



WASCO COUNTY BOARD OF COUNTY COMMISSIONERS  
SPECIAL SESSION  
JANUARY 25, 2012

PRESENT: Sherry Holliday, Chair of County Commission  
Scott C. Hege, County Commissioner  
Rod L. Runyon, County Commissioner  
Kathy McBride, Executive Assistant

At 9:55 a.m. Chair Runyon opened the meeting. There were no additions or corrections to the agenda.

**DISCUSSION - Organizational Structure of the North Central Public Health District.**

Teri Thalhofer, Public Health Director, came forward with a PowerPoint. She explained that they had presented to the Board of Health in December, 2011. She went on to say her purpose is to bring Wasco County information about the Health District's operations and to get direction from the Board around what kind of structure they are looking at going forward. She noted that there is some confusion in the public as to whether Public Health stands alone or is a Wasco County Department.

Following Ms. Thalhofer's presentation she provided and reviewed with the Board hand-outs outlining the three-county budget formula, based on 2010 budget data, the administrative rate, current history/funding status and Wasco County funding. Monica Morris, Wasco County Finance Manager, added a funding analysis spreadsheet to support the discussion.

Ms. Thalhofer explained that none of the Public Health programs are fully funded by the State. The three counties help support their programs, including infrastructure and funding for staff salaries. She estimated that they would experience 60% reduction in services if in-kind and cash contributions were eliminated.

Public Health fees do not fully cover the cost of the service to which they are tied. It is difficult to raise fees to the public. Ms. Thalhofer then provided a handout outlining the

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anticipated additional costs. In the 11.5 years she has been with Public Health, they have laid off 3 staff.

Ms. Morris reported that unemployment rules are lenient; an employee who quits may still be eligible for unemployment. She went on to say that the cost of the audit would not decrease without Public Health; she has not heard back from Mr. Courtney regarding the cost adjustment to the County insurance as a result of Public Health separating from the County. Although Eden would need some upgrading, Wasco County would do the work in-house. Public Health would become a new business in the system rather than being part of the County. Bank fees are at their lowest; the County Treasurer had told Ms. Morris you would be doing really well to pay out \$6,000; double is probably more appropriate.

Ms. Thalhofer explained that DA Nisley had recommended an attorney, but she has been unable to get hourly rates and therefore has left that blank in the cost estimate. There will need to be a contract between the Public Health District and Wasco County. It is important to agree upon a definition for "administrative in-kind."

Currently the Wasco County Codes Enforcement Officer handles solid waste enforcement in Wasco County. A more formal relationship will need to exist once Public Health separates from the County. The District currently leads the Solid Waste Advisory Committee for Wasco County. Tri-County Household Hazardous Waste serves three counties. They recommend that the lead agency would become North Central Public Health District.

Ms. Morris said that she had met with Ms. Thalhofer and Kathi Hall, NCPHD Business Manager, to gather information for her analysis. She now understands the monies she had thought would revert to the state are not state award money, it is fees we are receiving, recorded under state revenue. Government Funds is also receiving a fair amount of fee money that needs to be spent on health services. She has also learned that the Health Grant Fund monies are more flexible than she had originally thought; those funds are not always being spent out each year. She referred the Board to her spread sheet to see the actual figures. It will be important to determine the nature of all the funds – are they government or enterprise funds?

Ms. Morris' analysis stopped at her actual of 2011. She advised that if the beginning balance needs to be used for operations, there will need to be a discussion since it is not sustainable. The facts are each year the Health Grants fund is increasing due to fees. If the funds are government funds, we need to address the increase in fund balance and we would treat that revenue fund as we treat all special revenue funds - live within their means; if not able to, ask why and tell us how much they need from the general fund.



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Ms. Thalhofer stated the reason the fund balance stays there is because in 2007 they received a significant decrease in family planning. They are conscious of how the funds will flow between state and federal government and are not in the position of laying off staff prior to the end of the fiscal year. We have already had seen four amendments for their contracts.

Ms. Morris agreed that Ms. Thalhofer had valid points that would need to be addressed by a board – placing that money in a reserve fund designated for a specific purpose.

Chair Runyon asked if this was new information. Ms. Thalhofer responded that although discussions were held with a previous County Court the information is new to Ms. Morris and Mr. Stone. It is reviewed tri-annually with the State. The money is designated and will have to be applied back to Public Health.

Ms. Morris recommended that the Board have a discussion and create an action plan that addresses the Health Grants Fund.

