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## **MINUTES**

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### **SUMMIT COUNTY**

Board of Health

QUINN'S BUILDING

650 ROUND VALLEY DRIVE, PARK CITY, UTAH, 84060

MONDAY, DECEMBER 15, 2025

Meeting also conducted via Zoom.

NOTICE is hereby given that the Summit County Board of Health will hold their monthly

meeting on the above date. The meeting will be held both in person and electronically, via

Zoom. The physical location for this meeting is the Summit County Health Department, Quinn's Building 650 Round Valley Drive, Park City, Utah  
(All times listed below are general in nature, and are subject to change by the Board Chair)

To participate and view the Board meeting live, join Zoom Webinar: 934 1635 7784

<https://summitcountyut.zoom.us/j/93416357784>

To listen by phone only dial: 1 (253) 205 0468

Board Chair Michelle Downard officially started the meeting at 4:00 PM

Michelle Downard  
Ilyssa Golding  
Alissa Van Wie  
Megan Holbrook  
Megan McKenna  
Deepani Jinadasa  
Andy Hecht

Phil Bondurant  
Kendra Babitz  
Nancy Porter  
Jennifer Morrill  
Derek Moss  
Kelsey Fillmore  
Briana Jones

Work Session

## New Staff and Board Member Introductions – Dr. Phil Bondurant

### Attachment: Cover Page

Dr. Bondurant introduced Kelsey Fillmore as the newest public health nurse at the Park City office. She comes highly recommended by community members from the North Summit area and brings strong local connections. Kelsey Fillmore will be involved in various programs and will share more about her work as the organization updates its programming and approaches.

Kelsey Fillmore shared that she will oversee three key programs: the Targeted Case Management Program, which supports Medicaid-enrolled children ages 0–8 with complex needs by conducting home assessments and connecting families to resources; the EPSDT Program (Early and Periodic Screening, Diagnostic, and Treatment), which ensures Medicaid recipients ages 0–20 receive preventive care such as dental and medical visits, while assisting with scheduling, transportation, and follow-ups; and the Homebound Program, which provides in-home services for elderly individuals unable to leave their homes, including administering vaccines and linking them to community resources. She expressed excitement about learning more and engaging with these programs.

The Board of Health members introduced themselves and extended a warm welcome to Kelsey Fillmore. Dr. Bondurant introduced Andy Hecht as the newest Board of Health member, filling the seat vacated by Chris Cherniak. Andy Hecht shared his background in education and sustainability, including experience with school district programs in the Pacific Northwest, work at Sundance since 2005, and involvement with the Park City Community Foundation. He is now the Executive Director of Recycle Utah and is excited about a new facility opening soon. Board member Andy Hecht expressed his interest in strengthening community through sustainability and recycling initiatives. The board welcomed him.

## Public Health Accreditation Board (PHAB) Quality Improvement Council Update

### Attachment: Cover Page

Kendra Babitz, Deputy Director, explained that following the readiness assessment from the Public Health Accreditation Board, the health department needs a more formalized and documented process for quality improvement (QI). To address this, the health department is creating a QI Council that will include leadership and three non-management staff members to help identify areas for improvement. Jennifer Morrill, Business Manager, will assist in establishing the council's structure, bylaws, and meeting cadence. Recruitment for council members is underway, with applications distributed at the recent holiday party and via email. Initially, the group will meet twice a month to set up processes, then transition to quarterly meetings. Members will serve staggered two-year terms. Jennifer Morrill emphasized that the effort aligns with PHAB requirements and aims to foster a culture of

continuous improvement, noting that the goal is to always seek ways to make things better.

Board chair Michelle Downard asked if there were any initial projects planned for the new Quality Improvement Council. Jennifer Morrill responded that while a few ideas have been discussed, nothing has been finalized. She emphasized that project selection will depend on input from field-level staff to ensure priorities reflect on-the-ground needs rather than only management perspectives.

#### Measles Update – Nancy Porter

Attachment: Cover Page

Nancy Porter, Epidemiologist, provided an update on the respiratory disease dashboard. Current flu and RSV activity remains low, with a slower start to the season compared to previous years, though trends suggest a return to normal seasonality. COVID case reporting is low, partly due to reduced testing, but wastewater data shows slight increases in some areas, consistent with national trends. Utah has reported 115 measles cases in 2025, with nearly 2,000 cases nationwide; Summit County has no confirmed cases, but recent wastewater samples detected measles in Colville and Centerville, likely linked to holiday travel. Wasatch County recently had nine confirmed cases, mostly among students, but spread appears to have slowed. Higher local MMR vaccination rates may help prevent similar outbreaks.

No follow-up questions were raised by board members.

