



**Public Health**  
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## North Central Public Health District

# North Central Public Health District Full Board of Health Meeting

**Date:** Tuesday, December 12, 2023

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

**Virtually via Zoom:** <https://wascocounty-org.zoom.us/j/86899654066>

## AGENDA

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### 1. Call to Order

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

### 2. Action Items

- 11/14/23 Board of Health Meeting Minutes
- November A/P Check Reports

### 3. Non-Action Items

- IGA Update
- Fiscal Update
- Contracts Summary
- Director's 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](http://www.ncphd.org)

**North Central Public Health District  
Board of Health Meeting Minutes  
November 14, 2023**

**Board Members In Attendance:** Commissioner Joan Bird – Sherman County; Commissioner Phil Brady – Wasco County; Shawn Payne – Sherman County; Bill Lennox – Wasco County, Julie Whetzel – Wasco County

**Staff Present:** Shellie Campbell – Director NCPHD; Brita Meyer – Fiscal Manager NCPHD; Eric Grendel – Environmental Health Supervisor NCPHD; Paula Grendel – Environmental Health Supervisor NCPHD; Tanya Wray, Community Outreach Programs Supervisor NCPHD; Marta Fisher, Regional Epidemiologist NCPHD; Maria Peña - Community Health Worker NCPHD; Lori Treichel - Public Health Nurse NCPHD; Nadia Hernandez – Fiscal Assistant NCPHD, Maricela Elias WIC Program Coordinator NCPHD

**Guests:** Julia Scott

**Minutes by:** Cynthia Rojas

**SUMMARY OF ACTIONS TAKEN**

**MOTION by Julie Whetzel, and seconded by Shawn Payne to accept the October 10, 2023 Board of Health meeting minutes.**

Vote: 5-0  
Yes: Commissioner Joan Bird – Sherman County; Commissioner Phil Brady – Wasco County; Shawn Payne – Sherman County; Bill Lennox – Wasco County, Julie Whetzel – Wasco County  
No: 0  
Abstain: 0  
Absent: Roger Whitley – Sherman County  
Motion: Carried

**MOTION by Shawn Payne and seconded by Bill Lennox, to accept the October 2023 A/P Checks Issued reports as presented.**

Vote: 5-0  
Yes: Commissioner Joan Bird – Sherman County; Commissioner Phil Brady – Wasco County; Shawn Payne – Sherman County; Bill Lennox – Wasco County, Julie Whetzel – Wasco County  
No: 0  
Abstain: 0  
Absent: Roger Whitley – Sherman County  
Motion: Carried

**MOTION by Shawn Payne, and seconded by Julie Whetzel, to accept Resolution 2024-01 Fee Schedule for Licensed Facilities as presented.**

Vote: 5-0  
Yes: Commissioner Joan Bird – Sherman County; Commissioner Phil Brady – Wasco County; Shawn Payne – Sherman County; Bill Lennox – Wasco County, Julie Whetzel – Wasco County  
No: 0  
Abstain: 0  
Absent: Roger Whitley – Sherman County  
Motion: Carried

**MOTION by Phil Brady, and seconded by Bill Lennox, for NCPHD to accept the invitation from Wasco County to become a Wasco County Department.**

Vote: 5-0  
Yes: 0  
No: Commissioner Joan Bird – Sherman County; Commissioner Phil Brady – Wasco County; Shawn Payne – Sherman County; Bill Lennox – Wasco County, Julie Whetzel – Wasco County  
Abstain: 0  
Absent: Roger Whitley – Sherman County  
Motion: **Denied**

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

**Introductions:**

1. None.

**Establish a Quorum**

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

**Requests for Additions to the Agenda**

1. None.

**Request for Public Comment**

1. None.

**ACTION ITEMS**

1. Approval of past meeting minutes.
  - a. A motion was made and carried to approve the meeting minutes from 10/10/2023 as presented
  - b. Discussion, questions, and feedback were requested.
2. Approval of A/P Check reports.
  - a. A motion was made and carried to approve the October 2023 A/P Check reports as presented.
  - b. Discussion, questions, and feedback were requested.
3. NCPHD Environmental Health Licensed Facilities Fee Schedule for 2024
  - a. A motion was made to approve the NCPHD Environmental Health Licensed Facilities Fee Schedule for 2024 as presented
  - b. Discussion, questions, and feedback were requested

4. Wasco County invitation for NCPHD to become a Wasco County Department
  - a. A motion was made and seconded.
  - b. Motion was denied. NCPHD to remain a separate district.
  - c. Discussion, questions, and feedback were requested

**NON-ACTION ITEMS**

1. IGA Discussion
  - a. There will be more discussions around the restructure of the IGA.
  - b. Discussion, questions, and feedback were requested.
2. Fiscal Update
  - a. Brita shared the expenditure & revenue report for NCPHD
  - b. Discussion, questions, and feedback were requested.
3. Contract Summary
  - a. Ongoing contract with OHA
  - b. Discussion, questions, and feedback were requested.
4. Director's Report
  - a. Along with Shellie's update, department managers included an update on what is going on within each department.
  - b. Discussion, questions, and feedback were requested.

