Aug 10, 2026

Bear River Board of Health Meeting

Location: Bear River Health Department, 115 South Bear Lake Blvd. Garden City, UT

Board of Health Attendees (in person): Sandi Goodlander, Rebecca Echols, Randy Williams, Bill Cox, Scott Davis and Cade Palmer

Board of Health Attendees (virtual): Lee Perry, George Daines, Kevin Hall

Bear River Health Department Attendees: Jordan Mathis, Josh Greer, Spencer George, Linda Brown, Estee Hunt, Alex Hutchinson

Other Attendees: Leslie Stark, Matt Stark

Attachments Bear River Board of Health Meeting BRHD BOH packet 08.10.26

Meeting records Recording

Summary

Meeting highlights included Women, Infants, and Children program updates, personnel policy revisions, and operational regulatory discussions.

Program and Retirement Updates
The Women, Infants, and Children program serves 2,222 participants across 3 counties. A retirement incentive proposal was approved to support succession planning for eligible staff.

Personnel and Operational Policies
Board members reviewed updates to personnel policies including financial background checks, disciplinary authority, and benefits. Discussions regarding mobile body art regulations prioritized creating a new local framework.

Financial and Regional Projects

Financial status remains positive despite ongoing behavioral health integration efforts. Efforts to secure funding for the regional sewer project and manage development regulations continue across jurisdictions.

Retirement incentive program approved The board approved the implementation of a retirement incentive program for eligible employees using the remaining public health infrastructure grant funding.

Personnel policy updates approved The board approved the comprehensive updates to the personnel policy manual, which include changes to background checks, disciplinary procedures, chain of command, and retirement contributions.

Mobile body art regulation investigation initiated The board authorized staff to initiate the drafting of mobile body art regulations to provide a local legal framework for these businesses, rather than waiting for state-level rule changes.

Long-term interlocal agreement strategy adopted The board directed staff to negotiate a 10-year term for the interlocal agreement with Morgan County, provided the contract includes a clause allowing for termination when in the best interest of the county.

Details

Did the screenshots in this section make your notes better or worse?

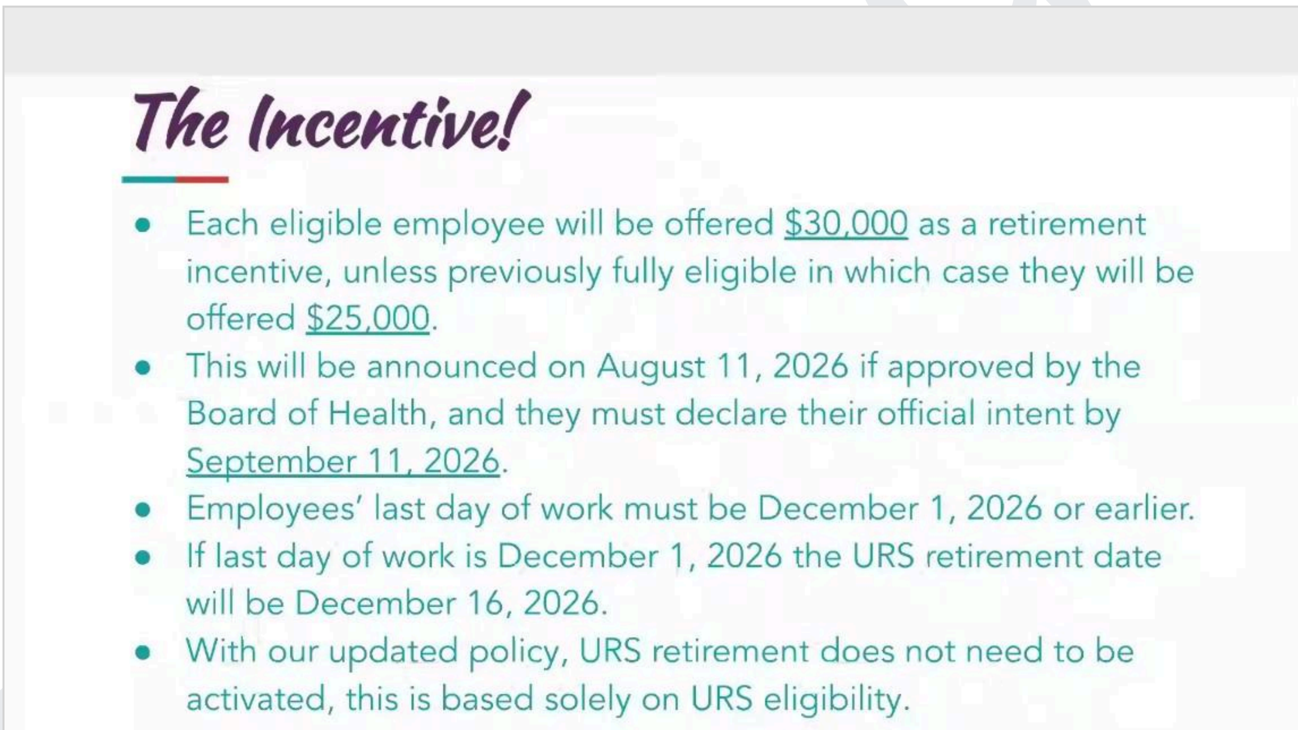
- **Agenda Adoption and Meeting Minutes**: Lee Perry called the meeting to order with a quorum present. The board agreed to modify the agenda to prioritize the Women, Infants, and Children (WIC) program overview, the retirement incentive proposal, and proposed personnel policy changes.
    - Motion for approval: Bill Cox
    - Second: Sandi Goodlander

