



Public Health
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North Central Public Health District

North Central Public Health District Full Board of Health Meeting

Date: Tuesday, April 12th, 2022

Time: 4:00 p.m. to 6:00 p.m.

To Be Held Electronically:

To Join Zoom Meeting please use link below:

<https://wascocounty-org.zoom.us/j/87925563279>

Meeting ID: 879 2556 3279

AGENDA

1. Call to Order

- Introductions
- Establish a Quorum
- Requests to add items to the Agenda
- Requests for Public Comments

2. Action Items

- 3/8/2022 Board of Health Meeting Minutes
- A/P Check Reports – March, 2022
- NCPHD Policies & Procedures
- Draft Recommendations for New NCPHD By Laws

3. Non-Action Items

- COVID-19 Update: Dr. McDonell
- Fiscal Update: Brita Meyer
- Budget FY 2022-2023 Update: Brita Meyer
- Environmental Health Presentation: Paula/Eric Grendel
- Contracts Summary
- Directors Report

Note: This agenda is subject to last minute changes.

Meetings are ADA accessible. If special accommodations are needed please contact NCPHD in advance at (541) 506-2626. TDD 1-800-735-2900. NCPHD does not discriminate against individuals with disabilities.

If necessary, an Executive Session may be held in accordance with: ORS 192.660(2) (a) to consider the employment of a public officer, employee, staff member or individual agent; ORS 192.660 (2) (d) Labor Negotiations; ORS 192.660 (2) (h) Legal Rights; ORS 192.660 (2) (e) Property; ORS 192.660 (2) (i) Personnel



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NORTH CENTRAL PUBLIC HEALTH DISTRICT

419 East Seventh Street
The Dalles, OR 97058-2676
541-506-2600
www.ncphd.org

**North Central Public Health District
Board of Health Meeting Minutes
March 8th, 2022**

Board Members In Attendance: Commissioner Joan Bird – Sherman County; Roger Whitley – Sherman County; Shawn Payne – Sherman County; Commissioner Pat Shannon – Gilliam County; Dani Sperry – Gilliam County; Commissioner Kathy Schwartz – Wasco County, Bill Lennox – Wasco County, Julie Whetzel – Wasco County

Board Members Absent: None

Staff Present: Shellie Campbell – Interim Director NCPHD; Dr. Miriam McDonell – Medical Officer NCPHD; Gloria Perry – Office Manager NCPHD; Martha McInnes – Clinical Programs Supervisor NCPHD; Nicole Bailey – EH Supervisor NCPHD; Brita Meyer – Fiscal Manager NCPHD; Kristen Slatt – Health Promotion Supervisor NCPHD; Janelle Sandoz – Public Health Nurse NCPHD; Lori Treichel – Home Visiting Nurse NCPHD; Kathi Hall NCPHD

Guests Present: Emily Matasar, NCPHD Legal Counsel

Minutes by: Laurie Jupe

SUMMARY OF ACTIONS TAKEN

MOTION by Bill Lennox, and seconded by Commissioner Joan Bird, to accept the February 8, 2022 Board of Health meeting minutes as presented.

Vote: 7-1
Yes: Commissioner Joan Bird – Sherman County; Roger Whitley – Sherman County; Shawn Payne – Sherman County; Dani Sperry – Gilliam County; Commissioner Kathy Schwartz – Wasco County, Bill Lennox – Wasco County, Julie Whetzel – Wasco County
No: 0
Abstain: Commissioner Pat Shannon – Gilliam County
Motion: Carried

MOTION by Julie Whetzel, and seconded by, Shawn Payne to accept the February 2022 A/P Checks Issued reports as presented.

Vote: 8-0
Yes: Commissioner Joan Bird – Sherman County; Roger Whitley – Sherman County; Shawn Payne – Sherman County; Commissioner Pat Shannon – Gilliam County; Dani Sperry – Gilliam County; Commissioner Kathy Schwartz – Wasco County, Bill Lennox – Wasco County, Julie Whetzel – Wasco County
No: 0
Abstain: 0
Motion: Carried

MOTION by Bill Lennox, and seconded by, Roger Whitley to accept the NCPHD Policies and Procedures with corrections to the spelling of Commissioner Schwartz name on the NCPHD Policy AD-Compliance with ADA.

Vote: 8-0

Yes: Commissioner Joan Bird – Sherman County; Roger Whitley – Sherman County; Shawn Payne – Sherman County; Commissioner Pat Shannon – Gilliam County; Dani Sperry – Gilliam County; Commissioner Kathy Schwartz – Wasco County, Bill Lennox – Wasco County, Julie Whetzel – Wasco County

No: 0

Abstain: 0

Motion: Carried

MOTION by Roger Whitley, and seconded by, Bill Lennox to accept the draft IGA Amendment as presented and for the Commissioners to take the Amendment to Wasco and Sherman Counties for approval.

Vote: 6-2

Yes: Commissioner Joan Bird – Sherman County; Roger Whitley – Sherman County; Shawn Payne – Sherman County; Commissioner Kathy Schwartz – Wasco County, Bill Lennox – Wasco County, Julie Whetzel – Wasco County

No: 0

Abstain: Commissioner Pat Shannon – Gilliam County; Dani Sperry – Gilliam County

Motion: Carried

MOTION by Bill Lennox, and seconded by, Roger Whitley to accept the NCPHD Draft Budget FY 2022-2023 and to ask for the 3% subsidy from both Wasco and Sherman counties as presented.

