



SOUTHEAST UTAH HEALTH DEPARTMENT (SEUHD)

BOARD OF HEALTH MEETING

November 28, 2023 - 5:00 p.m.

460 E Main, Green River, UT

PRESENT

CARBON COUNTY *In-person* - Debbie Peet

EMERY COUNTY *In-person* - Kathi Kearney, *Virtual*- Commissioner Jordan Leonard, Kelli Wilson

GRAND COUNTY *Virtual* - Rhiana Medina, Vice-Chair, *In-person* - Breann Davis

EXCUSED Zak Konakis, Chair, Commissioner Mary McGann, Commissioner Larry Jensen

ADMINISTRATION Bradon Bradford, Delia Coss, Tracy Randall, Sara Braby, Orion Rogers, Brandon Pierce, Brittney Garff

I. **Call Meeting to Order** – Meeting was called to order at 5:05 p.m. by Debbie Peet, alternate Chair.

II. **Public Comment** – Debbie asked if there were any public comments. Hearing none, public comment was closed.

III. **Minutes for September 26, 2023 – Review and possible approval** – Debbie asked if there were any comments or corrections that needed to be made regarding the minutes. There were none.

Motion - (Commissioner Jordan Leonard/Kathi Kearney) Move to accept and approve the September 26, 2023 meeting minutes. Unanimous

IV. Budget

A. **Check Register and Disbursement Listing** – Brady indicated that there were no questions or concerns received regarding the check register and disbursement listing.

Motion - (Breann Davis/Kathi Kearney) Move to approve and accept the Check Register and Disbursement Listing as presented. Unanimous.

- B. **Budget Changes - Contract Status Update - New Contracts** - Tracy stated that there are two new state contracts. The PHHS Block Grant and the SDOH Accelerator (Social Determinants of Health) in the amount of \$40k to assist in prioritizing public health needs at community levels that have an impact on social determinants of health. The funding will help in expanding the program into Emery County. The other contract is for \$23,100 from the Opioid Settlement Funds given to Emery County. The funds will be used for the expansion of all of the opioid related programs.

Motion – (Kathi Kearney/Commissioner Jordan Leonard) Move to accept the Budget Changes as presented. Unanimous.

Expenditures - Recruitment/Retention Incentive - Tracy stated that the SEUHD had received an additional \$180k from the Crisis Response Grant for recruitment and retention of staff. The grant has a current balance of \$213,974. The SEUHD has received an additional \$144,557 to be used as a recruitment/retention incentive for Covid-19 response needs and for hiring personnel to build capacity. The incentive request is part of the amended budget and is to end on June 30, 2024.

- C. **2023 Amended Budget** - Tracy reviewed the budget and stated that there were changes throughout the year. The amended budget was done to include what was anticipated to be spent and was spent, the Settlement funds for the MRC contract, the PHHS AND SDOH grant, the Crisis Response Grant, and the nurse contract. The expenditure anticipated to be spent for consultants did not happen so that expenditure was reduced. The funding from DEQ was transferred to Grand County for the Human Waste Initiative and they hired their own staff for the project. Funding for Pharmacy for vaccines is high due to the fact that the SEUHD has not been able to order the Covid-19 vaccine. Debbie asked if the inability to order the vaccine was unique to Utah or the local area. Brady stated that it has been an issue particularly with the smaller health departments and that the Salt Lake Health Department has also had issues in obtaining the vaccine but has been able to order the vaccine. Some of the bigger pharmacies are being prioritized. The pharmaceutical companies are producing the vaccine in quantities that smaller health departments would not be able to use which would cause waste because there isn't a demand. The SEUHD has a community responsibility, if possible, to provide the vaccines, but at this time pharmacies and doctors are able to provide the vaccines. Part of the reason the vaccine isn't accessible is the fact that the State of Utah did not apply for the Bridge Access Program which is a federal program that ensures that marginally or uninsured individuals could receive low to no cost vaccine and would have allowed the use of Covid-19 funds to be used at a local level to supplement those individuals. Clinical Services has tried to order the vaccine through two different vendors. The first time the order was placed the vendor indicated that they could not fill the order, the second time, the order was disqualified because the order was not large enough. At this time, clients are being referred to other sources in the community.

