

## Meeting Minutes from Board of Health

### May 10, 2023 Brigham City, UT

**Board Members Present:** Bill Cox, Cade Palmer, Cheryl Atwood, David Zook, Kevin Hall, Lee Perry, Randy Williams, Sara Sinclair, Yohanna Vernon

**Not Present:** All Present

**BRHD Staff Present:**

- **Support Services** - Estee Hunt, Jordan Mathis, Josh Greer, Linda Brown, Sylvia Tello, Todd Jackman
- **Other Staff** - Brock Alder, Charlotte Laudie, Holly Budge

**Non-BRHD Present:** Jaris Kendall, Deputy County Attorney, Cache County; Trevor Cook & Jonathan Nash, BRMH

**Business:**

- The meeting was called to order at 1:30 pm by Chair Cheryl Atwood;
- Opening Ceremony - Richard West, Cache Community Connections (Invocation & Flag Ceremony)
- Approval of Today's Agenda - 1st - Sara Sinclair; 2nd - Kevin Hall. Unanimously approved.
- Invite 'public comment' - No Visitors present for public comment;
- Approval of March 8, 2023 Minutes - 1st - Bill Cox; 2nd - Kevin Hall. Unanimously approved;
- Recognition of new Board of Health members - Randy Williams and Dr. Yohanna Vernon.

#### 2022 Independent Financial Audit Report

- Refer to the independent auditors' report, included in the meeting documents;
- Curtis Roberts presented a summary of audit findings;
- Report on the Audit of the Financial Statements:
  - "In our opinion, the accompanying financial statements present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of BRHD, as of December 31, 2022, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America."
  - Refer to page 5 for a presentation of Financial Highlights;
  - Mr. Roberts reported that 'everything is fine'.
- The audit was approved by the Board:
  - 1st - Sara Sinclair;
  - 2nd - Bill Cox.
  - Approved unanimously.

**Tremonton and Garden City Building Deed Request:**

- Refer to the Legal Memorandum prepared by Jeris Kendall - included in the BOH packet;
- The BRMH is requesting that BRHD add BRMH to the deeds for the properties in Tremonton and Garden City;
- BRMH holds a contractual equity ownership but does not have title ownership;
- BRMH is concerned that future purchasers of the properties will not have constructive notice of BRMH's interest in the properties when not named on the deed;
- Jaris Kendall, Cache County legal counsel, representing the BRHD is opposed to adding the BRMH to the deed:
  - BRMH can still create constructive notice for future purchasers by recording their equity interest with the respective counties;
  - Recommends that BRHD maintain sole ownership and not add BRMH to the deed.
- The Board agreed to consider the two sides during closed session at the conclusion of today's Board meeting.

**Open & Public Meetings Act Training:**

- Utah Code 52-4-104 states that all public-governing members receive this training on an annual basis;
- The presiding officer tracks it;
- The Utah Code allows the presiding officer to determine how this training will be completed;
- The Board watched a training video. After discussion, each board member initialed a form confirming their attendance. A copy of the initialized form has been placed on the BRHD's shared drive in a Board of Health folder named BOH Contact Information.

**Suicide Fatality Review Board Proposal:**

- David Zook reported that suicide rates have at least doubled in recent years;
- David requested that BRHD staff look at this increasing suicide rate trend and make recommendations;
- Jordan emphasized that this study requires community involvement;
- It was agreed by the board to form a Suicide Fatality Review Board.

**Mental Health Services Fee Adjustment Evaluation:**

- In FY2022, the Board approved a fee increase for Mental Health services from \$70 to \$80 per visit. Having a concern for a possible impact to clientele seeking services, the Board asked that in 2023, Brock provide the Board with an update on the impact of this fee adjustment;
- Brock reported that mental health clients rose from 210 in FY2021 to 294 in FY2022;
- This rise in clients occurred even with a rate increase. Brock reported that raising the rate to \$80 in FY2022 has not negatively impacted clientele numbers. He added that this rate is still lower than what other mental health providers in the area are charging for their services.

**Defining the Role of the Board of Health in Strategic Planning:**

- It was agreed that oftentimes, board members are asked to assess proposals and vote on subject matter that they are only minimally familiar with.

