrition/education planning and seeing high risk kids in the WIC office.
  - ✓ Home visits:
    - To work with pregnant women who have high risk pregnancies.
    - Sees babies that are drug exposed, don't pass their hearing screen, failure to thrive, low birth rates, and intrauterine growth reduction.
    - She also sees kids with diagnosed conditions such as cerebral palsy, autism, congenital heart defects, pervasive developmental disorders, Down syndrome.
    - Sees families with an incarcerated parent, a parent with a mental illness, low income families, families involved with child welfare.
    - She follows up on things such as growth development and access to resources.
  - ✓ CaCoon nurse on the Community Connections team with is a multi-disciplinary team that meets once a month around families that have children that have behavioral, educational, health & social needs to assist families that have difficulty accessing services.

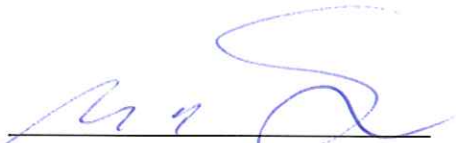
- ✓ Coordinates the Home Visiting Connections group.
- ✓ Coordinates the Breastfeeding Coalition group.
- Allyson Smith our communicable disease nurse addressed the board regarding the effects the budget cuts have had on our ability to respond to outbreaks. Since July, Allyson has also had to take on staffing the walk-in clinic because of our decreased capacity which has greatly affected the time needed to respond to and investigate outbreaks.
  - ✓ Allyson provided a detailed handout to the board that talked about the impacts of reduced nursing staff due to the decreased funding and consequences to the community this has had. (see attached).
- School Exclusion Day
  - ✓ Teri advised the board that an upcoming challenge will be School Exclusion Day which is February 18<sup>th</sup>. State law requires that all children in public and private schools, preschools, Head Start and certified child care facilities have up-to-date documentation on their immunizations, or have an exemption.
  - ✓ If school and child care vaccination records are not up-to-date, the child will be sent home from school.
  - ✓ In early Fall, Teri started sending notifications to the clinicians in Wasco County to let them know that our walk-in hours had been reduced and NCPHD would not be able to provide walk-in clinic for this. Once letters go out to parents, our office is typically packed up until the day after Exclusion. Parents will come to our office because they don't have to make an appointment.
  - ✓ Teri has not heard from any of the clinics that they are going to open an after-hours or expand clinic hours for immunizations.
  - ✓ With our reduced walk-in clinic hours, Teri anticipates kids will miss school.
  - ✓ NCPHD does not have the money or the capacity to provide additional immunization hours.
- Access Issues
  - ✓ Judge Shaffer said that the State of Oregon thought the CCO's would cover this. He asked Teri for an update on where are we at with this as far as the CCO's stepping up and recognizing some of these things or issues.
  - ✓ Teri stated that we get funding from the CCO. We are a billable provider. We can bill them but nobody has enough access. There are not enough primary care providers. There is not enough space in the community for people to be seen.
  - ✓ Dr. Hamilton said, with the influx of people who have been put on the Oregon Health Plan, it was considerably more than we expected and it exceeds the capacity of our providers. MCMC & One Community Health who are the two main providers in the county are working really hard to provide access.
  - ✓ Teri said that the mechanism for the safety net has always been public health. With the reduced funding from Wasco County, a hole was ripped in the safety net without there being any mechanism to fill that. The health system can't be transformed as fast as the Governor thought we could do it. Those most vulnerable are the ones that are least able to get services.
  - ✓ Roger Whitely asked Commissioner Hege if Wasco County had anything coming up on if Wasco is going to participate more with the health district and if they are still thinking of separating.
    - Commissioner Hege stated that was not what he said. He explained that the CCO came to Wasco County Commission and there was a discussion about this issue gap and trying to get the clinic back open more hours. He believes our CCO is going to fund some more money and that's the discussion Wasco County had with them.
    - Teri explained that what came out of the CAP meeting was not that the CCO was necessarily going to fund us to bring NCPHD back to the capacity that Wasco County pulled out of. Her understanding from staff that attended the meeting was there was a recommendation from the CAP that money go to public health; however Commissioner Joplin who is the chair of the health council was not thrilled with the idea of this being replacement money for county dollars. This is also not sustainable money.

