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| **Present:** |  |
| Scott Zigich, Chair | Ivy Melton Sales, Division Director, CHS |
| Dr. Gary Alexander, Vice-Chair | Wendy Garcia, Division Director, CD/EPI |
| Jim Smith, Commissioner | Bob Ballew, RCC/PIO |
| Dr. Ryan Stewart | Dennis Keith, EHS |
| Dr. Colleen Taylor | Dee Jette, EHS |
| Ben Tanner | Linda Ebert, EHS |
| Mayor Randy Lewis | Rachelle Blackham, EHS |
| Ann Benson | Kylie Bunn, EHS |
| Brian Cook |  |
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| **Department Staff:** | **Visitors/Guests:** |
| Lewis R. Garrett, Director of Health |  |
| Brian Hatch, Deputy Director of Health |  |
| Neal Geddes, ATTY |  |
| Liz Carlisle, Administrative Asst |  |
| Dave Spence, Division Director, EHS |  |
| Kristy Cottrell, Division Director, FHSS |  |

The meeting of the Davis County Board of Health (Board) was held Tuesday, November 17, 2015 at the Davis County Health Department, Board Room, 22 South State Street, Clearfield, Utah. The meeting was called to order at 7:30 a.m. by Mr. Scott Zigich.

**Welcome**

Mr. Scott Zigich welcomed Board members, staff and visitors to the meeting.

**Minutes (Action)**

The minutes of August 11, 2015 were presented and reviewed.

*Mayor Lewis motioned to accept the minutes of August 11, 2015. Ms. Benson seconded. The vote was unanimous.*

**Chair/Vice-Chair Nomination (Action)**

Mr. Garrett reported the nomination committee met and due to the need to recruit a new health officer this year recommended Mr. Zigich remain as Chair and Dr. Gary Alexander remain as Vice-Chair for an additional year. Both Mr. Zigich and Dr. Alexander agreed to the term extension. Mr. Zigich opened the floor to any other nominations or discussion.

*Mr. Tanner motioned to extend the Chair and Vice-Chair terms by one year. Commissioner Smith seconded. The vote was unanimous.*

**E-Cigarette Rule Update (Action)**

Ms. Ivy Melton Sales reported the Board adopted the Electronic Smoking Device Regulation in the February 11, 2014 meeting. During the last legislative session, House Bill 415 an electronic smoking device statute was adopted. The law included the requirement for the Utah Department of Health (UDOH) to promulgate rules implementing the law by January of 2016. Davis County Health Department staff worked with other local health departments, industry stakeholders, the medical community and UDOH in creating the rule. Currently the Rule is in the public hearing phase. The law will become effective as of July 1, 2016.

The Board Regulation will need to be amended in order to be consistent with the Statue and Rule. Standards within the rule address labeling, nicotine content, packaging and product quality. However, the rule does not address manufacturing. Ms. Sales requested the regulation be sent to public hearing with amendments that adopt the Rule by reference and maintain the manufacturing portions of the regulation.

*Dr. Alexander volunteered to serve as the hearing officer of the public hearing.*

**Food Regulation Update (Information)**

Mr. Spence reported on the proliferation of food trucks along the Wasatch Front. Davis County currently has 32 permitted mobile units and 10 permitted carts. These food service operations do not fit well into regulatory categories currently outlined in the Board’s Food Service Regulation. They are at a variety of different locations at different times and days. In an effort to be proactive staff recently held meetings with mobile food truck owners and local municipalities to identify their needs to identify ways to amend the regulation to protect the public’s health while still accommodating the needs of the stakeholders.

Local municipalities voiced primary concerns over permitting and public safety. Currently food trucks are required to obtain a permit from each city as well as from the health department. Food truck events attract large crowds that affect parking and other safety issues. Food truck owners voiced concerns regarding permits and different jurisdictional regulations. Food trucks often serve events in Salt Lake, Davis and Weber counties. The need for more consistent regulations and provide better education to the owners regarding changes.

Mr. Spence reported that staff is continuing to research the issue and will provide the Board with an update on the process at the next meeting.

Mayor Lewis asked if brick and mortar food service owners were also included. Mr. Spence responded that only the 32 permitted food truck owners were invited.

Commissioner Smith asked what type of permit the cities require. Mr. Spence responded that is a business permit.

Mr. Tanner asked if staff has an idea of how many non-permitted facilities there may be. Mr. Spence responded that there is no way to know. Some food trucks may be permitted in other jurisdictions and not Davis County however, they still participate in Davis County events. Mr. Cook noted that the regulations and rules need to be applied consistently.

**Accreditation Update (Information/Action)**

Mr. Hatch reported the department performed well during the accreditation site visit held on August 25 and 26. The Site Visit Report included positive comments such as: Davis County Health Department is a high functioning department with a highly skilled workforce; the Board of Health is well-informed and active in public health policy; the department has a robust quality improvement culture that is entirely institutionalized; and, the department is considered innovators among partners, peer, and community.