Kathi asked why there was a Revenues/Collections category and what it was for. Tracy indicated that Targeted Case Management is a Clinical Services Program and is first charged to the program then reimbursed by Medicaid revenues. The Environmental Health program collects permitting and inspection fees, which have increased. There are also administration fees for other SEUHD services. Brady stated that funding paid to Qualtrix for the data processing program will be paid back to the SEUHD due to the fact that they cannot create the software that the SEUHD needs. There are other opportunities to achieve the same results through different avenues. Debbie asked if the \$197k in other supplies was for covering expenses of paying the building back. Tracy stated that that is mainly supplies and that that expense is under the category Other. Brady thanked Tracy for her work on the budgets.

Motion - (Breann Davis/Commissioner Jordan Leonard) Move to approve the 2023 Amended Budget and expenditures as presented. Unanimous.

- D. **2024 Proposed Budget.** Tracy reviewed the budget which included the actual budgets for 2021, 2022, 2023 amended budget and the proposed budget for 2024 which includes a 3.4% COLA in salaries. Brady stated that over the last 11 years and based on what the board has approved, the SEUHD is 6% points behind. The COLA for 2024 will help the SEUHD to stay competitive with the market. There are has been staff that have retired but have not been replaced which will help to compensate for some of the cost. Tracy reviewed page two Contracts/Collections. Page three - The funding formula for 2024 for the counties which is based on services provided and assessed valuation. Brady stated that for the county funding request, the formula was agreed upon in the Interlocal Agreement signed by each county six years ago. The requested amount has changed every year but not by more than \$2000. Grand counties' rate was a little higher due to their growth. If there are any concerns, they can be addressed mid year. The formula is assessed based on population. Commissioner Leonard stated that he had no concerns and Emery County appreciates the services that the SEUHD provides. Brady stated that the counties get good value for services received.

Tracy stated that page four is the breakdown of fringe benefits. Capital items of \$80k is for the Emery and Grand building. The PH Infrastructure funding will be used until the funding ends. Page six- Utah State Retirement Systems, the rates will decrease in July. There will be more information in May for the board meeting. Debbie asked if the information on page six is governed by the State. Tracy stated, yes. Page seven- Full Time Equivalents. There were staff additions in the PAT and tobacco programs which increased the number of staff. Page eight - Fee Schedule is based on what it costs to administer the vaccines plus the 10% previously approved by the board.

Page nine - Environmental Health Fee Schedule - Orion stated that there were a few changes made to the schedule and reviewed the changes and increases. The category for Man Camp has been changed to Temporary Labor Community which will include a food permit. There is an increase for food services permits.

The workload for approving and food inspections has increased. The Temporary Food Service has also increased and is taking 40% of Marie's time. Debbie asked if the annual permit was for certain events that happen throughout the year. Orion stated, no. It is for individual businesses that do more than one event throughout the year. The Food Truck fee is set at the Statewide rate. In 2025, that rate will increase to \$500 which will be the Statewide rate as well. Pools had a small increase for an additional pool or spa by \$7.00. Orion reviewed the mass gathering guidelines. Discussion followed. Most of the staff time goes into the review of plans to ensure that everything is in compliance. Breann asked if the site and soil evaluation was no longer required. Orion stated that they are but that other individuals that are certified are doing them and the SEUHD just reviews/verifies them.

Page 11 - Wage Schedule indicates monthly rates.

Motion - (Kathi Kearney/Breann Davis) Move to accept the 2024 Proposed Budget as presented. Unanimous

V. Policies

- A **Employee Health Policy/Employee Immunization Program** - Brady stated that Sara modernized the policy. The policy will allow for a SEUHD nurse to perform a physical history form and also perform TB tests for staff regularly. The SEUHD will cover the cost of any needed immunizations. If certain conditions are required for a job, additional examinations and/or shots might be required. A significant number of definitions of vaccines were deleted and verbiage was added to indicate that if an employee declined a vaccine, they would be required to wear certain PPE. The other addition was that TB testing would be done more regularly. Debbie asked regarding item 1.B. which indicates that "present a recent physical examination," what is considered recent? Brady stated that it would be one year but that can be discussed further. Brady asked the board for a suggestion of a time frame for physical examinations to be provided. Debbie suggested three-six months. Debbie asked if the TB tests would be required yearly. Brady stated, no. They will be required every other year or if staff is involved in a situation that warrants a test. Debbie asked what happens if someone tests positive for TB. Tracy stated that medication is advised and prescribed by a physician.