Vote: 6-2

Yes: Commissioner Joan Bird – Sherman County; Roger Whitley – Sherman County; Shawn Payne – Sherman County; Commissioner Kathy Schwartz – Wasco County, Bill Lennox – Wasco County, Julie Whetzel – Wasco County

No: 0

Abstain: Commissioner Pat Shannon – Gilliam County; Dani Sperry – Gilliam County

Motion: Carried

MOTION by Commissioner Joan Bird, and seconded by, Bill Lennox to accept Brita Meyer, NCPHD Fiscal Manager, as the Budget Officer for FY 2022-2023 as presented.

Vote: 6-2

Yes: Commissioner Joan Bird – Sherman County; Roger Whitley – Sherman County; Shawn Payne – Sherman County; Commissioner Kathy Schwartz – Wasco County, Bill Lennox – Wasco County, Julie Whetzel – Wasco County

No: 0

Abstain: Commissioner Pat Shannon – Gilliam County; Dani Sperry – Gilliam County

Motion: Carried

MOTION by Julie Whetzel, and seconded by, Bill Lennox to accept the Resolution 2022-01 Appropriations of Additional and Unanticipated OHA Grant Funds as presented.

Vote: 8-0

Yes: Commissioner Joan Bird – Sherman County; Roger Whitley – Sherman County; Shawn Payne – Sherman County; Commissioner Pat Shannon – Gilliam County; Dani Sperry –

Gilliam County; Commissioner Kathy Schwartz – Wasco County, Bill Lennox – Wasco County, Julie Whetzel – Wasco County

No: 0
Abstain: 0
Motion: Carried

MOTION by Commissioner Joan Bird, and seconded by, Roger Whitley to accept the Resolution 2022-02 PERS Reserve FY 2022-2023 as presented.

Vote: 6-2
Yes: Commissioner Joan Bird – Sherman County; Roger Whitley – Sherman County; Shawn Payne – Sherman County; Commissioner Kathy Schwartz – Wasco County, Bill Lennox – Wasco County, Julie Whetzel – Wasco County
No: 0
Abstain: Commissioner Pat Shannon – Gilliam County; Dani Sperry – Gilliam County
Motion: Carried

CALL TO ORDER: Commissioner Kathy Schwartz called the Public Board of Health meeting to order at 4:00 p.m.

Introductions:

1. Emily Matasar, NCPHD Legal Counsel

Establish a Quorum

1. A quorum of the board members present was established.

Requests for Additions to the Agenda

1. NCPHD Budget Officer Appointment
2. Resolution 2022-01 Appropriations of Additional and Unanticipated OHA Gran Funds.
3. Resolution 2022-02 PERS Reserve FY 2022-2023
4. Recommend a Wasco County Budget Committee public member.

Request for Public Comment

1. None

ACTION ITEMS

1. Approval of past meeting minutes.
 1. A motion was made and carried to approve the meeting minutes from 2/8/2022 as presented.
2. Approval of A/P Check reports.
 1. A motion was made and carried to approve the February 2022 A/P Check reports as presented.
3. Approval of NCPHD Policies and Procedures.
 1. A motion was made and carried to approve the NCPHD Policies and Procedures with corrections to the spelling of Commissioner Schwartz name on the NCPHD Policy AD-Compliance with ADA.
4. Approval of Draft NCPHD IGA Amendment.
 1. A motion was made and carried to approve the draft NCPHD IGA Amendment as presented and for the Commissioners to take the Amendment to Wasco and Sherman Counties for approval.
5. Approval of the NCPHD draft Budget FY 2022-2023.

1. A motion was made and carried to approve the draft Budget FY 2022-2023 and to ask for the normal 3% subsidy from both Wasco and Sherman counties as presented.
6. Approval of Appointment of Budget Officer
 1. A motion was made and carried to approve Brita Meyer, NCPHD Fiscal Manager, as the Budget Officer for FY 2022-2023 as presented.
7. Approval of the Resolution 2022-01 Appropriations of Additional and Unanticipated OHA Grant Funds.
 1. A motion was made and carried to approve the Resolution 2022-01 Appropriations of Additional and Unanticipated OHA Grant Funds as presented.
8. Approval of the Resolution 2022-02 PERS Reserve FY 2022-2023.
 1. A motion was made and carried to approve the Resolution 2022-02 PERS Reserve FY 2022-2023 as presented.