Further discussion revealed that fees must support the program in which they were earned. The funds in question are not pass-thru but fee-generated funds. The funds are earning interest. The fee funds must be spent to support programs including administrative costs. They are required to maintain in reserve an amount that is no less than two months of personnel services; no more than four months of materials and services. Ms. Hall stated that they have two months of personnel funds in the un-appropriated balance.

Mr. Stone pointed out that that balance has grown each year. Ms. Hall responded that she would expect that as they have hired additional staff. Ms. Morris supported that saying that she has seen an expense increase in the District over time.

Some discussion followed around the wisdom of various budgeting approaches as they apply to the current situation.

Chair Runyon asked if are we confident as to what is restricted and what is not restricted. Ms. Morris replied that we have not started that yet. She does not know how much those fees are that may reduce other county contributions. Ms. Thalhofer added that the fees are not sustainable annually. NCPHD's authority to collect fees may be removed.

Mr. Stone interjected that he believes some of these discussions are premature. He has been compiling a list of questions that will need to be addressed as we move through the process. He shared that list with the Board.

Chair Runyon stated that he feels there is a lot of work to be done between Ms. Morris, Ms. Thalhofer, Ms. Hall and Mr. Stone. Commissioner Holliday added that the Board of



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Health has been struggling with the question of whether or not to separate from the county. Since her primary position is to represent the County, she is not comfortable making that decision herself. However, she sees the impact this process has on the District's ability to focus on their primary objectives. She urged the Board to make a decision and start moving forward.

Commissioner Hege asked what has kept it from moving forward up to now. Pat Shaw, Gilliam County Commission Chair and Board of Health member, said she believes it is inexperience and uncertainty that has slowed the process. Ms. Thalhofer added that they initially hoped to mimic Tri Com where the Board has control and runs the business aspect through the Director. However, we cannot support that model of operation. What she is looking for today is a philosophy; some direction for moving forward.

Some discussion followed regarding next steps and direction. Chair Runyon refocused on Mr. Stone's questions and indicated that the financial portion of the process should be addressed first. Ms. Shaw suggested that since making Public Health a separate entity is going to be a huge struggle, they might consider having a written agreement that Public Health employees are actually Wasco County employees for benefits and salaries but governed by the Board of Health. The group agreed that all options should be considered.

Ms. Thalhofer reemphasized her request for clear direction. She is anxious to move forward, but wants to be sure she is moving in the right direction.

Commissioner Holliday stated that they have talked about the size of the board and about ideas to make the process better - reminding them that they have been making forward movement. Chair Runyon restated that it is important to get down to the actual numbers.

Further discussion ensued around the logistics of insurance. Chair Runyon asked that a work session be scheduled on their calendar to get issues resolved.

Chair Runyon called a recess at 11:37 a.m.

The Board reconvened at 11:45 a.m.

<b>BID OPENING - Sale of Wrecked 2005 Dodge Durango.</b>
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Chair Runyon opened the bid received for the 2005 Dodge Durango. The bid was for \$51.50 from Matt Morris. Mr. Stone advised that the vehicle is basically junk taking up space in a facility they are trying to clear.

{{{Commissioner Hege moved to accept the bid from Matt Morris for \$51.50.  
Commissioner Holliday seconded the motion which passed unanimously.}}}



**CONSIDERATION AND APPROVAL of the Special Session Consent Agenda  
of January 25, 2012**

Ms. Morris pointed out that Item #4 was not included in the packet.

{{{Commissioner Hege moved to approve the Consent Calendar with the exception of Item #4. Commissioner Holliday seconded the motion which passed unanimously.}}}

**INTENT TO AWARD BID for the Hunt Park Redevelopment Project.**

Chair Runyon stated intent to award bid for Hunt Park redevelopment project.

Darrin Eckman, Engineer for Wasco County, was called on to present his recommendation. Mr. Eckman reviewed his recommendation to work with County staff to develop an overall design of the park, putting Phase I and Phase II out for bid.

He recommends that the Board award the Bid to A.G. Ontko Contracting, LLC. He spoke to Greg Ontko numerous times and is comfortable with his bid as submitted. Bid tabulation is the correct amount. There are items for which he is lower than other bidders for the project.

Some discussion occurred.

Tyler stated the only thing to add is we talked about the different proposers on this bid. We did not see any reason to disqualify anyone other than the ones that he is recommending.

Fred Davis, Facilities Manager, stated he spoke to Eric Nisley, Wasco County District Attorney, regarding minor discrepancies on the bid. Based on what he understood there is no justification under our rules to allow us to disqualify him.

