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**MINUTES**

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**SUMMIT COUNTY**

Board of Health

QUINN'S BUILDING

650 ROUND VALLEY DRIVE, PARK CITY, UT, 84060

MONDAY, FEBRUARY 2, 2026

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

3:00 - 4:00 PM Closed Session (Personnel)

No minutes were taken.

Board chair Michelle Downard started the meeting at 4:08 PM.

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

Phil Bondurant  
Kendra Babitz  
Jennifer Morrill  
Nathan Brooks  
Derek Moss  
Jennifer Bateman  
Nancy Porter  
Chantal Guadarrama

## Work Session

### Legislative Update – Dr. Phil Bondurant

#### Attachment: Cover Page

Dr. Bondurant updated the Board on the ongoing legislative session and its impact on local public health. He explained that the Association of Local Health Officers and their lobbyists are actively tracking and advocating on several bills, especially efforts to restore recently proposed state budget cuts including minimum performance standards funding, which was successfully protected in appropriations. He highlighted key bills being monitored, including House Bill 88, which would require citizenship verification before receiving government services. Dr. Bondurant and Megan Mckenna, Council member, described broad statewide concerns about the bill, its potential burden on public facing staff, and ongoing efforts within Utah Association of Counties (UAC) to formally oppose it. Dr. Bondurant also shared positive news on House Bill 152, which would have removed education requirements for vaccine exemptions; it failed in committee and appears unlikely to move forward this year. Additional environmental health and nicotine related bills are being monitored but are less impactful. Board member Deepani Jinadasa asked about House Bill 36 (Gold Medal Schools Program), and Dr. Bondurant explained that Summit County would be eligible since it is considered a rural health department. The program's future participation will depend on final implementation details and internal discussions with staff. Overall, Dr. Bondurant emphasized that the legislative session is extremely active, with many bills under review, and the department continues close coordination with Utah Association of Counties (UAC) and internal program directors.

### 2025 Annual Report – Kendra Babitz & Kainoa Hartrum

#### Attachment: Cover Page

#### Attachment: 2025 Annual Health Report Final.pdf

Kendra Babitz, Deputy Director, introduced Kainoa Hartrum, the newest member of the Communications and Public Engagement team, who helped assemble the 2025 annual report. She explained that the report follows last year's one page, front and back format but now includes more meaningful data points, visual clarity, and hyperlinks for easier online access. Kendra Babitz highlighted key accomplishments across divisions, including completion of the Community Health Improvement Plan (CHIP), updated revenue distribution, strong epidemiology work during the measles response, expanded Narcan and safety equipment distribution, and continued high activity in environmental health inspections.

Additional highlights include behavioral health successes, increased vaccine administration through Vax and Go clinics, sustainability achievements such as Green Business certification of the health department building, WIC program innovations and contingency planning, and Early Intervention staff presenting at a national conference. The Public Health Emergency Preparedness team also completed requirements for Project Public Health Ready, an important accreditation milestone. Board members complimented the clarity and visual quality of the report and welcomed Kainoa Hartrum. They also discussed sharing the report with the County Council.

#### UALBOH Symposium Update – Phil Bondurant

Attachment: Cover Page

Dr. Bondurant announced the upcoming Utah Association of Local Boards of Health two day symposium on April 28–29 at the Davis Conference Center. He encouraged Summit County Board of Health members to attend, noting that since there is no May meeting, this could be a good substitute. All costs lodging, mileage, and meals will be covered. The symposium theme is *“Voices for Health: Transforming Health Through Communication.”* Dr. Bondurant highlighted that it’s a valuable opportunity for networking with other boards, learning about statewide public health initiatives, and participating in activities. Registration closes March 27, 2026. Board members had no follow-up questions.