NON-ACTION ITEMS

1. COVID-19 Update
 1. Dr. Miriam McDonnell updated the board on the current COVID-19 status.
 2. Cases and hospitalizations continue to decrease across the three counties and the State.
 3. Indoor mask mandates will be lifted no later than March 11, 2022.
 4. The focus has moved to disease prevention and continuing education.
 5. Public Health will respond as needed to provide vaccine support.
 6. Case investigation will only cover outbreaks in high risk areas such as long term care facilities, child care settings or regional correction facilities.
 7. Testing requests have decreased.
 8. No further mass vaccine clinics will take place.
 9. FEMA will be sending a crew to do vaccinations in The Dalles in April.
 10. All pharmacies, MCMC, One Community Health and NCPHD clinic provide the COVID vaccines.
 11. Discussion, questions, and feedback were requested.
2. Draft Budget for FY 2022 - 2023
 1. Brita Meyer reviewed the draft Budget for the FY 2022-2023 with the Board.
 2. Please see attached budget presentation.
 3. Commissioner Schwartz informed the Board that Scott McKay is being put forward as the Wasco County public member for the NCPHD Budget Committee for FY 2022-2023.
 - a) It was the consensus of the Board to recommend Scott McKay to the Wasco County Commissioners for the Wasco County public member representative.
 4. Discussion, questions, and feedback were requested.
3. Draft IGA Amendment
 1. Emily Matasar, NCPHD Legal Counsel, reviewed the draft IGA Amendment with the Board.
 2. This amendment accomplishes the withdrawal of Gilliam County from the current IGA.
 3. The amendment continues the public health district under Wasco and Sherman Counties only.
 4. Sherman and Wasco County Courts will need to approve the new Amendment.
 5. Discussion, questions, and feedback were requested.

4. Contracts Summary

1. **PROFESSIONAL SERVICES CONTRACT** between HR ANSWERS Inc. and North Central Public Health District (NCPHD). This agreement outlines the consulting services supplied to NCPHD.
 - a. *Fiscal Impact:* Cost to NCPHD of \$19,800.
2. **OHA 172650 SECURITY & ACCESS AGREEMENT** between the Oregon Health Authority (OHA), on behalf of the Oregon Department of Human Services, (ODHS) and North Central Public Health District (NCPHD). This Agreement defines the roles and responsibilities of ODHS/OHA and NCPHD when State of Oregon Data, networks and systems are accessed by NCPHD, and identifies the Data, Access and Information Assets.
 - b. *Fiscal Impact:* No fiscal impact.

6. Directors Report

1. Shellie Campbell presented the Directors report to the Board.
2. Discussion, questions, and feedback were requested.

Being no further business to be conducted at this time, Commissioner Kathy Schwartz adjourned the Board of Health meeting at 5:18 p.m.

Signature

Date

Printed Name

DRAFT BUDGET PROPOSAL NORTH CENTRAL PUBLIC HEALTH FISCAL YEAR 2022-2023

PRESENTED AT BOARD OF HEALTH MEETING – MARCH 8, 2022

BRITA MEYER – FINANCE MANAGER



DRAFT BUDGET REVIEW OBJECTIVES

- How much are we asking as subsidies from Wasco and Sherman Counties?
- Are there any anomalies with expected revenue or expenses in the coming year?

FUNDING REQUESTS PER COUNTY

- Wasco County – \$466,963.00
- Sherman County - \$143,102.00
- This is the standard 3% increase in funding that has been implemented in prior years.

ESTIMATED LOSS OF FUNDING FROM GILLIAM COUNTY

- State Support - \$2,362
- PHEP - \$36,267
- WIC - \$11,355
- Home Visiting - \$24,099
- Immunization Services - \$5,439
- Reproductive Health - \$10,937
- Water - \$5,869
- PH Modernization - \$73,551
- Total OHA Funding Decrease - \$169,879
- Gilliam County contribution in 2022 - \$138,934
- Total decrease of Gilliam County funds - \$308,813

7143 – IMMUNIZATION & NURSING SERVICES REVENUE

- 2021 Actuals - \$28,390.53
- 2022 Adopted - \$36,193.00
- 2023 Request - \$41,272.00
- With changes to clinic in the works, we anticipate revenue to increase as we open back up to five days per week

7144 – REPRODUCTIVE HEALTH REVENUE

- 2021 Actuals - \$197,705.73
- 2022 Adopted - \$234,310.00
- 2023 Request - \$150,667.00
- No HR Payroll Reimbursement

7145 – STATE SUPPORT REVENUE

- 2021 Actuals - \$2,697,367.47
- 2022 Adopted - \$1,859,068.00
- 2023 Request - \$36,897.00
- At this time, no additional Covid funds are anticipated, bring us back down to pre-Covid funding levels

7147 – STD CLIENT SERVICES REVENUE

- New funding beginning in January 2022
- 2023 Request - \$73,048.00

7151 – PUBLIC HEALTH MODERNIZATION REVENUE

- 2021 Actuals – \$378,616.24
- 2022 Adopted - \$262,124.00
- 2023 Request - \$564,989.00
- Local, Regional, and Workforce Development – all increased

7153 – PH PRACTICE – IMMUNIZATION SERVICES REVENUE

- 2021 Actuals - \$30,517.11
- 2022 Approved - \$118,346.00
- 2023 Request - \$16,725.00
- Decrease due to discontinuation of CARES immunization-related funding

7155 – TOBACCO PREVENTION & EDUCATION REVENUE

- 2021 Actuals - \$29,663.13
- 2022 Approved - \$93,637.00
- 2023 Request - \$113,085.00
- Funding won't decrease due to Gilliam County withdrawal, and with Covid ramping down, we anticipate more TPEP work