Mr. Eckman added that under Oregon law the contractors would be required to issue a bid bond, in this case \$11,000.00. If the Commission decides to enter into a contract; they are then required to issue performance and payment bond for 100% of the bid amount. We are always looking for lien releases throughout the project. The overall budget includes engineering, fees and the drain field.

Mr. Eckman said right now it looks good with \$222,000.00 in construction; it is not a formal budget. Other major components include approximately \$8,800.00 in fees to Wasco Electric Cooperative. In addition the existing sanitation system and drain field is at capacity; therefore the new RV spaces will require an additional drain field which will require a permit from DEQ – approximately \$3,500.00. Also, the water line that is installed in the RV space and sewer line to septic tank require a plumbing permit; the

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RV site requires a site development permit from Building Codes which is \$1,500.00 total. Engineering fees will be about \$42,000.00. They are looking at another \$30,000.00 to \$45,000.00 to finish the permitting of DEQ and project management, etc.

Other items discussed: drain field construction for an estimated \$20,000.00, a new water service to the west end of RV park area for an estimated \$3,000.00, extending water service to Ken Webb Kitchen for an estimated \$1,500.00.

Mr. Eckman expressed some concern about providing for contingency on construction; normally 5% is sufficient. With low bid he wants to figure about 15%. He sees the Contingency being used for a change order.

Commissioner Hege would like to see money going back into the general fund. Mr. Stone stated that the new spaces will add additional revenue from the State Parks, which was the intent moving forward with this project. Full service campsites are the most requested; for every one we create we will see more revenue coming in. The County started this process 4 years ago.

Chair Runyon asked for comments from the Fair Board. Ken Polehn, Fair Board member, said he would like to see any available dollars spent on the fairgrounds. Most of the equipment was installed in the 1930s and 1940s and is now failing. The Board wants the fairgrounds to live up to its potential for the County as well as the fair. If we continue making improvements we can do more promotion around the State. As a business model it has a lot of potential to increase the revenues.

Commissioner Holliday stated that at some point the General Fund should be reimbursed. She would like to see that we use some of these funds for marketing; it does it not have to be done immediately.

Ms. Morris asked what the time frame is for when for beginning and completion of the project.

Mr. Eckman replied that if the Commission awarded immediately, construction would begin in mid-February and wrap up the mid-April. He anticipates final completion by June 30.

Commissioner Holliday noted that the full hook-ups in Maupin have waiting list for use. She feels that we will fill up any full spaces we provide.

Mr. Eckman said that if Contingency does not get spent the County would have somewhere between \$20,000.00 and \$50,000.00 to spend. Would the Commission want to entertain the idea of creating more spaces or does the Commission want to keep the project costs at 20 spaces and whatever money that is not expended go back to the state?



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Chair Runyon replied that that would probably be a future discussion.

Mr. Polehn interjected that the Fair Board would be in support of that option. Commissioner Holliday agreed saying it is an opportunity we should not miss; there is a need for additional spaces. Mr. Eckman noted that the County could do a change order after the fact.

Commissioner Hege stated that it makes sense to look at the option although he is not ready to commit as much money as we have. He wants to make sure that the 20 spaces are functional. He cautioned that general fund dollars need to be used very carefully; it makes sense to get the money back as quickly as possible and the Fair will realize additional revenue from the improvements being made.

**{{{Commissioner Hege moved to accept Tenneson's recommendation to a to accept the bid from A.G. Ontko Contracting, LLC . Commissioner Holliday seconded the motion which passed unanimously.}}}**

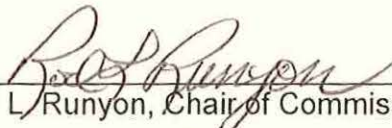
Mr. Eckman said he will prepare the intent to award today; it needs to be published for 7 days. Hearing no appeal he would present it to the Chair next Wednesday for signature.

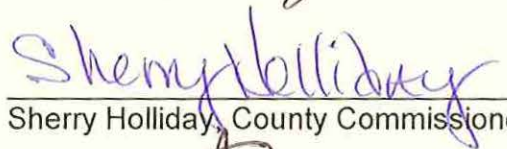
The session was adjourned at 12:28 p.m.

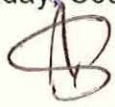
The Board signed:

- Resolution in the matter of accepting and appropriating unanticipated Oregon Health Authority PMP Accreditation Readiness Grant Funds in the amount of \$12,500.00 during Fiscal Year 2011-2012.
- Regular Session Minutes of November 9, 2011.
- Regular Session Minutes of December 21, 2011.