- Following this approval, The board voted to approve the meeting minutes from May 11th.
    - Motion for approval: Bill Cox
    - Second: Sandi Goodlander

- **WIC Program Overview**: Nancy Thompson provided an overview of the WIC program. As of the end of June, the program served 2,222 participants across Cache, Box Elder, and Rich counties. The program offers nutritional education, breastfeeding support, health screenings, and supplemental healthy foods, including vegetables, milk, cheese, and cereal. WIC staff, including lactation consultants and registered dieticians, provide education and support. The program is available to those with medical or nutritional needs, with children eligible until age five. The board was shown a video presentation detailing program services and client resources.

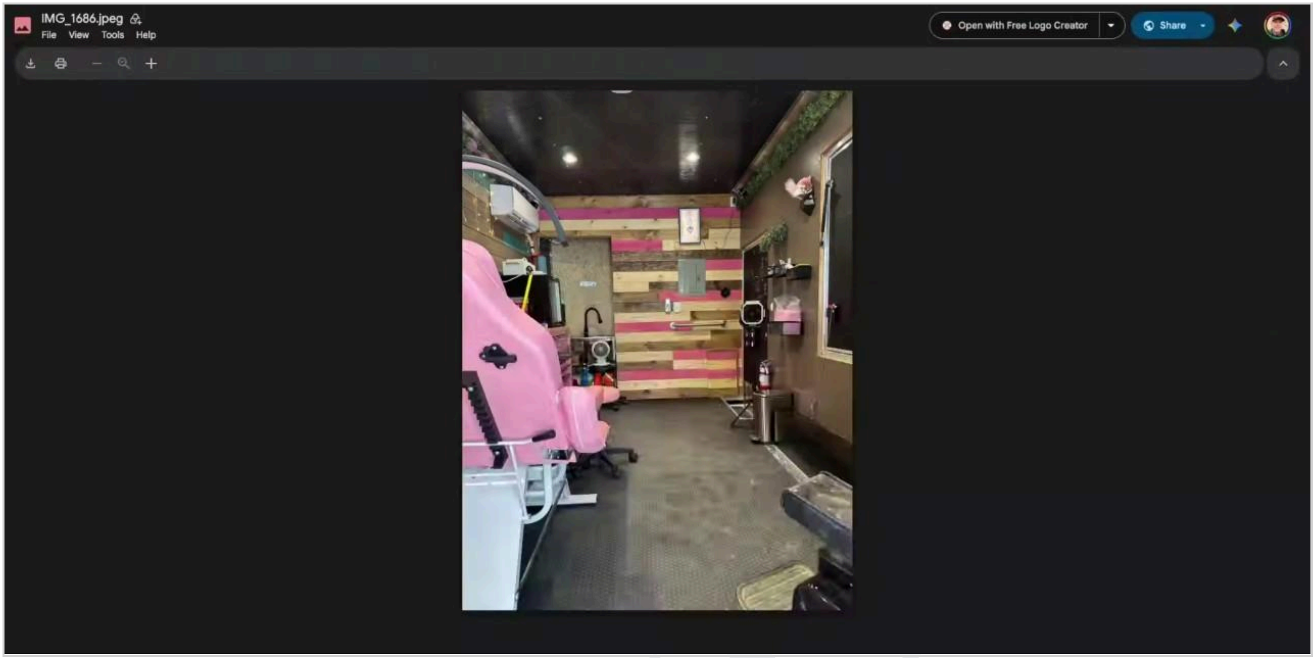
- **Board Introductions and Birthday Recognition**: The board celebrated Lee Perry's birthday. Jordan Mathis introduced new board members, including George Daines representing the Cache County Executive branch, and a new member from Utah State University (USU), Scott Davis, to integrate the university's perspective on student well-being and emergency management.