Motion - (Debbie Peet/Breann Davis) Move to approve the Employee Health Policy/Employee Immunization Program as presented with the addition that physical exams be submitted to the SEUHD within three months of hire. Unanimous

- VI. **Sexual Health Website** - Brady stated that this page does not exist at this time. Hannah, Brittney and Sara have been working on the site and it is a proposal. This type of site is found on other State's websites but not in Utah. This is an effort to explore how the board would feel about adding the web page to the SEUHD website. Brady reviewed the different links and categories within the webpage and asked if there were certain things the board had concerns with. Breann stated that she had a concern regarding the verbiage under the teen section. It could be more positive. Debbie stated that all of the categories needed to be presented positively with the indication that

there are resources available. Debbie asked if there was anything regarding confidentiality and if not that it be added. Kathi asked if any of the information was from the CDC. Brady stated that it was obtained from other out of State health department sites. Rhiana asked if there was a link for sexual health data for the district. Brady stated, yes. Rhianna also asked that Inclusivity be included for the LGBTQ as well. Debbie asked if the information was going to be in Spanish as well.

Brittney indicated that the new website will have a dropdown that will allow for most if not all content to be translated to several other languages and the website will be available within the next ten weeks.

VII. Public Health Report

A. Clinical and Family Services

- Brady stated that flu clinics have been done in all three counties.
- A part time position has been added to the PAT program to work with Carbon and Emery families.
- DHHS congratulated and recognized employee Donald Cotton from the Moab office in their newsletter for the great job he does in connecting with clients.
- The contract with Carbon School District has been reworded to include a list of expectations from the SEUHD and what resources will be provided.
- Kathi asked if the RVS was available yet. Brady stated that it is not fully approved and it is not a vaccine. If a high risk newborn needs the RSV, they need to be under the care of a physician. The SEUHD will eventually get the RSV when available.

B. Community Health (Promotion and Education)

- The Opioid program hired a new part time employee Kendra Pate and will be presenting in January.
- Amanda McIntosh was interviewed on Good Day Utah.
- Kathrine Miller has obtained a contract for three additional counties to be added to her Asthma program..

C. Environmental Health

- Orion stated that a substantial amount of tanks were collected for human waste.
- Brandon Pierce passed the national exam for licensure. All employees are now licensed.
- The Division of Environmental Quality has made some changes for the State and Jonathan will be working on those for the next fiscal year.
- Orion was elected to be the chair for the Environmental Health Science board.

D. Emergency Preparedness

- Active in exercises in the communities and preparing the after action reports.
- Eric has been working for four months full time as Human Resource Officer and is now transition into 20 hours each for Preparedness and Human Resources Officer.

VIII. Ad Hoc Committee - Health Officer Annual Review

Brady stated that Zak had sent out a letter regarding the review. Brady will forward the letters to other board members.

Debbie asked that the review be postponed until the January board meeting. Brady stated that the letters needed to be read in closed session.

- IX. Closed Session - if necessary** - Breann asked for a close session of the board to discuss SEUHD updates.

Motion - (Kathi Kearney/Debbie Peet) Move to move the meeting into closed session. Unanimous

- X. Proposed 2024 Board Meeting Dates** - Brady reviewed the schedule of the meetings. Debbie stated that it will be discussed with the board chair and board members can voice their concerns. Coordination will also be made with the Four Corners meeting schedule.

XI. Board Comments

There being no further discussion, the meeting was adjourned. **The meeting adjourned at 6:30 p.m.**

Zak Konakis, Board Chair

Bradon Bradford, Health Officer