WASCO COUNTY BOARD  
OF COMMISSIONERS

  
Rod L. Runyon, Chair of Commission

  
Sherry Holliday, County Commissioner

  
Scott C. Hege, County Commissioner

[illegible]



Program Funding		Actual 2008	Actual 2009	Actual 2010		Actual 2011		change from 2008-11	Budget 2012	Actual 2012 %
7141 - PUBLIC HEALTH										
411	Licenses Fees & Permits	56,641.00	49,110.00	54,116.00		63,910.00		12.8%	61,000.00	37.4%
412	Intergov't Rev-Non Single Audit		13,571.31	7,410.00		10,040.00			10,000.00	31.2%
413	Intergov't Rev-Single Audit								-	0.0%
414	Charges for Services	40,757.25	55,709.50	128,994.00	GC/SC pyt	165,358.00	GC/SC pyt		167,084.00	49.2%
421	Miscellaneous	585.27	56.00	109.68		1,290.17			-	0.0%
450	Transfers In	-	-	-		-			304,235.00	50.0%
REVENUE TOTAL		97,983.52	118,446.81	190,629.68		240,598.17			542,319.00	48.4%
Personnel Services		361,849.47	401,657.26	468,851.02		499,872.15			505,819.00	49.3%
Materials & Services		32,166.84	47,028.87	31,478.67		24,958.54			36,500.00	58.1%
Capital Outlay		-								
EXPENSE TOTAL		394,016.31	448,686.13	500,329.69	11.5%	524,830.69	4.9%	33.2%	542,319.00	49.9%
TOTAL REVENUES LESS EXPENSES		(296,032.79)	(330,239.32)	(309,700.01)		(284,232.52)		the diff is explained below	-	(8,530.57)
CASH CONTRIBUTION				1st yr of IGA	GC/SC payments are accounted for					
Wasco County		296032.79	330239.32	309,700.00	-6.2%	284,232.52	-8.2%	-4.0%	304,235.00	7.0%
Sherman County				61941	#DIV/0!	78300	26.4%		79499	
Gilliam County				62205		78850	26.8%		80584	
State awrd programs and fees:										
Prgm Revenue Amounts		1,092,016.26	1,200,190.05	1,373,125.10	14.4%	1,422,058.31	3.6%	30.2%	1,363,741.00	
Prgm Expenditure Amounts		1,088,734.33	1,126,102.60	1,320,052.12	17.2%	1,370,590.01	3.8%	25.9%	1,581,597.00	
non - restricted fee revenue		3,281.93	74,087.45	53,072.98		51,468.30				

year	Expenses:	+/-
2006	341297.76	
2007	404128.47	18.41%
2008	394016.31	-2.50%
2009	448686.13	13.88%
2010	500329.69	11.51%
2011	524830.69	4.90%
3 yr average		10.09%

<u>Program Funding</u>	<u>Actual</u> <u>2008</u>		<u>Actual</u> <u>2009</u>		<u>Actual</u> <u>2010</u>		<u>Actual</u> <u>2011</u>		<u>Budget</u> <u>2012</u>	<u>Actual</u> <u>2012</u> %
these figures include state awarded public health dollars and fees										
Prgm Revenue Amounts	1,092,016.26		1,200,190.05		1,373,125.10		1,422,058.31		1,363,741.00	561,028.74
Prgm Expenditure Amounts	1,088,734.33	1,418,147.00	1,126,102.60	1,554,672.00	1,320,052.12	1,780,307.00	1,370,590.01	1,572,600.00	1,581,597.00	681,551.56
	3,281.93		74,087.45		53,072.98		51,468.30		(217,856.00)	beg bal is budgeted as open
Estimated end balance of all prgrms	3,281.93		74,087.45		53,072.98		51,468.30			
Interest earnings	12,229.04		6,595.22		2,773.27		2,322.17			
Prior year or BB	316,593.31		332,104.28		412,786.95		468,825.16			521,618.00
	332,104.28		412,786.95		468,633.20		522,615.63		359,684.00	
										May need to be returned
										1/24/2012 Per Teri - this balance is for



GENERAL FUND AND OHA 2011-12 CONTRACT AMOUNTS  
(GILLIAM SHERMAN ONLY)

[illegible]