#### Health Officer Review Process – Michelle Downard, Board Chair

Attachment: Cover Page

Board chair Michelle Downard reviewed the Board of Health's role in providing feedback on the health officer's performance per Title 26A. She explained that the evaluation template, updated last year, is intentionally broad and high-level, focusing on initiatives and goals rather than specific strategic objectives due to factors outside the department's control. The process includes narrative feedback and ratings of "meeting" or "not meeting expectations." Michelle plans to share the template after the meeting and consolidate board members' evaluations into one document for the health officer to review before the next meeting. She noted the short timeline, with the next meeting scheduled for January 5, and asked members to consider whether that date works given the holidays.

Dr. Bondurant explained that in January there will be a closed session personnel meeting involving the Board of Health, himself, and Shane Scott, County Manager. The purpose is to review feedback from evaluations and allow for discussion and clarification, addressing concerns from last year about lack of engagement. Traditionally, this meeting occurs during the first hour of the January meeting (3–4 PM), but this time it must happen in January to ensure the board's input is

included before Shane Scott, County Manager, completes his evaluation in February.

Board members and Dr. Bondurant had further discussion on the date and time for the closed session personnel meeting.

### Seasonal Vaccine Update – Derek Moss

Attachment: Cover Page

Attachment: 12.2025 BOH Seasonal Vacc Presentation.pdf

Derek Moss, Nursing Director, provided an update on seasonal vaccinations and measles activity. The health department has administered over 1,500 flu vaccines this season, including doses through the Vaccines for Children (VFC) and Vaccines for Adults (VFA) programs, which support uninsured and underinsured individuals. However, vaccination rates for both children and adults in Summit County have declined compared to previous years. COVID vaccinations total just over 1,000 doses so far, down from prior seasons, and 174 MMR doses have been administered as of early December, slightly higher than last year, with a small spike following measles cases in nearby counties. Overall, trends show decreasing flu and COVID vaccination uptake, while MMR doses have seen modest growth.

Board member Deepani Jinadasa asked whether the decline in flu vaccination rates is considered a new normal or a temporary dip. Derek Moss responded that it's hard to predict but emphasized the department's commitment to making vaccines accessible wherever possible, including workplaces, schools, and community locations. He noted strong participation in "Vax and Go" clinics and ongoing efforts to strategize for next flu season, with plans to expand outreach and partnerships to increase vaccination opportunities. Board member

Deepani asked if declining flu vaccination rates are leading to more severe outcomes, such as pneumonia or flu-related deaths. Nancy Porter, Epidemiologist, explained that one key indicator is hospital and emergency department visits for influenza-like illness, which have increased nationally. She noted that Summit County typically lags behind the eastern U.S. and that confirmed case data often reflects more severe illness since those individuals sought testing. While it's still early locally, rising case counts and ED visits would signal more severe disease.

Briana Jones, Public Health Nurse, emphasized the need for continued public education about flu vaccines, noting misconceptions such as the belief that the shot causes illness. She shared that most people she contacted during last year's flu season had not been vaccinated, and some expressed regret and intent to get vaccinated in the future. Despite this, current flu vaccination numbers are lower than expected, though there is often an increase after the holidays. Briana Jones reminded the group that there are still several months left in the vaccination season.

Board members asked follow-up questions to which Derek Moss answered.

## Consideration of Approval by the Board

**Presentation and Possible Approval of the Summit County Health Department 2026 Final Budget – Dr. Phil Bondurant & Jennifer Morrill**

Attachment: Cover Page

Attachment: 2026 Budget Handout for BOH Mtg 12.15.25.pdf

**Alissa Van Wie made a motion to approve the Summit County Health Department 2026 Final Budget. Megan Holbrook seconded, and all voted in favor, (7-0).**

Dr. Bondurant reported that the Board previously authorized him to manage and advocate for the health department's budget, and the proposed \$10.5 million budget was approved with only a small reduction in travel and training. Funding for sustainability was restored after an appeal to the county manager. He noted that the Board's role includes formally approving the budget so bills can be paid starting January 1 and year-end books can be closed. Overall, the 2026 budget reflects a 3.15% decrease from 2025 but supports expanded public health services and initiatives addressing health inequities. Jennifer Morrill, Business Manager, added that program directors worked within property tax limits and anticipated grant funding to prioritize community needs, cut less effective programs, and introduce new initiatives, resulting in a balanced and thoughtful budget.

Board chair Michelle asked if the approved budget would maintain current service levels or require adjustments. Jennifer Morrill explained that a reduction in preparedness funding was due to the expiration of a one-time grant, but core grants remain, so minimal impact is expected. Dr. Bondurant noted strategic changes in the Women's Health Program, shifting resources from higher-cost services to cancer screenings and partnerships with People's Health Clinic. These adjustments are based on community needs and data, not budget constraints, aiming to provide more impactful services such as affordable and accessible cancer screenings.

Board members asked follow-up questions about the budget, which Jennifer Morrill and Dr. Bondurant addressed.

