



MINUTES

November 17, 2025

Members Present:			
Carl Hanson, Chair	X	Sonia Pineda	Electronic
Jeffrey Ogden, Vice-chair	X	Ryan Schooley	X
Christopher Gordon	X	Julie Fullmer	Excused
Amelia Powers Gardner	X	Francine Jensen	Electronic
Jordan Singleton	X	Wendy Dau	Excused
Scott Smith	X		

Others present:

Eric Edwards, MPA, MCHES	UCHD Executive Director
Tyler Plewe	UCHD Deputy Director
Heather Murrish	UCHD Secretary
Zachary Zundel	Deputy County Attorney

Number of people in attendance: 6

1. Welcome by Commissioner Amelia Powers Gardner

Carl Hanson and Dr. Jeffrey Ogden were both running late so Commissioner Amelia Powers Gardner opened the meeting

2. Nominate members to the Board of Health

Motion: Dr. Jordan Singleton tabled a motion for the end of the meeting, seconded by Ryan Schooley. No discussion. Motion carries and approved unanimously.

3. Approval of minutes from July 28, 2025 and September 22, 2025

Motion: Dr Scott Smith motioned to approve the minutes from July 28, 2025, and September 22, 2025, Board of Health meeting, seconded by Dr. Christopher Gordon. No Discussion. Motion carries and approved unanimously.

4. Approval 2025 Board of Health Schedule

Eric let the board know that typically the Board of Health meetings are held on

the 4th Monday of every other month. Due to some holidays those dates were rearranged like January 26th, March 23rd, May 18th, July 27th, September 28th and November 16th.

Motion: Dr. Gordon motioned to approve the 2026 Board of Health Schedule, seconded by Ryan Schooley. No discussion. Motion carries and approved unanimously.

5. *UCHD Finance Update*

Eric introduced Brian Wickle from the Auditor's Office, who now meets weekly with Jackie to provide guidance on budgetary needs and address any questions. Currently, with 12% of the fiscal year remaining, we have 46% of our budget left. While this figure will decrease as we close out the year, Eric noted that we have never been in such a strong financial position at this point in the year. He credited the division directors for their diligent efforts to remain within budget and minimize the impact on the county's general fund. Although some areas show deficits (indicated by red boxes), this is expected for departments like Mosquito Abatement, which spend the majority of their budget earlier in the year during the summer season.

Carl Hanson asked whether there would be a greater carryover into the new year. Eric confirmed that the goal is for any remaining funds to contribute to the surplus fund. With Brian's support, Jackie is closely monitoring the budget and providing division directors with realistic updates on their departmental status. Additionally, the county is implementing a new ERP system, expected to launch mid-year, with assistance from GFOA experts. This system will deliver more accurate and organized financial data, benefiting all departments by improving resource allocation and planning.

Prof. Hanson inquired whether the surplus had declined in recent years and if funds had been withdrawn during difficult times. Commissioner Amelia Powers Gardner acknowledged that in the past, the county had to draw significantly from the surplus, raising concerns about depletion. She emphasized that the current financial turnaround is the result of a multi-year, multifaceted effort, which included restructuring positions, reallocating resources, and adjusting fees where necessary. Eric expressed appreciation to the division directors and staff for their hard work, and Commissioner Powers Gardner remarked that this represents one of the healthiest financial positions and most impressive turnarounds she has seen in the county.

6. *Approve updates to UCHD Fees*

Eric discussed the recent review and adjustment of fees, noting that this process

had not been undertaken in over a decade for Environmental Health and Nursing. As a result, the previous increase was substantial. Moving forward, based on the Board of Health's recommendation, fees will now be reviewed annually to ensure they reflect the true cost of operating programs. This review will occur between summer and fall, with final adjustments presented at the November Board of Health meeting. Eric emphasized that smaller, incremental increases are preferable to large adjustments every 5–10 years.

Dr. Scott Smith asked whether the \$10 fee applied per copy or per service with Vital Records. Eric was unsure but confirmed with Jackie that they believe it is per copy. Deputy Registrar Supervisor Alisha Earl confirmed it's an additional \$10 for each copy after that initial certificate.

For Environmental Health, the department will implement a 3% increase across all permits this year (e.g., Microenterprise Home Kitchen [MEHKO] permits), rather than the 15–18% increase seen previously when fees had not been updated for a decade. This incremental approach will help cover operational costs.

Dr. Smith noted that some fees did not appear to reflect a 3% increase.

Commissioner Powers Gardner explained that not all fees are calculated as a straight percentage; some are structured as flat rates (e.g., \$280 for a season of school concessions rather than \$1.55 per transaction).

Dr. Singleton asked whether the Nursing Department contracts with an outside lab. Nursing Director Michael Lemen confirmed that they work with Quest Diagnostics and UPHL for certain tests. Family Health Nursing will also see a 3% fee increase. Eric clarified that these adjustments are not intended to generate profit but to offset inflationary costs.

Dr. Jeffrey Ogden inquired whether fees were set by Quest Labs or the Health Department and expressed concern about affordability for uninsured individuals. Michael explained that Quest's charges are passed through with an additional \$10 administrative fee. Items with blank fees on the schedule represent Quest charges, while listed prices reflect in-house services such as cholesterol, A1C, and urinalysis. Dr. Ogden requested greater transparency regarding which fees originate from Quest versus the Health Department and asked whether prices could be reduced to avoid burdening vulnerable populations. Michael noted that some tests are rarely requested and typically paid out-of-pocket.

Mr. Schooley asked which services generate the most volume for Nursing.