	Gilliam	Sherman	Wasco	by agency Gill, Sher, Wasco	Gilliam	Sherman	Wasco	Gilliam	Sherm	Wasco	Gill	by agency Wasco- Sherm	Gilliam	Sherm	Wasco	Gill	by agency Wasco- Sherm	Gilliam	Sherm	Wasco	Gilliam	Sherm	Wasco	Gill	Sherm	Wasco	Gill	Sherm	Wasco	Total	Total	
Program	GF	GF	GF	WIC	CAH	CAH	CAH	PN	PN	PN	FP	FP	149-BT	BT	BT	ISP	ISP	State Sup	State Sup	State Sup	155-TOB	TOB	TOB	Gill BF	Sherm BF	Wasco BF	OMC	OMC	OMC	OHA	w/ GF	
	80,584	79,499	304,235																													
WIC (by agency)				169,918																												
MCH/CAH - State					2,831	2,836	3,129																									
MCH - TitleV flexible					9,656	9,671	10,971																									
MCH - TitleV CAH					4,138	4,145	4,702																									
MCH/PN - State								1,509	1,512	1,666																						
Family Planning											5,000	53,430																				
Preparedness													40,740	40,724	77,557																	
ISP																2,500	6,380															
ISP-Fed																2,500	6,380															
State Support																		2,093	2,139	28,157												
Tobacco																					16,750	16,750	56,438									
Babies First																								4,777	4,785	5,279						
OMC																											2,500	2,500	2,556			
Total Gilliam	80,584				16,625			1,509			5,000		40,740			5,000		2,093			16,750			4,777			2,500		2,556		94,994	175,578
Total Sherman		79,499			16,652			1,512					40,724					2,139			16,750			4,785			2,500				85,062	164,561
Total Wasco			304,235		18,802			1,666					77,557					28,157			56,438			5,279					2,556		190,455	494,690
Total Wasco-Sherm											53,430					12,760															66,190	
				169,																												



# NCPHD PRESENTATION OF PUBLIC HEALTH DISTRICT STRUCTURE

**January 25, 2012**

**North Central Public Health District**



# NCPHD Formation History:

- Initial meeting with Wasco, Sherman, Gilliam was 12-1-2008.
- Bylaws were adopted 5-12-2009.
- Intergovernmental agreement signed by Wasco, Sherman, & Gilliam which became effective 10-7-2009.
- Wasco County Court abolished the Office of Wasco County Judge and created the Wasco Board of County Commissioners, effective 1-4-2010.





# Budget Formulas

- Three County Funding Formula
- Wasco County inkind (Administrative Rate)

# Three County Funding Formula

County	Pop.	Percent		Per		2 % Incr.	11-12 Budget	
	2010 Est.		Base	Capita		1.5% COLA, 4% PERS, 6% Medical, 3% M & S	Request	
				\$10.00		0.02		
Gilliam	1,871	6.7%	60,000	18,710	78,710	1874	80,584	
Sherman	1,765	6.3%	60,000	17,650	77,650	1,849	79,499	
Wasco	25,213	90.2%	480,000	252,130	732,130	17,435	749,565	
Total	28,849				888,490		Inkind amt.	445,329.52
							Wasco Co. Transfer	304,235
				542,319		GF expenses		
				78,000		fees		
Wasco County Subsidy				464,319		(Wasco County required subsidy)		Cost of program
Less Gilliam & Sherman Co.				160,084				
Wasco Co. Transfer					304,235			



# Wasco County Inkind (Administrative Rate)

[illegible]

# CURRENT HISTORY & FUNDING STATUS

- OHA Contract amounts Gilliam & Sherman only (handout)
- OHA Contract amounts Gilliam, Sherman, & Wasco (handout)
- Wasco County program funding analysis spreadsheet



# ANTICIPATED ADDITIONAL COSTS

- Unemployment insurance 2% of gross payroll plus claims
- Health, Dental, Vision insurance lower rates
- Separate fiscal audit, special audit every 2 years
- Property, Liability, Auto insurance
- Worker's Comp
- Voluntary Employee benefits (Nationwide, Aflac)
- Cost of Eden Upgrade
- Bank Fees
- Legal Fees





# CONTRACT WITH WASCO COUNTY

- Administrative Inkind
  - Commisioners
  - IT, GIS
  - EAS, Finance
  - Facilities
  - Administration
- Need to clearly define scope of work and expectations



# IGA'S AROUND TRI-COUNTY HAZARDOUS WASTE & RECYCLING

- HHW is an EH Public Health program.
- HHW staff is trained to respond to public health emergencies.
- It is the recommendation of EH Supervisor and NCPHD Leadership Team that NCPHD become the lead agency.



