

# Meeting Minutes from the TriCounty Board of Health Meeting

## May 27, 2026

### LOCATION

TriCounty Health Department - 133 S 500 W - Vernal

### ATTENDEES

Board Chair Irene Hansen, Commissioner Tracy Killian, Dr. Sterling Haws, Jodi Tinker, Emmett Duncan Sr., Director Kirk Benge, Deputy Director Darrin Brown, Zeb Petterborg, Raima Colledge, Sydnee Lyons, Rob Grove, Ashley Linschoten, and Joe Hadlock.

### Virtual Attendees

Commissioner Randy Asay.

### EXCUSED

Shanna Wheeler, Kim Harding, Dr. John Mathis, Commissioner John Laursen.

### AGENDA

#### Call to order

12:04 p.m.

#### Approval of March 25, 2026 Minutes

**Commissioner Tracy Killian made a motion to approve the minutes from the meeting on March 25, 2026 and Jodi Tinker seconded the motion. The motion passed unanimously.**

#### Updates

- Utah Association of Local Boards of Health (UALBOH) Symposium Recap:
  - Board members who attended the conference shared that they felt the agenda was thoughtfully put together and relevant. The consensus was that board members appreciated that the training provided an optimistic outlook on public health despite ongoing changes.
- Employee of the Quarter:
  - Rob Grove was acknowledged for being TriCounty Health Department's (TriCHD) Employee of the Quarter for exemplifying integrity. One of the comments from staff nominating Grove reads:

“He consistently demonstrates honesty and accountability in everything he does. His timekeeping and budget are always precise, reflecting his respect for both his role and the organization. What truly sets him apart is his willingness to hold himself accountable. He addresses any mistakes or discrepancies proactively, often bringing them forward before anyone else even notices. His transparency and strong moral character make him a trusted and valued member of the team.”
  - Board Chair Irene Hansen expressed her gratitude on behalf of the board to Grove for his good work.
- Financial Audit:

- Zeb Petterborg presented a fraud risk self assessment after a formal audit earlier in the month. Petterborg noted that one potential finding could be unencumbered funds, which will be further addressed later in the meeting. The overall assessment put TriCHD at a low risk for fraud.
- HCNEU SWAT Scholarship
  - Director Kirk Bengé highlighted the Students Working Against Tobacco (SWAT) program held its scholarship award night on the 19th. TriCHD facilitates the program and the Foundation for Healthy Communities of Northeastern Utah (HCNEU) awards scholarship money as part of a passthrough grant. This year HCNEU awarded \$61,000 to 13 students for their work in youth substance prevention work.

### Approval of Check Register

Petterborg presented the check register for January through April of 2026. He drew attention to a few irregular items on this register which were:

- Subscription charges for office software that is still in former finance director, Bruce McKee's name.
- He also called attention to the fact that McKee was on payroll for his time in helping Petterborg transition into the role. McKee is now off of payroll and should not appear on bank statements moving forward.

**Commissioner Randy Asay motioned to approve the check register as presented. Commissioner Killian seconded the motion. The motion passed unanimously.**

### Financial Report

Petterborg then presented the financial report for all accounts as of April 30th, 2026.

- TriCHD has about four months worth of operating costs in savings outside of the department's rainy day fund. He stated that this is a healthy reserve amount.
- He also highlighted that revenues are beginning to catch up to expenditures due to contract reimbursements coming in.
- Director Bengé called out that executive leadership was quite conservative last fiscal year due to funding uncertainty, but the department ended up with approximately \$268,000 more in its account than in 2024.
- Board Chair Hansen suggested creating an internal auditing committee that reviews department expenditures ahead of the annual financial audit to ensure that the board is informed and has the utmost confidence in procedures.

### Removal of Bank Access for Bruce McKee and Granting of Access to Zeb Petterborg

Director Bengé asked if the board would entertain a motion to remove access to TriCHD's bank account from Bruce McKee and transfer it to Zeb Petterborg.

**Commissioner Killian made a motion to remove former Finance Director, Bruce McKee, from TriCounty Health Department's bank account and grant access to Zeb Petterborg. Dr. Sterling Haws seconded the motion. The motion passed unanimously.**

### Public Comment

Board Chair Hansen opened the meeting up to public comment at 12:39 p.m. No members of the public were present and no TriCHD staff had comments to make. Public comment ended at 12:40 p.m.