Michael responded that QuantiFERON-TB Gold tests for immigration, hepatitis screening, MMR, and HIV testing are common. Rapid HIV tests are provided free by the state, so no charge applies. He added that many clients participate in the BeWise program, meaning most do not pay cash.

Commissioner Powers Gardner emphasized that uninsured individuals should be

directed to free clinics for ongoing care. Michael reiterated that the Health Department's mission is public health, not operating as a private business. Commissioner Powers Gardner agreed, noting that while smaller communities rely heavily on health departments, in this area there are numerous private providers who can offer comprehensive follow-up care.

Motion: Commissioner Amelia Powers Gardner motioned to approve the updates to UCHD fee, seconded by Dr Scott Smith. No Discussion. Motion carries and approved unanimously.

7. *Amend the Utah County Health Department Fee Waiver Policy*

Zachary Zundel reminded the Board that the fee waiver policy approved last year outlines circumstances under which the department may refund fees. He noted that only a few minor revisions are needed.

The first revision pertains to immunization fees, which may now be waived if covered by a grant or contractual obligation—even if unrelated to immunizations. Additionally, the tuberculosis (TB) fee will be removed due to changes in departmental policy regarding TB management.

A new stipulation was added for fees collected in the field during temporary events, such as food or body art events, allowing fees to be accepted at the time of service. If an error occurs, the department will have the ability to issue a refund.

Zachary also highlighted a recent state policy change permitting tattoos at temporary events. However, these activities must still comply with the county's health and safety requirements, similar to those enforced for permanent parlors.

Motion: Commissioner Amelia Powers Gardner motioned to approve the amendment to the Utah County Health Department Fee Waiver Policy, seconded by Dr Scott Smith. No Discussion. Motion carries and approved unanimously.

8. *Amend the Utah County Tobacco, Electronic Cigarette, and Nicotine Product Retail Permit Regulation*

Linnea Fletcher provided an overview of a regulation originally passed in 2014, noting that updates are necessary due to changes in state and federal laws aimed at better protecting youth.

The first update involves revising the title of the regulation, followed by incorporating new state codes introduced through recent legislation. Significant changes include an updated definition of "embargo" and additional details clarifying what embagoing entails. Further clarification has also been added

regarding retail inspections.

Dr. Smith asked how often retail locations are inspected and whether they receive prior notice. Linnea explained that inspections occur at least once per year to ensure compliance with state codes. Compliance checks, which involve sending an underage youth into every retail establishment selling tobacco products, are conducted twice annually in partnership with law enforcement. These inspections are unannounced but always occur during normal business hours.

Linnea highlighted two major changes:

Products subject to embargo must now remain at the location until they can be properly disposed of.

The retail inspection policy has been clarified to help businesses understand the process and ensure transparency, minimizing surprises during inspections.

She emphasized that all updates align with current state and federal case law, including Fourth Amendment requirements.

Motion: Dr. Christopher Gordon motioned to approve the amendment to the Utah County Tabacco, Electronic Cigarette, and Nicotine Product Retail Permit Regulation, seconded by Dr. Jordan Singleton. No Discussion. Motion carries and approved unanimously.

9. Employee Changes

Eric provided an update on recent hires, noting that four of them are for the Covert Underage Buyer program.

Mr. Schooley asked how these underage buyers are recruited, referencing Linnea's earlier discussion. Eric explained that recruitment is primarily through word of mouth, and formal outreach is rarely necessary. These individuals work alongside law enforcement and a tobacco health educator to monitor and reduce youth access to tobacco products.

Eric highlighted the program's impact, noting that prior to its implementation, approximately 50% of underage youth attempting to purchase cigarettes were successful. Thanks to new laws and enforcement efforts, that rate has dropped significantly. He emphasized that reducing youth tobacco access is critical to preventing numerous chronic diseases in the future.

10. Other Items

The Board of Health is invited to visit the Health Department's Spanish Fork satellite offices, including Air Quality, Utah County Emergency Management and Mosquito Abatement. This visit will provide an opportunity to engage with staff members who serve the public and to tour the facilities. These offices play a vital

role in supporting both the department and the community, and the visit will showcase their significant impact.

11. Public Comment

No public comments.

MOTION: Commissioner Powers Gardner motioned to hold a closed session on November 17th, 2025 at 4:54pm in Room 2500 of the Health and Justice Building, seconded by Dr. Jordan Singleton. No discussion. Motion carries and approved unanimously.

CLOSED SESSION

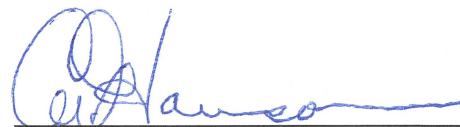
MOTION: Dr. Christopher Gordon motioned to untable item six, seconded by Dr. Jeffery Odgen. No discussion. Motion carries and approved unanimously.

MOTION: Dr. Jordan Singleton motioned to approve item six by nominating Commissioner Amelia Powers Garner for another term, Sonia Pineda and Francine Jensen for a second term and by nominating Superintendent Rick Nielsen to fill the rotating school supervisor seat, seconded by Ryan Schooley. No Discussion. Motion carries and approved unanimously.

MOTION: Commissioner Amelia Powers Gardner motioned to adjourn the meeting, seconded by Dr. Jeffrey Odgen. No Discussion. Motion carries and approved unanimously.



Eric Edwards, MPA, MCCHES
Executive Director / Local Health Officer
Utah County Health Department



Carl Hanson
Chair
Utah County Board of Health