7144 – REPRODUCTIVE HEALTH EXPENSES

- 2021 Actuals - \$209,825.99
- 2022 Adopted - \$258,498.00
- 2023 Request - \$160,473
- Expenses estimated to reduce due to fewer hours of Nurse Practitioner + additional STD funding streams

7999 – NON-DEPARTMENTAL

- 2022 Adopted Contingency - \$351,417.00
- 2022 Adopted Unappropriated - \$400,000.00
- 2022 Reserve for Vehicle - \$100,000.00
- 2022 Reserve for Accreditation - \$8,000.00
- 2022 Reserve for Covid - \$900,000.00
- 2023 Request Contingency - \$15,914.00
- 2023 Request Unappropriated - \$200,000.00
- 2023 Request PERS Reserve - \$20,000.00

DRAFT BUDGET

- 2021 Actual Revenue - \$3,303,890.73
- 2021 Actual Expense - \$3,303,890.73
- 2022 Adopted Revenue \$5,874,704.00
- 2022 Adopted Expense - \$5,874,704.00
- 2023 Request Revenue - \$4,111,765.00
- 2023 Request Expense - \$4,111,765.00

NEXT STEPS/QUESTIONS

- Waiting to hear back from the finance managers at Wasco and Sherman Counties to find out when their budget committees meet.
- Once confirmed, we can schedule our budget committee meeting – likely mid-May.

- **Questions?**

**Accounts Payable Checks
Issued March 2022**

3/10/2022	946	IRS	\$16,230.23	Payroll A/P (EFT)
3/10/2022	947	ASIFLEX	\$130.00	
Held in Que	948	PERS	\$17,724.25	
3/10/2022	949	OREGON STATE, DEPT OF REVENUE	\$4,193.02	
3/14/2022	950	IRS	\$498.71	
3/14/2022	951	OREGON STATE, DEPT OF REVENUE	\$140.21	
3/25/2022	952	IRS	\$16,633.04	
3/25/2022	953	ASIFLEX	\$130.00	
Held in Que	954	PERS	\$18,260.59	
3/25/2022	955	OREGON STATE, DEPT OF REVENUE	\$4,351.52	
3/2/2022	14775	BANKMAN, JUDY	\$212.50	Payroll A/P
3/2/2022	14776	BOXX, KATHLEEN	\$500.00	
3/2/2022	14777	CIS TRUST	\$41,598.32	
3/2/2022	14778	COLUMBIA GORGE NEWS	\$336.25	
3/2/2022	14779	HENRY SCHEIN	\$806.70	
3/2/2022	14780	OPTIMIST PRINTERS	\$185.00	
3/2/2022	14781	UPS	\$2.15	
3/4/2022	14782	AMERICAN FAMILY LIFE ASSURANCE	\$293.04	
3/4/2022	14783	CA STATE DISPURSEMENT UNIT	\$231.50	
3/4/2022	14784	NATIONWIDE RETIREMENT SOLUTION	\$1,520.01	
3/9/2022	14785	ACEVEDO, MARIA TRINIDAD	\$32.34	
3/9/2022	14786	BICOASTAL MEDIA LLC, BICOASTAL COLUMBIA RIVER	\$200.00	
3/9/2022	14787	CARDOSI, ELENA DOROTHY	\$630.00	
3/9/2022	14788	FRANKLIN, SARAH	\$3,978.42	
3/9/2022	14789	GODWIN, CHLOE	\$98.01	
3/9/2022	14790	HR ANSWERS INC.	\$234.00	
3/9/2022	14791	HUFF, JAMIE	\$40.00	
3/9/2022	14792	OFFICE DEPOT	\$353.60	
3/9/2022	14793	OR STATE PUBLIC, HEALTH LABORATORY	\$226.44	
3/9/2022	14794	OREGON STATE, DEPT OF ENVIRONMENTAL QUA	\$200.00	
3/9/2022	14795	RICOH USA INC.	\$6.69	
3/9/2022	14796	SAIF CORPORATION	\$828.26	
3/9/2022	14797	SATCOM GLOBAL INC.	\$61.02	
3/9/2022	14798	SPARKLE CAR WASH, LLC	\$15.20	
3/9/2022	14799	STERICYCLE INC.	\$413.04	
3/9/2022	14800	SWORA, REBECCA	\$221.74	
3/9/2022	14801	THE DALLES DISPOSAL	\$166.84	
3/9/2022	14802	US BANK	\$6,241.59	
3/16/2022	14803	AHLERS & ASSOCIATES	\$860.00	
3/16/2022	14804	BEERY ELSNER & HAMMOND LLP	\$517.00	
3/16/2022	14805	H2OREGON BOTTLED WATER INC.	\$71.25	
3/16/2022	14806	IMMENSE IMAGERY	\$976.25	
3/16/2022	14807	ONE COMMUNITY HEALTH	\$453.02	
3/16/2022	14808	OPTIMIST PRINTERS	\$330.00	
3/16/2022	14809	SANDERSON, JESSICA	\$1,200.00	
3/16/2022	14810	SOLUTIONS YES	\$101.28	
3/16/2022	14811	THE TIMES-JOURNAL	\$440.50	