## 5. NEW BUSINESS

- a. Fiscal Audit Results (Audit review presented by Hans Graichen of Pauly Rogers & Co.)
  - Audit opinion letter – an unmodified opinion on the basic financial statements has been issued. This means the auditors have given a “clean” opinion with no reservations.
  - State minimum standards – Auditors found no exceptions or issues requiring comment.
  - Management letter – A management letter dated November 4, 2015, detailing a significant deficiency in internal control was reviewed:
    - ✓ Auditors noted there was no evidence of review of bank reconciliations by someone independent of preparation. They recommend that someone independent of the bank reconciliation preparation process review the monthly bank reconciliations in a timely manner to ensure that there are no discrepancies or unusual reconciling items and that they document that review with a signature and date to enhance internal controls.
  - Other Matters – Best Practices:
    - ✓ In reviewing fidelity insurance (employee honesty) coverage, the auditors noticed that the District carries cash and investment balances in excess of the insurance coverage amount. They recommend that the Board examine this exposure risk and make a determination as to the amount of insurance coverage they feel is prudent in regard to their oversight.
    - ✓ This is the same issue brought to the board’s attention in last year’s audit. Commissioner Smith asked Teri to look into this and update the board at the next board meeting.
- b. All Hazards Base Response Plan
  - The All Hazards Base Response Plan was provided to the board for review. The Board asked that last names be added to staff listed in the phone tree in the command and control section of the plan.
  - A motion was made and the All Hazards Base Response plan was approved with corrections discussed.
  - Chair Commissioner Smith signed the plan approval after corrections were made.
- c. 2<sup>nd</sup> Quarter Fiscal Report
  - Kathi Hall gave a brief recap of 2<sup>nd</sup> quarter discussing the comparison of the current fiscal year to previous fiscal years. She also explained that she is tracking the fund balances from previous years to the current year. With revenue down from family planning she is keeping a close watch on our fund balance.
  - A discussion was held regarding the reduced revenue. Commissioner Smith said that if we keep losing money like this at some point the board is going to have to take some sort of action on this. We have to make sure we don’t end the year with a negative balance.
- d. Vital Records Fee Increase
  - Oregon Health Authority’s Center for Health Statistics announced that fees for Oregon vital records, including birth, death and marriage certificates will increase by \$5.00 effective January 1, 2016. This increase is to cover increasing administrative costs. The basic fee for a certificate will be \$25.00.
  - All county vital records offices must charge the same fees as the state vital records office.
  - A motion was made to accept the new vital records fee schedule as set forth by the State of Oregon.
- e. Appointment of Budget Officer
  - A motion was made and approved to appoint Kathi Hall as the Budget Officer for the 2016-17 fiscal year budget.
- f. Policies & Procedures
  - The following policies & procedures were approved as presented: Alcohol/Drug Use, Abuse and Testing; Bad Weather/Emergency Closing; Benefits; Budgetary Control Procedures; Cell Phone/Smart Phone Usage; Compliance with the ADA/Civil Rights Act; Corrective Action/Discipline Policy; Criminal Arrests and Convictions; Driving While on Business; Employee Personal Data Changes; Employee-Incurred Expenses and Reimbursements; Employment Classification/Work Hours/Work Week; Ethics; Family and Medical Leave; Introductory Period of Employment; NCPHD Email and Electronic Equipment, Facilities & Services; No-Harassment Policy; Non-Discrimination; Open-Door Policy; Outside Employment; Performance Reviews; Political Activity; Rest Breaks; Retirement or Resignation from NCPHD; Smoke-Free Workplace; Time Keeping; Wage and Salary; Workplace Privacy and Confidentiality; Workplace Rules and Prohibited Conduct; and Workplace Violence.
  - A motion was made to accept and approve the policies and procedures presented as is.
- g. Review of A/P Checks Issued in December 2015.

- Report reviewed and approved as presented.
- h. Contracts for Review
  - Teri reviewed the following contracts with the board:
    - ✓ DEQ Agreement 023-16
    - ✓ Homeland Security Grant No 15-244
    - ✓ MESD Contract #C02349
    - ✓ OHA Agreement 48025-1
    - ✓ OHSU Agreement AFF-2016-0486
- i. Director's Report
  - Report presented.
    - ✓ 'Fit in Beverage' update: Commissioner Smith received a verbal confirmation from Kevin Campbell from EOCCO of funding for the fee reduction the 'Fit n Beverage' policy may create. Dr. Harpole will create a written proposal and submit it to Mr. Campbell.
    - ✓ Oregon Reproductive Health Program – Agency Data Review.
      - In calendar year 2014 NCPHD averted 173 unintended pregnancies (37 teen pregnancies under age 20 and 136 adult pregnancies 20+). In 2014, the average cost of an OHP delivery and the first year of infant healthcare costs was \$22,157. Nationally, approximately 42% of unintended pregnancies result in a live birth. This means that 75 unintended births were averted among our clients, resulting in a taxpayer savings of \$1,617,461.00. This will not be the same for the 2015 calendar year.

Meeting adjourned at 4:26pm

  
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Commissioner Michael Smith, Chair

2-9-16  
Date

{Copy of 12/8/2015 board of health meeting minutes, Handout Impacts of Lost Nursing Staff (Allyson Smith), Handout Nurse Staffing Perspective (Allyson Smith), Manager Letter, Communication to the Governing Body Letter, Financial Report 6-30-15, All Hazards Base Response Plan, 2<sup>nd</sup> Quarter Fiscal Report, Vital Records Fee Increase Handout, Policies & Procedures, A/P Checks Report, Director's Report, and Oregon Reproductive Health Program – Agency Data Review handout, attached and made part of this record.}