Being no further business to be conducted at this time, Commissioner Joan Bird adjourned the Board of Health meeting at 5 p.m.

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*Signature*

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*Date*

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Printed Name

**NCPHD**  
**Accounts Payable Checks**  
**Issued November 2023**

Check Date	Check Number	Vendor Name	Amount
11/9/2023	1176	IRS	\$15,043.19
11/9/2023	1177	ASIFLEX	\$180.00
HELD IN QUE	1178	PERS	\$18,218.17
11/9/2023	1179	OREGON STATE, DEPT OF REVENUE	\$4,163.96
11/22/2023	1180	IRS	\$14,979.95
11/22/2023	1181	ASIFLEX	\$180.00
HELD IN QUE	1182	PERS	\$18,662.78
11/22/2023	1183	OREGON STATE, DEPT OF REVENUE	\$4,139.36
11/3/2023	15672	OREGON STATE UNIVERSITY	\$82.43
11/3/2023	15673	SANOFI PASTEUR INC.	\$575.69
11/3/2023	15674	SYNERGY HEALTH AND WELLNESS	\$942.50
11/3/2023	15675	TONKIN	\$311.28
11/3/2023	15676	US BANK	\$10,147.00
11/13/2023	15677	ASD SPECIALITY, HEALTHCARE LLC	\$2,650.48
11/13/2023	15678	BEERY ELSNER & HAMMOND LLP	\$2,961.00
11/13/2023	15679	BICOASTAL MEDIA LLC, BICOASTAL COLUMBIA RIVER	\$923.00
11/13/2023	15680	H2OREGON BOTTLED WATER INC.	\$154.30
11/13/2023	15681	HOOD RIVER COUNTY	\$13,606.15
11/13/2023	15682	SAIF CORPORATION	\$390.57
11/13/2023	15683	STRATUS AUDIO, INC.	\$215.82
11/13/2023	15684	THE DALLES DISPOSAL	\$39.72
11/13/2023	15685	U.S. CELLULAR	\$869.80
11/14/2023	15686	OLIVO ALEJO, HILDA	\$1,426.45
11/14/2023	15687	CA STATE DISPURSEMENT UNIT	\$231.50
11/14/2023	15688	NATIONWIDE RETIREMENT SOLUTION	\$1,326.19
11/15/2023	15689	AHLERS & ASSOCIATES	\$860.00
11/15/2023	15690	CIS TRUST	\$35,458.77
11/15/2023	15691	CYTOCHECK LABORATORY LLC	\$167.50
11/15/2023	15692	OR STATE PUBLIC, HEALTH LABORATORY	\$135.50
11/15/2023	15693	QWIK CHANGE LUBE CENTER INC.	\$56.50
11/15/2023	15694	WASCO COUNTY	\$466.54
11/28/2023	15695	OREGON STATE, DEPT HUMAN SERVICES-OFS	\$2,055.00
11/28/2023	15696	SATCOM GLOBAL INC.	\$65.56
11/28/2023	15697	SHERMAN CO HEALTH DIST	\$2,754.00
11/28/2023	15698	STERICYCLE INC.	\$433.69
11/28/2023	15699	THE DALLES CIVIC AUDITORIUM	\$180.00
11/28/2023	15700	TYLER TECHNOLOGIES, INC.	\$5,919.42
11/28/2023	15701	COLUMBIA GORGE NEWS	\$195.00
11/29/2023	15702	AMERICAN FAMILY LIFE ASSURANCE	\$308.48
11/29/2023	15703	CA STATE DISPURSEMENT UNIT	\$231.50
11/29/2023	15704	MASSMUTUAL FINANCIAL GROUP	\$332.30
11/29/2023	15705	NATIONWIDE RETIREMENT SOLUTION	\$1,326.19
11/29/2023	15706	BEERY ELSNER & HAMMOND LLP	\$480.50
11/29/2023	15707	HALL, JAMES B	\$165.00
11/29/2023	15708	INTERPATH LABORATORY INC.	\$205.11
11/29/2023	15709	OFFICE DEPOT	\$507.36

PAYROLL A/P(EFT)