- **Retirement Incentive Proposal**: Spencer George proposed a retirement incentive utilizing the Public Health Infrastructure Grant, which remains active through 2027. The program offers a $30,000 incentive to employees meeting Utah Retirement System (URS) full eligibility requirements. This incentive aims to support succession planning, noting that 70% of current leadership is eligible for retirement within the next 10 years, and 70% of the workforce is between ages 41 and 60. The declaration process begins the day after the meeting, with a one-month window for employees to file and a final employment date of December 1st. The board motioned and approved the proposal.
    - Motion to Approve: Bill Cox
    - Second: Randy Williams



- **Personnel Policy Updates - Background Checks and Disciplinary Authority**: Spencer George presented various personnel policy updates, including implementing more in-depth financial and credit history checks for positions with financial oversight, such as the position held by Linda. The disciplinary action policy was clarified to distinguish between organizational supervision and functional authority, allowing designated officers to act across the department when necessary for public health, safety, or legal compliance. Termination processes were updated to separate approval from the appeal process, with appeals directed to Jordan and further escalations handled by the career service council.

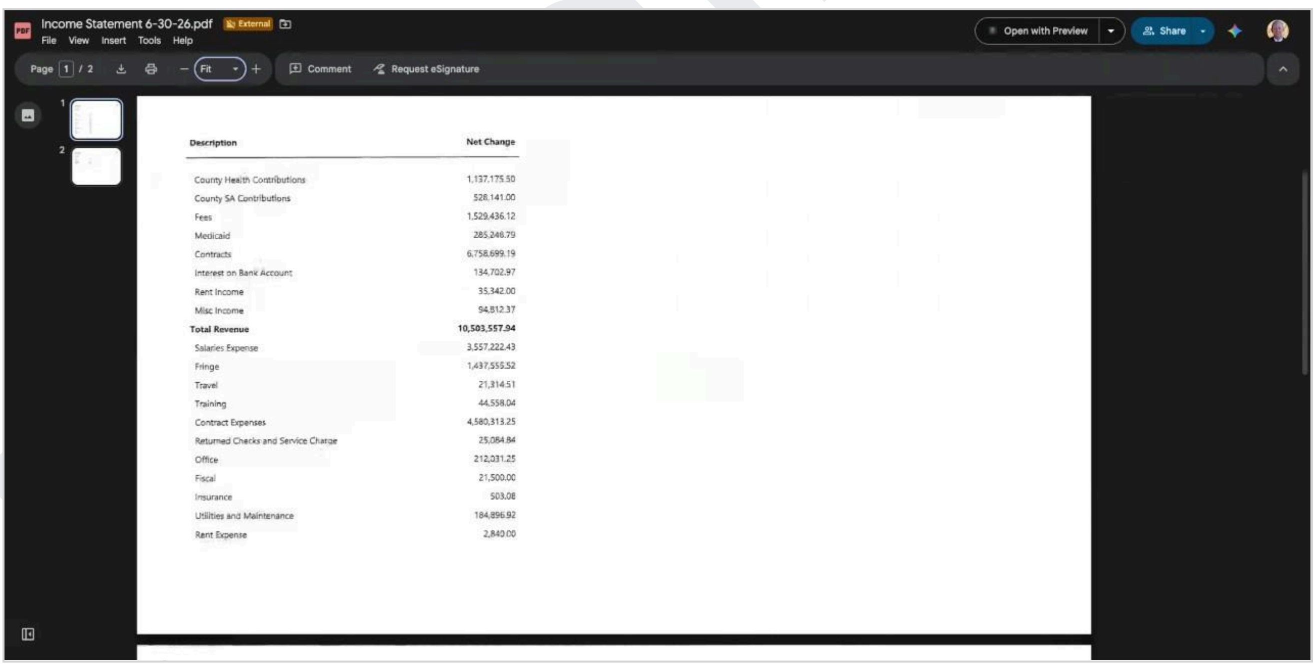
- **Personnel Policy Updates - Confidentiality, Chain of Command, and Operations**: Updates were made to confidentiality policies to ensure investigations remain confidential to the extent required by law, and the term "substantiated" was adopted for investigation outcomes. Chain of command policies were formalized to clarify reporting structures. Additionally, a continuity of operations plan was established to manage the health officer's absence, designating Josh as the acting officer, with protocols for the department leadership team to convene if both the health officer and deputy are unavailable. The board was informed that the board of health may become involved for absences exceeding one year.
- **Personnel Policy Updates - Benefits and AI**: Further policy updates included adding an addendum regarding the use of artificial intelligence, formally observing Juneteenth as a holiday, and crediting years of service from other local health departments toward PTO calculations. The board also adopted a compulsory program for employees hired after July 1st, requiring automatic enrollment in a 401k with a 6% deduction, which employees can adjust. The board motioned and approved these policy changes.
    - Motion to Approve: Bill Cox
    - Second: Sandi Goodlander
- **Public Comment - Mobile Body Art Studio**: Matt and Leslie Stark, members of the public, proposed adding a code to allow for a mobile body art studio, noting they had outfitted a trailer with necessary sanitation equipment, including hand washing stations, fresh and gray water tanks, and sterilization tools. The presenter inquired about the possibility of operating this mobile studio, potentially statewide. Alex Hutchinson (EH Scientist) and Jordan Mathis clarified that the board lacks the authority to change the existing state rule, which does not currently address mobile body art. The board explained they could adopt local regulations that do not conflict with state law or file for a variance with the state, though current state code is restrictive regarding permanent versus temporary events.