#### Consideration of Approval by the Board

Presentation and Possible Action to Sign the Summit County Health Department 2026 Attestation Form – Phil Bondurant

Attachment: Cover Page

Attachment: Attestation Checklist 2026.pdf

**Andy Hecht made a motion to approve the 2026 Attestation and Michelle Downard, board chair to sign the Summit County Health Department 2026 Attestation Form. Ilyssa Golding seconded, and all voted in favor, (7-0).**

Dr. Bondurant provided an overview of the annual attestation process to the Board of Health, which is required to annually attest that it meets the state’s minimum performance standards established in R380?40 and 26A. The Board reviewed roughly ten items related to duties such as ensuring qualified leadership, approving policies, adopting the budget, overseeing compliance with state rules, participating in planning efforts, completing the health officer’s evaluation, and reviewing the annual health status report. Dr. Bondurant noted that the Health Department consistently meets these standards and recently had a positive state audit with no significant findings. After reviewing each requirement, he

asked the Board to take formal action authorizing the Board Chair to sign the attestation, which he and Penci Carreno, Health Administrative Coordinator then finalized and notarized the attestation form.

Board of health members had no follow-up questions.

Presentation of and Possible Action to Initiate 30–Day Comment Period for Revisions to the Summit County Code of Health, Chapter 15: Body Art & Permanent Makeup Establishments – Kendra Babitz & Nathan Brooks

Attachment: Cover Page

Attachment: Body Art Edits Ch. 15 1.30.26.pdf

**Megan McKenna made a motion to approve action to Initiate 30–Day Comment Period for Revisions to the Summit County Code of Health, Chapter 15: Body Art & Permanent Makeup Establishments. Andy Hecht seconded, and all voted in favor, (7-0).**

Nathan Brooks, Environmental Health Director, presented proposed updates to Chapter 15 of the Summit County Code of Health, which governs body art facilities. The purpose of the revisions is to align the county code with recent changes to the state code (R392701), updated in mid 2025. Although inspections have already been conducted according to the new state standards, the county code needs to be updated formally to avoid conflicts or inconsistencies. Most of the changes simply remove redundant county language now fully covered by state regulations such as recordkeeping, sterilization procedures, body piercings, and technician/apprentice requirements. The update also includes refinements to sections like body branding to reflect current industry practices. Nathan Brooks noted that additional updates to other environmental health chapters will come later.

Board members asked clarifying questions about formatting and whether certain requirements still apply; Nathan Brooks confirmed that removed sections are already covered in state code. He requested that the Board of Health advance the proposal to 30-day public comment as the next step.

Michelle Downard, Board Chair, asked how members of the public should submit comments on the proposed code revisions. Penci Carreno, Health Administrative Coordinator, explained that during the 30 day public comment period, the announcement will specify where comments should be sent, and the public will also have an opportunity to speak at a future Board of Health meeting. Dr. Bondurant added that, once the comment period opens, staff will determine who receives the direct feedback. All comments whether submitted through the designated contact or via the general Health Department email will be collected, compiled, and presented to the Board of Health at its April meeting.

## Presentation of and Possible Action to Sign Letter of Support for PHAB Accreditation – Board of Health

Attachment: Cover Page

**Megan McKenna made a motion to approve Michelle Downard, Board Chair to Sign Letter of Support for PHAB Accreditation. Ilyssa Golding seconded, and all voted in favor, (7-0).**

Penci Carreno, Health Administrative Coordinator, explained that the department's public Health accreditation application requires a short letter of support from the Board of Health. The letter can be simple just a few sentences affirming the board's support. She asked whether Michelle Downard, as Board Chair, would like to draft it or have staff prepare an initial version for her to edit and sign. Board chair, Michelle Downard requested that staff create the first draft to ensure key points are included, and she will make any needed edits. The board discussed whether a formal action is needed to authorize Michelle Downard to sign on its behalf and whether they must review the letter before approval. Because the application is due by the end of the month, the board authorized Michelle Downard to sign once she reviewed the draft.

## New Board of Health Chair Selection and Possible Approval – Michelle Downard, Board Chair

Attachment: Cover Page

**Andy Hecht made a motion to approve Megan McKenna be chair, and Megan Holbrook be vice chair for the next year. Deepani Jinadasa seconded, and all voted in favor, (7-0).**

The Board discussed selecting a new Chair and Vice Chair for the Summit County Board of Health. Michelle Downard board chair explained that the role is not time intensive, involves helping facilitate meetings and occasionally signing documents, and is typically a one year appointment starting around this time each year. She invited board members to express interest, Dr. Golding (current Vice Chair) noted she has served as Chair before and was willing to do it again if no one else volunteers, but preferred rotating the role to other members. Michelle Downard agreed and noted her preference for rotation. Council member, Megan McKenna volunteered to serve as Chair, saying she can manage the responsibility despite a busy schedule. Board member Megan Holbrook offered to serve as Vice Chair. Dr. Golding offered to continue as Vice Chair if needed and reassured newer members that the role is manageable and supported. Board member Andy Hecht asked whether a county council member can serve as Chair; Dr. Bondurant confirmed that any voting member of the board, including council members, are eligible. The board was supportive of nominating new leadership, with Megan McKenna as Chair and Megan Holbrook as Vice Chair.