- One proposal was to have a service area lead report on their initiatives and their programs as a standing Board agenda item;
- Another proposal was to form a Strategic Planning sub-committee comprised of at least 2 board members and also include selected BRHD staff, to participate in strategic planning and to make recommendations to the Board.
  - This sub-committee would function similar to the Audit Committee;
  - David, Randy and Kevin volunteered to be on the Strategic Planning sub-committee. Dr. Vernon would take David's spot on the Audit sub-committee;
  - This committee's first meeting is planned for July 18, 2023 from 1:00-5:00 held at the Logan Bailey Building. It will be a lunch meeting.

#### Health Officer Update:

- Board Governance Assessment Review:
  - The assessment draws upon observations accumulated over a period of time;
  - The majority of our board members are new (5 of the 9);
  - It was agreed to abandon for now, the pursuit of participating in a Board Governance Assessment. Sara added that the current assessment is undergoing a revision that will not be ready until next year.
  - A discussion then took place on how new Board members could be orientated:
    - Sara indicated that NALBOH is preparing a new Board orientation package. It will be ready by September 2024;
    - Invite one service area to take 15 minutes to provide an overview at each Board meeting. The overview would also include a list of what is needed from the Board;
    - Review programs and service numbers at Board meeting.
- Grievance Procedure Update:
  - See the BOH packet for detailed information - page 5;
  - Jordan and Sylvia met with the HR managers from Box Elder, Cache and Rich counties on May 8, 2023. They agreed to serve as the health department's grievance council.
  - Next Steps:
    - Update the personnel policy to reflect the change;
    - Prepare an agreement with the counties - interlocal agreement/memorandum of agreement;
    - Prepare bylaws to govern the actions of the committee;
    - Prepare a plan to provide the committee with legal counsel.
  - The products of the next steps will be developed for consideration by the Board at the August 9, 2023 meeting.
- 2023 NALBOH Annual Conference:
  - To be held July 31-August 2, 2023;
  - Board members who are interested may attend.
- Composting Toilet Request:
  - A resident of Providence, UT has requested the Health Officer (Jordan Mathis) to consider offering a variance to allow them to use a composting toilet on their property for the purpose of 'glamping.'

- Jordan will make a decision in the next five days.
- The resident may choose to further appeal if not satisfied with Jordan's decision. That appeal would be to the BRHD Board of Health.
- Jordan shared this information as a heads up to the Board in case it is appealed to them.
- Mass Vaccination Response Exercise:
  - To be conducted on October 4-5, 2023 at the Logan Bailey building, the Brigham City building and the Tremonton building, each day from 7:00am to 8:00pm;
  - The event is to exercise our capacity and to utilize new procedures and technology to improve our delivery of mass vaccination. All in preparation for the next time we vaccinate a large portion of the population;
  - The BRHD is encouraging employers to send their employees to increase participation;
  - Board members were asked to put this event on their calendar and to drop in to observe.

#### **Health Officer Leave Accrual Consideration:**

Jordan Mathis has worked in the Utah Public Health System for 16 years, but only two years at the BRHD. Currently, his annual leave accrual and sick leave accrual rates are based upon his time at BRHD, not recognizing the other years served in the Public Health System. See the Board packet for this meeting for further detail.

Is the Board willing to grant an individual exemption to department policies 5.2.1 and 5.3.1 to allow Jordan to accrue annual and sick leave more commensurate to the actual years served?

The Board is Jordan's 'manager' and can make decisions like this specifically for Jordan. But should this same consideration be extended to other employees who have joined the BRHD from other health department entities in the State of Utah?

It was proposed that the BRHD would update policy to specifically define who would qualify to include service years prior to BRHD in their annual leave and sick accruals. It was also proposed that policy include a retroactive consideration.

A motion was presented to authorize the BRHD to move forward in defining policy for review and approval at the August Board meeting:

- 1st - Sara Sinclair
- 2nd - Bill Cox
- The motion was unanimously approved by the Board.

#### **Next Board of Health Meeting**

The next Board of Health meeting will be held on August 9, 2023 in Garden City, Rich County.

#### **Meeting Adjourned**

#### **Closed Session Opened**