3/16/2022	14812	U.S. CELLULAR	\$921.58	
3/16/2022	14813	WASCO COUNTY	\$498.68	
3/10/2022	14814	CA STATE DISPURSEMENT UNIT	\$231.50	Payroll A/P
3/10/2022	14815	NATIONWIDE RETIREMENT SOLUTION	\$1,509.42	
3/22/2022	14816	BOXX, KATHLEEN	\$425.00	
3/22/2022	14817	CYTOCHECK LABORATORY LLC	\$242.00	
3/22/2022	14818	OFFICE DEPOT	\$454.69	
3/22/2022	14819	WASCO COUNTY	\$12,876.40	
3/29/2022	14820	ASD SPECIALITY HEALTHCARE LLC, ASD HEALTHCARE	\$375.00	
3/29/2022	14821	OREGON STATE, DEPT OF HUMAN SERVICES	\$10,000.00	
3/29/2022	14822	THE BARGAIN CTR DBA, DISCOVER RENTALS	\$4,860.00	
3/29/2022	14823	UPS	\$10.51	
3/29/2022	14824	WASCO COUNTY	\$192.38	
3/25/2022	14825	AMERICAN FAMILY LIFE ASSURANCE	\$293.04	Payroll A/P
3/25/2022	14826	CA STATE DISPURSEMENT UNIT	\$231.50	
3/25/2022	14827	NATIONWIDE RETIREMENT SOLUTION	\$1,582.61	
3/31/2022	14828	ADAM'S AUTO	\$1,500.00	
3/31/2022	14829	BOXX, KATHLEEN	\$500.00	
3/31/2022	14830	HALL, JAMES B	\$315.00	
3/31/2022	14831	HOOD RIVER VALLEY PARKS, & RECREATION	\$46,604.00	
3/31/2022	14832	NORTHERN WASCO CO PARKS & REC	\$43,095.00	
3/31/2022	14833	PETTY CASH	\$27.99	
3/31/2022	14834	QWIK CHANGE LUBE CENTER INC.	\$46.95	
3/31/2022	14835	US BANK	\$7,322.55	
3/31/2022	14836	WASCO COUNTY	\$5,440.50	
70			TOTAL: \$282,429.83	

NCPHD Board of Health authorizes check numbers 14775 - 14836 and payroll EFT numbers 946 - 955 totalling \$282,429.83

Signature _____ Date _____

Printed Name _____

Commissioner Kathy Schwartz
Chair, NCPHD Board of Health

If you have questions about whether an activity meets the NCPHD's or Oregon's ethical standards, please talk with your supervisor. Employees who violate the Ethics Policy, or who violate Oregon ethics laws, may be subject to disciplinary action up to and including termination.

REVIEWED BY:

DATE:

Kathy Schwartz, Chair

REVIEWED BY:

Michael Smith, Chair

Kathy Schwartz, Chair

DATE:

1/12/2016

REVIEWED BY:

JUL. Thalhofer, RN, BSN

DATE:

11132015

JUL. Thalhofer, RN, BSN

03152017

Kathy Schwartz, Chair



NORTH CENTRAL PUBLIC HEALTH DISTRICT

"Caring For Our Communities"

419 East Seventh Street
The Dalles, OR 97058-2676
541-506-2600

NORTH CENTRAL PUBLIC HEALTH DISTRICT BOARD BY-LAWS

SECTION 1. General Powers and Duties

- (a) The North Central Public Health District (District) is formed and operates under an Intergovernmental Agreement between Wasco, ~~and~~ Sherman ~~and Gilliam~~ Counties (Party or Parties). Continuation of the District and its Board is subject to continuation of the Intergovernmental Agreement.
- (b) The Board has the powers and exercises the duties and functions conferred upon it by state law. The Board serves as the public health authority for public health services in Wasco ~~and~~ Sherman ~~and Gilliam~~ Counties. ORS chapter 431, including revisions and amendments, is incorporated into these by-laws.
- (c) The Executive Committee consists of the ~~three-two~~ Board members who are members of the party governing bodies. The Executive Committee may convene at the Board's direction. Decisions made by the Executive Committee are deemed decisions of the Board unless the Board, at its next meeting, modifies or reverses any decision of the Executive Committee.

SECTION 2. Membership

- (a) The Board is composed of ~~nine-six~~ members:
 - 1) One member appointed by each Party governing body; and
 - 2) Two residents of each party county.
- (b) Members of the Board are appointed by the governing body of each county.
- (c) Initial members of the board will be appointed to one year, two year and three-year terms from each county. Thereafter, all Board terms will be for three-years.

SECTION 3. Election of Officers

- (a) The Board will elect a Chair who presides at all meetings of the Board.
- (b) The Board will elect a Vice-Chair who presides at all meetings of the Board in the absence of the Chair.
- (c) Board officers will be elected at the first regular meeting of each fiscal year and serve for one year, commencing immediately upon election.
- (d) Election of officers will be in accordance with Section 8 of these by-laws.

SECTION 4. Regular Meetings

- (a) The Board will hold regular meetings on a monthly basis and more frequently as needed.

Time, date and place will be determined annually at an organizational meeting. Public notice is required for all meetings.

- (b) All Board meetings are open to the public and will be conducted in accordance with the Oregon Public Meetings Law.
1) Executive meetings will be conducted in accordance with the Oregon Public Meetings Law.