### Consideration of the Transfer of Funds from the General Fund into the PTIF Restricted (Rainy Day) Fund

Petterborg explained that during the financial audit, one of the auditors suggested anytime there is 35% of the department's budget or three months worth of cash on hand in an account, it should be in an allocated fund that is overseen by the Board.

Following the professional guidance of the auditors, TriCHD plans to add \$300,000 to its Rainy Day Fund and create a Capital Projects Fund with a \$500,000 deposit.

**Commissioner Killian motioned to approve the resolution as presented, and Jodi Tinker seconded the motion. The motion passed unanimously.**

### **Consideration of the Establishment of a Capital Projects Fund**

**Dr. Haws motioned to approve the resolution to establish a Capital Projects Fund with a deposit of \$500,000. Commissioner Killian seconded the motion. The motion passed unanimously.**

### **Annual Fraud Risk Assessment**

Petterborg presented the TriCHD's fraud risk assessment and the separation of duties within the department as fraud mitigation controls. He noted that TriCHD lost points on the assessment because he is not a CPA, his degree is not in economics or finance, and due to the lack of an internal audit system. Petterborg stated that he and the finance director at Southeast Utah Health Department have made plans to audit each other to help meet that requirement. However, TriCHD still falls in the low fraud risk category.

**Commissioner Killian motioned to approve the fraud risk assessment as it was presented. Commissioner Asay seconded the motion. The motion passed unanimously.**

### **URS Rate Changes**

Raima Colledge brought up that the Utah Retirement System (URS) has changed so that employer contributions have decreased across all packages and now require all employees to contribute to their plans. She stated that she wanted to bring this to the Board's attention as it impacts the annual budget.

Director Bengé suggested that if the Board was concerned by these changes, members could bring the topic up to legislators in the future.

### **Consideration of Amendment to Bylaws (Second Reading, Including Suggestions from the March Meeting)**

Director Bengé presented the Board bylaws with the changes that were suggested in the previous meeting.

**The Board decided to postpone adopting the amended bylaws until a majority was present.**

### **Consideration of the Creation of a Finance/Audit Committee**

Board Chair Hansen and other members agreed that there was benefit in creating a committee, but that it would be best to have more Board members present before taking action.

**The Board decided to postpone moving to establish a committee until a majority was present.**

### **Board Representation on HCNEU**

Dr. John Mathis, the previous Board of Health Chair, and current Board Chair Hansen, already sit on the HCNEU Board of Trustees. Board Chair Hansen said that she would reach out to Dr. Mathis and see if he would be interested in continuing to attend HCNEU meetings as a Board of Health representative.

**Board Chair Hansen will reach out to Dr. Mathis to find out if he would be interested in representing the Board of Health on HCNEU.**

### **Contract Updates**

Director Bengé walked the Board through the renewal of the following contracts:

#### DHHS

- Disease Response, Evaluation, Analysis and Monitoring 2024-Amendment 2
- Syringe Services 2021 Amendment 9

- Local Health Dept WIC Program - Tri-County Amendment 3
- PDG B-5 Activity 6- 23-25 Amendment 4

#### DEQ

- FY27 Pass-through Funding Contract (Minimum Performance)

### **Additional Updates & Discussion**

- Director Bengé brought it to the Board's attention that Deputy Director Darrin Brown will be retiring on June 30th, and expressed gratitude to Brown for his many years of service to the department.
- The TriCounty Health Department's Annual Summer Party will be July 1st at Red Springs Campground - more info to come soon.
- The National Association of Local Boards of Health (NALBOH) Conference will be October 12-14, 2026 in San Antonio, Texas.
- The Board of Health Annual Retreat will be Wednesday, July 22, 2026, from 3:00 – 7:00 p.m.
  - We will try to keep our July meeting very short with a minimum of required items, and reserve the afternoon for our annual retreat.

### **Roundtable and Updates from Board Members**

- Emmett Duncan Sr. provided a detailed update on multiple key initiatives currently underway within the Ute Tribe, highlighting progress, challenges, and strategic priorities for each project.
  - Board Chair Hansen expressed her appreciation for Emmett keeping the board informed of these ventures and looks forward to continuing to partner with the tribe moving forward.

### **Adjourn**

**Emmett Duncan Sr. made a motion to adjourn the meeting at 1:56 p.m.**

*Board Chair Signature of Approval*

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