## Approval of December 15, 2025, Board of Health Meeting Minutes – Board of Health

Attachment: Cover Page

Attachment: BOH 12-15-25 MM Draft.pdf

**Megan McKenna made a motion to approve Approval of December 15, 2025, Board of Health Meeting Minutes – Board of Health. Ilyssa Golding seconded, and all voted in favor, (7-0).**

Director and Board Final Comments

Health Department Director's Comments

Dr. Bondurant invited Nancy Porter, Epidemiologist, to provide a measles update. Nancy Porter reported that Summit County still has only one confirmed measles case, and no secondary cases occurred following the school exposure thanks to strong cooperation from schools and parents. A single positive wastewater detection was reported on January 15 in Snyderville Basin East Canyon, but no follow up positives have appeared. Statewide, measles cases continue to rise, primarily in Salt Lake, Utah, and Southwest Utah counties. Nationally, the U.S. risks losing its measles elimination status, similar to Canada, due to prolonged outbreaks. Nancy Porter also reviewed other respiratory disease trends: flu cases are declining, RSV remains low, and COVID wastewater levels are variable but without sustained elevations. Tracking COVID remains difficult due to reduced clinical testing, with wastewater considered the most reliable indicator.

Board members discussed disease trends, wastewater surveillance, and the accuracy of flu versus COVID data. Nancy Porter noted that flu data is generally more reliable because most flu testing occurs in clinical settings, while COVID testing has shifted heavily to at-home tests.

Dr. Bondurant explained that, as part of the Public Health Accreditation Board (PHAB) requirements, the health department is beginning work on a new five year strategic plan (2026–2030). Much of the foundational data will come from the recent Community Health Assessment (CHA) and Community Health Improvement Plan (CHIP), so the process will be less intensive than the CHIP effort. He invited Board of Health members to participate, particularly in identifying strengths, weaknesses, opportunities, threats (SWOT), and helping set strategic priorities beyond those outlined in the CHIP. A planning session is expected in late February or early March, with a draft plan to return to the board for review and final approval later in the spring. The board discussed scheduling the next meeting in April. Board member Dr. Golding noted that the first Monday falls on Easter Monday and asked whether the meeting should be moved. Dr. Bondurant informed the board that Easter Monday is not a holiday for the department but is open to rescheduling if needed. However, he advised not replacing the April meeting with attendance at the UALBO symposium because important business must be addressed, including Code of Health updates and strategic planning. The board compared calendar conflicts, noting that Park City's spring break is the week of April 13. Since no one identified a major conflict with April 6, the board agreed to keep the meeting on April 6.

## Board Member Comments

Council member Megan Mckenna thanked Michelle Downard for her leadership over the past year and expressed appreciation for the board's confidence as she steps into the chair role, noting that she and board member, Megan Holbrook will work together during the transition. She invited board members to reach out with ideas or concerns.

Megan Mckenna also raised a public concern regarding recent air quality issues and open burning in Browns Canyon. She asked Dr. Bondurant to clarify for the public how to report questionable or potentially unauthorized burning. Dr. Bondurant explained that residents can call the Health Department's main line or use the website's email contact. Environmental Health staff typically Nathan Brooks, Environmental Health Director, and his team respond to such complaints. Dr. Bondurant confirmed that the department has already investigated initial Browns Canyon reports and continues to take calls. The public can report concerns by calling **435-333-1500**, where front desk staff will direct the information to the appropriate team.

## Board Chairman Comments

Board Chair Michelle Downard had no comments.

## Public Comment on non-Agenda Items

Board chair Michelle Downard opened public comment at 5:32 PM.

No public comment was offered.

Board chair Michelle Downard closed public comment at 5:32PM.

## Meeting Adjournment

**Andy Hecht made a motion to approve Meeting Adjournment. Megan McKenna 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.