# THE FUTURE...





Mandated programs are highlighted in yellow  
DHS funding streamshighlighted in green  
Gilliam Co. programs highlighted in orange

**GF 101-23-7141**

Vital Record Fees	Vital Records	Birth & Death Certificat
Schools Contract Fees	School Nursing	Health teaching, health
Sewage System Fees	Sewage Disposal	Site evaluations, Authc
Sherman County	Construction permits	Construction permits fo
<b>WIC 201-23-7142</b>	All public health services	
	Women, Infants and Children	Assessment, nutrition :

**CAH 201-23-7143**

Immunization Fees, TPR, OHP	Immunizations	Immunizations against
MCH/CAH General Fund	Maternal Child Health/Child & Adolescent Health	disea
MCH - Title V CAH	Maternal Child Health/Child & Adolescent Health	
MCH - Title V - Flexible	Immun. & Prenatal	Immunizations and
Nursing Service Fees	OR Child & Development Coalition	Review and monitor m
STARS	Students Aren't Ready for Sex	Abstinence education p

**Women's Health 201-23-7144**

Family Planning Fees, Don, TPR, OHP	Family Planning	Physical exams, fo
FAM PLAN 93.217 & 93.994	Family Planning	"
FPEP	Family Planning and Expansion Project	Provide family planning
BCCP	Breast and Cervical Cancer Program	Breast and cervical car

**State Support 201-23-7145**

CD prevention Fees	Comunicable Disease Prevention	TB skin testing and rea
STD Fees	Sexually Transmitted Diseases	Examinations and trea
State Support	CD, STD, TB	
TB	Tuberculosis	TB skin testing, cas

**Environ. Health 201-23-7146**

<b>Gilliam County</b>	EH Licensed Facilities	
Food Handler Fees	Food Handler permits	Education, testing :
Temporary Licenses	Short term food licenses	Inspect other public
Facility Inspections	Schools & child care inspections	License and inspec
OEHS	Oregon Environmental Health Services	License and inspec
Misc.		

**HIV 201-23-7147**

FEES & OHP	HIV Testing & Counseling	Walk in, confidenti
HIV Prevention		"

**Prenatal 201-23-7148**

MCM fees	Maternity Case Management	Home visits by pub
MCH - Perinatal - Gen Funds	Maternity Case Management	"
MAC	Medicaid Administrative Claiming	Supplemental funding t
	Home Visiting Network	Referral network for co

**BT 201-23-7149**

<b>PHEP</b>	Public Health Emergency Preparedness	Emergency Preparedn
Pandemic Flu	Pandemic Influenza	Preparation for a world

**Health Promotion 201-23-7152**

School Based Health Center - Plan	Recinded this program due to lack of staffing	
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NW Health Foundation Living Well <b>ISP 201-23-7153</b>	Physical Activity & Nutrition Coaliton Living Well with Chronic Conditions Immunization Special Payment	School Health nurse in Provide Living Well wit Education about and a
<b>CACOON &amp; CCN 201-23-7154</b>		
CACOON CCN	Care Coordination Community Connections	For families that have c Multidiciplinary team co
<b>Tobacco 201-23-7155</b>	Tobacco Prevention and Education	Reduce youth access t
<b>Water 201-23-7156</b>		
Water Systems Grant	Public Water Systems	Sampling, monitoring, ,
	"	
Water Survey Fees Title II Case Mgmt. <b>201-23-7157</b>		65 Public Water System
Title II Case Management Title II Support Services	Ryan White Case Management Ryan White Support Services	Case management and Financial assistance is
<b>Babies First 201-23-7158</b>		
Babies First Grant OHP Targeted Case Management	Babies First Targeted Case Management	Case management for Follow-up home visits l
<b>OMC 201-23-7159</b>	Oregon Mothers Care	Assists women in acce
<b>Household Hazardous Waste 207</b>		
HHW Surcharge Sherman County	Tricounty Hazardous Waste & Recycling Program Tri Co HWR in Sherman County	Provides hazardous wa and promotes recycling