PAYROLL A/P

PAYROLL A/P

11/29/2023	15710	STAPLES ADVANTAGE	\$145.62
11/29/2023	15711	WASCO COUNTY	\$116.39
<b>TOTAL:</b>			<b>\$164,987.22</b>

NCPHD Board of Health authorizes check numbers 15672 - 15711 & payroll EFT  
1176 - 1183 numbers totalling \$ 164,987.22

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name: Joan Bird, NCPHD Board of Health Chair



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**North Central Public Health District**  
*"Caring For Our Communities"*

**NCPHD Contracts Summary for Board of Health Meeting of December 14, 2023**

**Submitted By: Shellie Campbell, Director**

1. **OHA 180026-4:** Fourth Amendment to Oregon Health Authority 2023-2025 intergovernmental agreement for the financing of Public Health Services
  - a. *Fiscal Impact: None*
2. **Epipen MOA:** This agreement is between NCPHD and Camp Baldwin to manage allergies and anaphylaxis safely and effectively in their camp
  - a. *Fiscal Impact: None*
3. **Health Equity MOU:** Intergovernmental agreement is entered by and between NCPHD and Hood River County for the reimbursement for health equity assessment and work plan consulting services
  - a. *Fiscal Impact: 27,500*



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**NCPHD Directors Report for Board of Health Meeting of December 12<sup>th</sup>, 2023**

**Presented by: Shellie Campbell, Director**

Happy Holidays! It's that time of year again, and we've been in full holiday mode here at NCPHD. We kicked off the season with a festive fall door decorating contest, and The Fireplace Door won (Brita, Nadia, Jessie, Maria). We had outside judges come to view all the doors, and they were so impressed with not only the doors but also the work we perform at NCPHD that they made a generous donation to us for our staff holiday party.

The same creative team has submitted a tree to the Wasco County tree decorating contest, and we're confident it's a sure winner! Take a look at the attached photo to see the amazing work of our talented team. Next on the agenda are our secret Santa exchange, cookie exchange, and holiday lunch.

This is certainly a time of year to come together, count our blessings, and celebrate all the hard work here at NCPHD. Our wish for all our staff, you, and our community is that we stay healthy, count our blessings, and continue to be kind to all. Merry Christmas!

**Staff Updates**

After 10 plus years of service with NCPHD, Gloria Perry, Office Manager/HR Manager is retiring. Her last day will be Friday December 29<sup>th</sup>. Gloria has seen many changes at NCPHD during her years. She has been instrumental in keeping us updated with human resource changes, employment laws, insurance, HIPPA, safety team, customer service, trainings, automobiles, onboarding new staff, policy and procedures, supervising the front office, and much, much more! We wish Gloria all the best in her new adventures and THANK her for her years of dedicated work.

We have interviewed applicants for the Communications Coordinator position and the Environmental Specialist Trainee position. Second interviews are in process.

We welcomed our new Office Manager, Kate Smith to NCPHD on December 6<sup>th</sup>. Kate comes with a great deal of office management, customer service and organizational operations experience.



## **Here are some program updates**

### **Community Outreach Programs**

#### **Communications**

- Offered a convenient drive-up option to the public for picking up COVID self-test kits at NCPHD on November 16 and 17. Another distribution is planned before the Christmas holiday.
- We continue to plan and prepare for future tabling opportunities by purchasing and organizing marketing materials for public health outreach.

#### **Public Health Emergency Preparedness (PHEP)**

- Attended two day ESF6 (Mass Care) training and exercise held at Col. Gorge Community College.
- Equipped NCPHD vehicles with preparedness go-kits.
- HAN call-down drill with NCPHD staff in preparation for possibility of office closure or delayed opening due to inclement weather.
- Continued work with MRC regional expansion, Get Ready Preparedness Event, and Area 51 (PHEP/EH/CD) Committees.

#### **Tobacco Prevention and Education Program (TPEP)**

- Visited local dentist office in The Dalles to conduct survey.
- Volunteered to chaperone at local dance for Columbia Gorge Pride Alliance.
- Attended 2-day virtual OD Conference.
- Great American Smokeout – Nov 16, resulted in new self-referrals to cessation program.

### **Environmental Health**

- On November 30, 2023, Environmental Health responded to a complaint about solid waste and hazardous waste in Rufus, OR. The complaint property had a solid waste and debris buildup that had become a hazard. Our team provided them with information to help them clean up the affected area as well as resources to help them with their potential transitional housing needs.
- As the New Year approaches, we recognize the importance of timely renewals for our licensed facility operators, so our team has put in place a comprehensive messaging strategy to reach out to operators and provide them with clear instructions on the renewal process.