SECTION 5. Special Meetings

- (a) Special meetings may be called for any purpose as necessary by or at the request of the chair, or two members of the Board. Meetings may be held at any place within the District as designated in the public notice.

Comment [EM1]: Keep?

- (b) Notice of special meetings must be given to all Board members as provided in Section 6 of these by-laws. No special meeting may be held without such notice.

SECTION 6. Notice of Meetings

- (a) The Administrator will provide for and give public notice of the time and place for meetings and of the principal subjects to be considered. If only an executive session will be held, the notice will state the specific provisions of law authorizing the executive session.
- (b) No special meeting will be held without at least 24-hours' notice to the Board members and the general public except in the case of emergency. In the case of emergency, a meeting may be held upon such notice as is appropriate under the circumstances but minutes will identify the emergency situation.

SECTION 7. Quorum

- (a) ~~Five-Four~~ Board members including at least two county governing body members is required for a quorum for a meeting.
- (b) Board members may establish a quorum and participate in meetings in compliance with the Oregon Public Meetings Law.

Comment [EM2]: Keep?

SECTION 8. Board Decisions

- (a) An affirmative vote of a majority (50% plus 1) of the Board members participating in a meeting is the act of the Board.
- (b) There will be no voting by proxy. However, another member of a county governing body may participate and vote at a Board meeting in the absence of the appointed Board member from that county.

SECTION 9. Minutes

- (a) Minutes for all meetings will be kept by the Administrator and signed by the chair or vice chair. Minutes will be available for public inspection.

- (b) The signed minutes of all meetings will be stored in a secure, locked, fire proof cabinet. An electronic copy is stored in the NCPHD shared drive.
- (c) District resolutions and rules adopted by the Board will be stored in a secure, locked, fire proof cabinet.
- (d) Original records of Board actions will be archived by the District in a suitable location.

SECTION 10. Resolution and Rules

- (a) The Board may adopt resolutions and rules on various subjects. Such resolutions adopted under Section 8 are binding upon and within the District.
- (b) The Board will not adopt any resolution or rule that is inconsistent with or less strict than any public health law or rule of the Oregon Health Authority.
- (c) The Board may create an advisory board under the provisions of ORS 31.414.

SECTION 11. Fiscal Year and Budget

- (a) The fiscal year of the Board begins on the first day of July.
- (b) The Board may review and discuss a preliminary budget for each fiscal year on or before the first day of April of the preceding year or at such time as specified by the Parties. A District annual budget is not binding on all Parties unless it is approved by each Party governing body.
- (c) Annually and before April 1 of each year, the NCPHD Board of Directors shall appoint a Budget Officer who shall prepare and recommend to the Budget Committee an administrative budget, per Oregon Budget Law, for NCPHD for the ensuing year which will be adopted by resolution at the June Board meeting. The Budget Committee members shall consist of one (1) Board Member from each Party governing body, who is an elected official of that County's legislative body, and one (1) lay person appointed by the legislative body of each participating County. Pursuant to ORS 294.414, appointive members of the Budget Committee may not be officers, agents, or employees of the municipal and county corporation. The term of the Budget Committee members shall be for one (1) year.
- (d) Prior to April 1 of each year, the Budget Committee shall determine the financial contributions from NCPHD Party governing bodies that will be necessary for the ensuing year. If it is determined that contributions from Party governing bodies will be necessary to operate programs for the ensuing year, the Board of Directors will set the assessment amount and immediately inform the Party governing bodies of their share.
- (e) Following formal notifications and approval of assessment, Party governing bodies shall be billed either on a monthly or quarterly basis by NCPHD Finance.

SECTION 12. Health Officer

- (a) If the Administrator is not a physician licensed by the Oregon Board of Medical Examiners, the Administrator will employ or contract for services of a health officer who is a licensed physician to perform medical responsibilities that must be provided by a physician.
- (b) The physician health officer is responsible to the Administrator for the medical and paramedical aspects of District programs

SECTION 13. By-Law Amendment

Amendments to these by-laws may be made at any meeting of NCPHD provided the following procedure has been followed:

- (a) The prepared amendments together with the section to be amended and the reasons for the amendment shall be presented to the Board Chairman in sufficient time to provide each Board member with a copy no less than 15 days prior to the meeting at which the amendments are to be adopted.
- (b) The finance manager provides a statement as to fiscal impact of proposed amendments.
- (c) A vote to amend these by-laws shall require approval by a majority of the Board members provided that a majority of the participating county governments cast an affirmative vote.

SECTION 14. Parliamentary Procedure

The Board will use Roberts Rules of Order, latest edition, to guide its meetings.

APPROVED AND SIGNED by the appropriate officer authorized to execute these By Laws on behalf of the governing body of each Party.