## THREE COUNTY DISTRICT BASE PLUS PER CAPITA

County	Pop.	Percent	Per	10-11 Bud.		County	Pop.	Percent	Per	Incr.	11-12 Budget				
	2009 Est.		Base	Capita	Request		2010 Est.		Base	Capita	1.5% COLA, 4% PERS	Request			
				\$10.00					\$10.00	6% Medical, 3% M & S	0.02				
Gilliam	1,885	6.7%	60,000	18,850	78,850	Gilliam	1,871	6.7%	60,000	18,710	78,710	1874	80,584		
Sherman	1,830	6.5%	60,000	18,300	78,300	Sherman	1,765	6.3%	60,000	17,650	77,650	1,849	79,499		
Wasco	24,230	86.7%	480,000	242,300	<u>722,300</u>	Wasco	25,213	90.2%	480,000	252,130	732,130	17,435	749,565		
Total	27,945				879,450	<u>284,748</u>	Total	28,849			888,490		445,329.52		
					437,552	Wasco Co Subsidy							304,235	Wasco Co. transfer	
					722,300										
w/ addtl Gill & Sherm. + .50 EH Specialist, no furloughs									542,319	GF expenditures					
									78,000	fees					
												Cost of	(Difference between total GF		
												program	expenditures and fee generated		
													revenues.)		
Wasco County Subsidy						437,552	Wasco County Subsidy						464,319	(Wasco County required subsidy)	
Less Gilliam & Sherman Co.						157,150	Less Gilliam & Sherman Co.						160,084		
Wasco Co. share						280,402	Wasco Co. Transfer						304,235		
All Expenditures						525,552									
All Revenue						<u>245,150</u>									
Diff. btw. Rev & Exp.						280,402									



WASCO COUNTY INKIND

	Comissioners	IT, GIS	EAS, Finance	Facilities	Admin				
personal services	26598.6	58,703.42	78,249.17	47,296.64	11,177.10				
excluded expenses	0								
subj materials & services	3126	47,963.20	4,247.11	35,662.94	10,606.00				
	0								
capital outlay		3350.1		100.00	14,602.04	9 vehicles/49			
								101, 201	207
returned specifically	0	4,500.00		130,440.55	18,187.69	(see below)		0.9	0.1
Total cost for allocation	29724.6	114,516.72	82,496.29	213,500.14	54,572.83		<b>494,810.58</b>	445,329.52	49,481.06
							494,810.58		
	Equal across dept. 10%	by computer work stations, copier from lease	fte and invoice count	actual, fte by work time study			0.00		
copier lease/maint		4,500.00							
FTE by workstation		23%							
Invoices			15%						
FTE			19%						
Rent Equivalent				105,928.00					
bldg r/m-annex b				138.89					
bldg r/m-annex a				2,500.00					
bldg r/m-old shops				28.33					
bldg r/m-pub health				5,000.00					
HVAC-Annex A				69.44					
HVAC-Annex B				400.00					
HVAC-Public Health				1,000.00					
Utilities Annex				9,152.00					
Utilities-New PH				6,120.00					
Utilities-Old Shop				103.89					
ins & bonds					17,687.69				
labor counsel					500.00				
		4,500.00		130,440.55	18,187.69				

<b>2010-11</b>	Comissioners	IT, GIS	EAS, Finance	Facilities	Admin			
personal services	26598.6	58,703.42	78,249.17	47,296.64	11,177.10			
excluded expenses	0							
subj materials & services	3126 0	47,963.20	4,247.11	35,662.94	10,606.00			
capital outlay		3350.1		100.00	14,602.04	9 vehicles/49		
							101, 201	207
returned specifically	0	4,500.00		130,440.55	18,187.69	(see below)	0.9	0.1
Total cost for allocation	29,724.6	114,516.72	82,496.29	213,500.14	54,572.83	<b>494,810.58</b>	445,329.52	49,481.06
<b>2011-12</b>	30,116.70	150,732.20	92,141.52	98,460.79	62,219.39	<b>433,670.61</b>		

# Memorandum

**To:**

**From:** Tyler Stone

**Date:** 9/17/2012

**Re:** North Central Public Health Department (NCPHD)

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In October of 2009, following several months of work, an intergovernmental agreement was signed by Wasco, Sherman and Gilliam Counties forming the North Central Public Health District. Since that time the three counties have been working on developing the governance structure of North Central Public Health.

It should be noted that the original IGA stated that a plan would be developed to address the transfer of personnel and equipment and buildings to the new entity. Neither plan has been developed to date. Many of the questions and decision points will need to be considered in developing these plans.

In working through the transition process for NCPHD we encounter a fundamental philosophy question that was previously affirmed by the creation of the IGA and should be reaffirmed prior to any forward movement on establishing NCPHD. That question is as follows:

1. To form NCPHD as a separate and distinct entity from the three counties.

OR

2. To maintain Public Health as a department of Wasco County and contract with Sherman and Gilliam Counties (or others) to provide public health services.