Areas of improvement identified in the report relate to: developing a systematic process to obtain customer satisfaction feedback; and, implementing monitoring process for the community health improvement plan that includes participation of stakeholders and partners.

On November 10, 2015 the Public Health Accreditation Board made its decision to confer accreditation status to the Davis County Health Department. Davis County Health Department is among the first 100 health departments in the nation to receive accreditation status. Moving forward the department will submit an annual report that specifically addresses areas of improvement included in the site visit report. Mr. Hatch thanked staff and Board members for their diligent work over the last three years.

Dr. Alexander commented on how impressed he was of the partner meeting portion of the site visit. Partner after partner took the chance to praise the work of health department staff. Mr. Garrett commented that the meeting was the highlight of his career. The Site Visit Report also reflected how impressed the site visitors were of the Board, specifically the attendance at the Governance portion of the site visit as well as Mr. Zigich’s presence for the entire visit.

Mr. Zigich and Commissioner Smith congratulated department staff on their accomplishment. Accreditation is a difficult task and the Board recognized the significant amount of work and determination it has taken for staff to complete the process for accreditation.

*Commissioner Smith motioned to formally commend staff for accomplishing accreditation status. Dr. Alexander seconded. The vote was unanimous.*

**Budget Report (Information)**

Mr. Garrett presented the year-to-date department budget numbers. The County is in the final stages of 2016 budget cycle.

**UALBOH (Information)**

Ms. Benson reported that UALBOH is currently working on several issues including: the immunization exemption initiative that will standardize fees and requirements; and, supporting the Governor’s plan for a healthy family eating plan.

**Director’s Report (Information/Action)**

Mr. Garrett thanked Mr. Hatch, Ms. Carlisle, Ms. Dillingham, Ms. Perry, Ms. Blackham and Mr. Keith for the time and effort put forward on the accreditation domain teams reviewing documentation and preparing the department for accreditation.

Mr. Garrett reported the local health officer’s legislative committee continues to work on building a legislative backstop to prevent additional break-ups of existing health districts. The recent formation of a small health department required $500,000 reallocation of state and federal public health funds to the detriment of other local health departments in the state.

Mr. Garrett also reported the work on updating the minimum performance measures identified in state rule regarding local health departments is moving forward. The standards have been revised and the committee is now moving forward with a legislative goal to increase the dollar amount coming from State coffer to support funding of the performance measures.

The department has been involved in the Hepatitis C investigation related to a staff member diverting medication at McKay Dee and Davis Hospitals. The Utah Department of Health and the Centers for Disease Control (CDC) were notified and the CDC recommended testing for all patients that may be at risk. Over 7,000 patients will receive a letter notifying them of the potential exposure and offering free testing. As more information becomes available the Board will be updated.

Mr. Garrett reported the department is currently in the process of documenting influenza immunizations to staff members. The last three years over 96% of staff have received their vaccinations. Also, this is the second year we have provided influenza vaccines to civilians at Hill AFB. This has been a very successful partnership and the number of vaccinations given this year is on pace to exceed last year. Mr. Garrett encouraged Board members that have not already received their flu immunization to receive their flu shot after the meeting.

*Mayor Lewis motioned that all Board members will receive their influenza vaccinations in support of the department vaccination standard. Dr. Alexander seconded. The vote was unanimous.*

Mr. Garrett announced his retirement at the end of November after 15 years as Health Officer in Davis County and over 40 years in public health. Some of the highlights of his tenure include: Implementation of community water fluoridation; preparing for the 2002 Olympics; emergency response and preparedness work after 9/11; the H1N1 response that required the entire staff to support; building the new facility; and the capstone is accreditation.

Mr. Garrett specifically thanked County elected officials for being supportive of public health, his leadership team for being willing to support and follow his leadership over the years, Ms. Carlisle for her hard work and support, and the Board for the opportunity to represent Davis County as the health officer.

**Chairs Report (Information)**

Mr. Zigich and Commission Smith presented Mr. Garrett with a retirement gift from the Board and thanked him for his exemplary service and dedication to public health not only in Davis County but statewide.

**Commissioners Report (Information)**

Tabled

Mr. Zigich asked the meeting be closed to discuss a personnel matter.

*Commissioner Smith motioned the Board go into closed session to discuss personnel issues. Dr. Alexander seconded. The vote was unanimous.*

Adjourn to closed session at 8:40 a.m.

The Board returned from closed session at 9:15 am

Mr. Zigich announced after a discussion in closed session the Board would like to appoint Mr. Hatch to serve as the Interim Director of Health.

*Mr. Cook motioned to appoint Mr. Hatch as the Interim Director. Dr. Alexander seconded. The vote was unanimous.*

Mr. Hatch thanked the Board for the opportunity and expressed his gratitude to Mr. Garrett for his time and efforts put forward in mentoring him.

**Adjournment**

The meeting was adjourned at 9:24 a.m.

**NEXT MEETING: February 9, 2016**

**7:30 a.m.**