WASCO COUNTY COMMISSION

~~GILLIAM COUNTY COURT~~

Date: _____ Date: _____

Approved as to Form: _____ ~~Approved as to Form:~~

Commissioner Kathy Schwartz, Wasco County
Board of Health Chair

~~Commissioner Pat Shannon
Board of Health~~

SHERMAN COUNTY COURT

Date:

Approved as to Form:

Commissioner Joan Bird, Sherman County
Board of Health Vice-Chair



Public Health
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NORTH CENTRAL PUBLIC HEALTH DISTRICT

“Caring For Our Communities”

419 East Seventh Street
The Dalles, OR 97058-2676
541-506-2600

NORTH CENTRAL PUBLIC HEALTH DISTRICT BOARD BY-LAWS

SECTION 1. General Powers and Duties

- (a) The North Central Public Health District (District) is formed and operates under an Intergovernmental Agreement between Wasco and Sherman Counties (Party or Parties). Continuation of the District and its Board is subject to continuation of the Intergovernmental Agreement.
- (b) The Board has the powers and exercises the duties and functions conferred upon it by state law. The Board serves as the public health authority for public health services in Wasco and Sherman Counties. ORS chapter 431, including revisions and amendments, is incorporated into these by-laws.
- (c) The Executive Committee consists of two Board members who are members of the party governing bodies. The Executive Committee may convene at the Board's direction. Decisions made by the Executive Committee are deemed decisions of the Board unless the Board, at its next meeting, modifies or reverses any decision of the Executive Committee.

SECTION 2. Membership

- (a) The Board is composed of six members:
 - 1) One member appointed by each Party governing body; and
 - 2) Two residents of each party county.
- (b) Members of the Board are appointed by the governing body of each county.
- (c) Initial members of the board will be appointed to one year, two year and three-year terms from each county. Thereafter, all Board terms will be for three-years.

SECTION 3. Election of Officers

- (a) The Board will elect a Chair who presides at all meetings of the Board.
- (b) The Board will elect a Vice-Chair who presides at all meetings of the Board in the absence of the Chair.
- (c) Board officers will be elected at the first regular meeting of each fiscal year and serve for one year, commencing immediately upon election.
- (d) Election of officers will be in accordance with Section 8 of these by-laws.

SECTION 4. Regular Meetings

- (a) The Board will hold regular meetings on a monthly basis and more frequently as needed.
Time, date and place will be determined annually at an organizational meeting. Public notice is required for all meetings.
- (b) All Board meetings are open to the public and will be conducted in accordance with the Oregon Public Meetings Law.
 - 1) Executive meetings will be conducted in accordance with the Oregon Public Meetings Law.

SECTION 5. Special Meetings

- (a) Special meetings may be called for any purpose as necessary by or at the request of the chair, or two members of the Board. Meetings may be held at any place within the District as designated in the public notice.
- (b) Notice of special meetings must be given to all Board members as provided in Section 6 of these by-laws. No special meeting may be held without such notice.

SECTION 6. Notice of Meetings

- (a) The Administrator will provide for and give public notice of the time and place for meetings and of the principal subjects to be considered. If only an executive session will be held, the notice will state the specific provisions of law authorizing the executive session.
- (b) No special meeting will be held without at least 24-hours' notice to the Board members and the general public except in the case of emergency. In the case of emergency, a meeting may be held upon such notice as is appropriate under the circumstances but minutes will identify the emergency situation.

SECTION 7. Quorum

- (a) Four Board members including at least two county governing body members is required for a quorum for a meeting.
- (b) Board members may establish a quorum and participate in meetings in compliance with the Oregon Public Meetings Law.

SECTION 8. Board Decisions

- (a) An affirmative vote of a majority (50% plus 1) of the Board members participating in a meeting is the act of the Board.
- (b) There will be no voting by proxy. However, another member of a county governing body may participate and vote at a Board meeting in the absence of the appointed Board member from that county.

SECTION 9. Minutes

- (a) Minutes for all meetings will be kept by the Administrator and signed by the chair or vice chair. Minutes will be available for public inspection.

- (b) The signed minutes of all meetings will be stored in a secure, locked, fire proof cabinet. An electronic copy is stored in the NCPHD shared drive.
- (c) District resolutions and rules adopted by the Board will be stored in a secure, locked, fire proof cabinet.
- (d) Original records of Board actions will be archived by the District in a suitable location.

SECTION 10. Resolution and Rules

- (a) The Board may adopt resolutions and rules on various subjects. Such resolutions adopted under Section 8 are binding upon and within the District.
- (b) The Board will not adopt any resolution or rule that is inconsistent with or less strict than any public health law or rule of the Oregon Health Authority.
- (c) The Board may create an advisory board under the provisions of ORS 431.414.

SECTION 11. Fiscal Year and Budget

- (a) The fiscal year of the Board begins on the first day of July.
- (b) The Board may review and discuss a preliminary budget for each fiscal year on or before the first day of April of the preceding year or at such time as specified by the Parties. A District annual budget is not binding on all Parties unless it is approved by each Party governing body.
- (c) Annually and before April 1 of each year, the NCPHD Board of Directors shall appoint a Budget Officer who shall prepare and recommend to the Budget Committee an administrative budget, per Oregon Budget Law, for NCPHD for the ensuing year which will be adopted by resolution at the June Board meeting. The Budget Committee members shall consist of one (1) Board Member from each Party governing body, who is an elected official of that County's legislative body, and one (1) lay person appointed by the legislative body of each participating County. Pursuant to ORS 294.414, appointive members of the Budget Committee may not be officers, agents, or employees of the municipal and county corporation. The term of the Budget Committee members shall be for one (1) year.
- (d) Prior to April 1 of each year, the Budget Committee shall determine the financial contributions from NCPHD Party governing bodies that will be necessary for the ensuing year. If it is determined that contributions from Party governing bodies will be necessary to operate programs for the ensuing year, the Board of Directors will set the assessment amount and immediately inform the Party governing bodies of their share.
- (e) Following formal notifications and approval of assessment, Party governing bodies shall be billed either on a monthly or quarterly basis by NCPHD Finance.