This question must be answered in order to move forward. If question one is affirmative we have a number of challenges that need to be addressed. The following list is not by any means a complete list but rather a place to start the conversation.

1. A complete inventory of all equipment needs to be assembled and valued.
  - a. Decision Point: Will Wasco County donate these items to NCPHD; retain ownership and use as in-kind; rent, or sell these items to the new entity.
2. A list of vehicles currently being used by NCPHD will need to be compiled and valued.
  - a. Decision Point: Will Wasco County donate these items to NCPHD; retain ownership and use as in-kind; rent, or sell these items to the new entity.
3. A list of computers currently being used by NCPHD will need to be compiled and valued.
  - a. Decision Point: Will Wasco County donate these items to NCPHD; retain ownership and use as in-kind; rent, or sell these items to the new entity.
4. The facilities will need to be evaluated in the current commercial market and a rental value assigned.
  - a. Decision Point: Will Wasco County rent the facilities or use the calculated value as an in-kind contribution.
5. Administrative Rate

## Analysis Summary:

The journey taken to compile this information has been enlightening and educational. The insight I have into public health finances has increased dramatically. As with each department in the County, Public Health has its own funding uniqueness's and challenges.

I set out to accomplish two goals as requested by our Admin Officer. One - to determine what program services were fully funded by the state and two -determine the cost to fund the public health district. The main intention of this project is to provide the Commissioner's with financial data that may assist them with decisions about the direction and future of the public health department.

I started by showing the resources and requirements of each program since 2008 (monitoring tab). I summarized the data based on categories. The revenue categories are most significant because the categories signify the flexibility available of the corresponding revenues. For example, category 413 is federally restricted money, 412 is state money, 411 is fees, etc. This is also pertinent to determining compliance with GASB 54 listing our required order of revenue use.

What I originally determined from that data was the state award resources (category 412) where not being fully spent and that difference was accumulating annually, which is reflected in the ending fund balance. That balance was \$332,104 in 2008 and is \$521,618 in 2011, a growth of almost \$190,000 in three years.

My comment that the additional funds (ending fund balance) would most likely need to be returned to the state (\$521,618) spurred a conversation with Teri and Kathi about that revenue. What I learned is that not all of the revenue reflected in the 412 State category is really the Oregon Health Authority state awards. That some of the resources is derived from fees that are paid to the County from Oregon Health Plan (OHP). I have not read the contract or agreement that Wasco County has with the OHP to know the exact details of our obligation. However, from what I learned from Teri and Kathi, these fees are only restricted by our obligation that they be spent to support the Public Health Department. Having that vital insight to the type of revenue changes my original analysis and spurs new questions.

To answer the question "what program services are fully funded by the OHA state award funds" is more difficult with fee money comingled in the same category as state funds.

To properly assess the programs I would need to separate the fee revenue from the OHA awards. I have not done that given the timeliness of this meeting and my newly acquired education.

I have made some notes on the right side of the page on the monitoring tab, which shows some of the programs that receive fees and those that do not.

I do not have an answer for you right now as to which programs need subsidies to function and which programs are fully funded by the state. The answer I do have for you right now is the Health Grants Fund is not expending all revenue to provide services.

To answer the next question - "what is the cost to fund the public health district" is as difficult as the first question but for different reasons.

The theory was each county would contribute to the administration of the department with Wasco County's contribution subsidized by the in-kind contribution. The original funding formula and in-kind allocation were established. I challenged both of those methods and everyone agreed they were not satisfactory. In addition, there was misunderstanding as to what the Public Health District really was. Given that insight, the in-kind allocation as it currently is - does not reflect the tremendous amount of time staff has spent on administering this department. While I can show you what the cash contribution is to Public Health on the analysis tab, I do not show you any in-kind cost. I would suspect that after you give direction for the Public Health Dept some of the staff time will settle down and become more reasonable. Until then, the in-kind method is woefully short of truly acknowledging the cost of the Public Health District.

I recommend to Wasco County Commissioners that we have a discussion and action plan that addresses the Health Grants Fund in a similar manner that we address all of our other special revenue, governmental funds. That includes, but is not limited to, beginning fund balance, transfers, reserve needs, contingency and unappropriated amounts, capital needs, etc. Another option is to treat the Health Grant Fund as a proprietary fund, which is conceivable.

*definition of funds:**Governmental fund -*

*".... A self balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities,.... For the purpose of carrying on specific activities or attaining certain objectives in accordance with regulations, restrictions, or limitations."*

*Proprietary fund -*

*"(b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes."*