**Presentation and Possible Adoption of the Summit County Health Department Community Health Improvement Plan (CHIP) – Kendra Babitz, Deputy Director & Nancy Porter**

Attachment: Cover Page

**Alissa Van Wie made a motion to  
Adopt the Summit County Health Department Community Health  
Improvement Plan (CHIP) and Business Plan. Ilyssa Golding  
seconded, and all voted in favor, (7-0).**

Nancy Porter, Epidemiologist, presented an overview of the Summit County Community Health Improvement Plan (CHIP), developed over the past year to guide public health efforts through 2030. The CHIP, created collaboratively with community partners, identifies three priority areas:

- 1. Strengthen partnerships to address social drivers of health** by improving coordination, communication, and resource accessibility.
- 2. Improve food and nutrition access** through infrastructure expansion, reducing stigma around assistance programs, and promoting inclusive approaches.
- 3. Increase immunization coverage** by building vaccine confidence and expanding access through schools, employers, and community partnerships.

Nancy Porter emphasized that the CHIP is a strategic roadmap focused on equity, collaboration, and actionable goals, ensuring resources and efforts align with community needs. She shared near-final printed copies of the Community Health Improvement Plan (CHIP) with board members, noting that only minor edits remain. She reminded the group that the plan reflects input from previous workgroup sessions and the two-day retreat, with priorities and goals unchanged. The document now includes a clear layout of objectives, action steps, and a timeline showing phased implementation over the next five years, subject to funding and adjustments. Nancy Porter invited questions or edits from the board.

Board member Megan Mckenna praised the CHIP and asked about plans for stakeholder communication. Nancy Porter explained that the health department will share the Community Health Assessment (CHA) and CHIP together after budget season, starting with presentations to councils in early 2026. Plans include a “press tour,” creating web pages for public access to CHA findings and CHIP priorities, and adding accountability measures to track progress. The CHIP will also be available on the department’s website once finalized.

Dr. Bondurant commended Nancy Porter and Kendra Babitz, Deputy Director, for leading the development of the CHIP, noting its clarity and accessibility. He shared that in 2026 the department will create a strategic plan aligned with CHIP implementation and partner with BYU to develop a public-facing evaluation dashboard using a public health framework. He expressed excitement about 2026 as a pivotal year for the department, with plans to innovate and strengthen its impact over the next five years, supported by a strong team.

Approval of November 3, 2025, Board of Health Meeting Minutes – Board of Health

Attachment: Cover Page

Attachment: BOH 11-03-25 MM Draft.pdf

**Ilyssa Golding made a motion to approve**

**Approval of November 3, 2025, Board of Health Meeting Minutes – Board of Health. Andy Hecht seconded, and all voted in favor, (7-0).**

\*The meeting minutes were re-approved at 5:37 PM.

Public Comment on non-Agenda Items

Board chair opened public comment at 5:32 PM.

No public comment was offered.

Board chair closed public comment at 5:32 PM.

Director and Board Final Comments

Health Department Director's Comments

Attachment: Cover Page

Dr. Bondurant shared several updates: recent wastewater results showed no positive samples for measles in Summit County, which is good news. Audit results are delayed but expected in February; findings are minimal and may only require informal recommendations. He praised Jennifer Morrill, Business Manager, and Kendra Babitz, Deputy Director for managing the audit process effectively. Dr. Bondurant also highlighted the success of the recent holiday staff party and announced an upcoming presentation to the Park City School District to celebrate strengthened partnerships around public health and vaccinations. He concluded by thanking board members for their volunteer service, presenting end-of-year appreciation gifts, and wishing everyone happy holidays.

Board Member Comments

Board chair Michelle Downard expressed gratitude for the past year, acknowledging both challenges and successes. She praised the resilience of the health department, the board, and the community, and shared her appreciation for being part of the team.

Council member Megan Mckenna expressed gratitude to the board for making her first year as a new council member easier despite a steep learning curve. She acknowledged that she still has more to learn but feels much more confident than when she started in January. She appreciated the helpful communication and support, noting that other boards she serves on are not as effective in onboarding. Megan hopes next year will bring fewer challenges and thanked everyone again for their efforts.

Approval of November 3, 2025, Board of Health Meeting Minutes – Board of Health

**Ilyssa Golding made a motion to approve Approval of November 3, 2025, Board of Health Meeting Minutes – Board of Health. Megan Holbrook seconded, and all voted in favor, (6-0). Abstain: Andy Hecht.**

Meeting Adjournment

**Alissa Van Wie made a motion to approve Meeting Adjournment. Andy Hecht seconded, and all voted in favor, (7-0).**

Meeting minutes and recordings appear at [summitcountyutah.gov/meetings](http://summitcountyutah.gov/meetings). When in the electronic version of the minutes, clicking on the hyperlinked times takes you to that spot in the meeting recording.