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WASCO COUNTY COMMISSION

Date: _____

Approved as to Form:

Commissioner Kathy Schwartz, Wasco County
Board of Health Chair

SHERMAN COUNTY COURT

Date: _____

Approved as to Form:

Commissioner Joan Bird, Sherman County
Board of Health Vice-Chair

BUDGET CALENDAR FOR 2022/23

1. Budget meetings with program managers – Jan./Feb. 2022
2. First draft of budget will be put together before last week of February by fiscal team.
3. Budget Team (Leadership Team) will meet as needed to balance budget.
4. Complete second draft done first week of March.
5. NCPHD Board reviews and makes recommendations to budget – 3/8/22.
6. Send out County budget amounts to Counties – **week of 3/8/22**.
7. Sherman County Budget Committee meeting - 5/11/22-5/12/22
8. Wasco County Budget Committee meeting - 5/10/22-5/11/22
9. Notice of NCPHD Budget Committee Meeting to papers for publication - 5/4/22.
(Not less than 8 nor more than 14 days prior to Budget committee meeting).
10. Begin compilation of Proposed Budget Documents last week of April.
11. Post Proposed Budget to website at least 10 days prior to Budget Committee Meeting - 5/9/22.
12. Budget Document to be distributed to Budget Committee week of 5/9/22.
13. Budget Committee Session – 5/19/22
 - Receive Budget Message
 - Review Proposed Budget
 - Approve Budget
14. Complete final Approved Budget Document
15. Legal Notice of Budget Hearing to paper by 6/6/22 for publication.
(Not less than 8 nor more than 14 days prior to budget Hearing)
16. Post Approved Budget to website at least 10 days prior to Budget Hearing.
17. Hold Budget Hearing (Governing Body) and Adopt Budget at 6/14/22 board meeting.
18. Post Adopted Budget to website.



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North Central Public Health District

"Caring For Our Communities"

NCPHD Contracts Summary for Board of Health Meeting of April 12th, 2022

Submitted By: Shellie Campbell, Director

1. **ATTACHMENT 11_HRO MOU 3 15** Healthy Rural Oregon: Building A Workforce for Community Health. Agreement for partners to work together to participate in the Health Rural Oregon project.
 - a. *Fiscal Impact:* No fiscal impact.

2. **HRO PROPOSAL 3.8** Healthy Rural Oregon: Building a Workforce for Community Health proposal.
 - a. *Fiscal Impact:* No fiscal impact.



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NCPHD Directors Report for Board of Health Meeting of April 12, 2022

Presented by: Shellie Campbell, Director

Welcome April! The sun is shining, the flowers are blooming. It is a season of hope on so many levels!

April 4 – 10th is National Public Health Week. A time to recognize and celebrate the work public health staff does at the local, state and national level. We kicked it off with a show of our appreciation to NCPHD staff with breakfast before our all staff meeting (still virtual) and a potted plant to celebrate the season! Thank you to all staff, volunteers and BOH members for their work to support public health.

NCPHD has seen a decline in the number of COVID cases, which follows the state curve, too. We are hopeful as we move out of the pandemic that cases will continue to decline. With this, we continue to support healthy choices in our communities. With the mask mandate and the emergency declaration being lifted we see and hear a number of concerns along with celebrations. We support each person’s choice to wear a mask, or not, based on their individual circumstance. We continue to provide test kits, testing and support to local partners for COVID outbreaks. Our COVID work at public health is far from over.

At the onset of COVID a large section of our current and new staff moved into Annex C, as we lovingly call them the *COVID Crew!* During this time we were also working with Wasco County to renovate the upstairs of Annex A, which has been vacant since Mid-Columbia Center for Living left several years ago. Work has started with the repairing of the ramp to the upstairs, and cleaning out of old furniture, etc. The next step is the asbestos abatement for upstairs and for the clinic area downstairs in Annex A. Then, a few plumbing updates, doors and walls repaired, painting and new flooring. We were hoping to get all the work completed and move all staff to Annex A this summer and then start upgrades on the downstairs of Annex A. With a staff change at Wasco County we need to, once again, look down the road. We are hopeful to have all staff under one roof in the next year. We are excited to have an updated, clean, attractive health department for all NCPHD staff, the community, and clients we serve to be proud of. The current space is *LONG* overdue for a facelift!

With COVID downsizing so has some of our staffing. We have said goodbye to several temporary, contracted, and permanent staff over the past few months – Katy, Maria A., Chloe, Nicole, Becky, Angelica, Jeremy, Judy, Cathy F., Rebekah, Robin, Tessa, Ursula, and Mina. This list does not include the many community and MRC volunteers that also provided hundreds of hours of support. They have all been instrumental in our success during the past two years. When we say we couldn’t have done it without them – *that is an understatement.* We will be forever grateful and appreciative of their dedication and support. We wish them all well in their new adventures!