- **Mobile Body Art Regulation - Permitting Challenges**: Alex Hutchinson outlined the regulatory difficulties for a proposed mobile tattoo and piercing unit, noting that current ordinances differentiate between temporary events, which require a building, and permanent brick-and-mortar facilities. Because the proposed mobile unit does not meet the specific structural requirements for either category, the health department cannot currently issue a permit. While state code does not explicitly prohibit mobile units, it fails to address them, leaving the department in a position where they cannot approve the business under existing regulations.
- **Mobile Body Art Regulation - Strategic Direction**: The board discussed whether to pursue new local regulations for mobile body art despite the lack of state precedent. Josh Greer suggested that establishing local regulations could serve as a model for the state, similar to how the department previously addressed meth decontamination and body art regulations. The board reached a consensus to direct staff to research and develop a concise regulatory proposal that ensures public health and safety standards while providing a pathway for the mobile business.
- **Body Artist Licensing**: The board considered the potential benefits of licensing individual body artists rather than just the facility. The group expressed support for individual licensing, suggesting it would create legitimacy, establish

professional standards, and provide recourse if a medical procedure fails. The group noted that while such licensing would likely need to be facilitated through the Division of Professional Licensing, they are open to discussing it further.

- **Operational Requirements for Mobile Units**: The board and the applicants discussed staff requirements for mobile units, specifically the necessity of maintaining sanitary conditions and proximity to restrooms. The applicants indicated that they intend to operate primarily from a home-based location, which would be licensed, but also expressed an interest in taking appointments at events where restrooms are available.
- **Financial Status Update**: Josh Greer reported that the department is in a positive financial position as of June 30th, despite the transition of substance abuse services to behavioral health. While there are unknowns regarding future funding, the department expects to present a significant budget amendment in December to account for the changes related to the behavioral health service transition.



Description	Net Change
County Health Contributions	1,137,175.50
County SA Contributions	528,141.00
Fees	1,529,436.12
Medicaid	285,248.79
Contracts	6,758,699.19
Interest on Bank Account	134,702.97
Rent Income	35,342.00
Misc Income	94,812.37
Total Revenue	**10,503,557.94**
Salaries Expense	3,557,222.43
Fringe	1,437,555.52
Travel	21,314.51
Training	44,558.04
Contract Expenses	4,580,313.25
Returned Checks and Service Charge	25,084.84
Office	212,031.25
Fiscal	21,500.00
Insurance	503.08
Utilities and Maintenance	184,896.92
Rent Expense	2,840.00

- **Board Retreat**: The board announced that their upcoming retreat is scheduled for September 28th, from 9:00 AM to 3:00 PM, at Randy's cabin.
- **Behavioral Health Integration**: Jordan Mathis provided an update on the integration of behavioral health services, noting that 22 employees were transferred to the new department. While the process has been a significant

undertaking with challenges, they remain committed to the vision of healthy people and thriving communities. The department has maintained high-quality facilities for employees, and they are continuing to work with elected leaders at Bear River Behavioral Health to resolve remaining operational issues.

- **Bear Lake Sewer Project Funding**: Jordan Mathis reported that the department secured $1.5 million in funding for the Bear Lake sewer project, which will be directed to the Bear Lake Special Service District. These funds will be used to finalize feasibility studies and support the annexation of the area into the service district. The department is also exploring options for direct funding requests from the Environmental Protection Agency with the assistance of State law makers.
- **Bear Lake Subdivision Development**: Regarding a proposed 50-lot subdivision at Bear Lake, the department has withheld feasibility approval pending the results of a geological density study regarding on-site wastewater.
- **Federal Regulatory Concerns and Communicable Disease**: Jordan Mathis informed the board about concerns regarding a proposed White House Office of Management and Budget regulation that could impact the stability of federal funding. The department submitted a letter of public input expressing these concerns before the deadline. Additionally, an update on communicable diseases highlighted active cases of West Nile virus, with reports in both Cache and Box Elder counties.
- **Merit System Revamp**: The department received approval to proceed with a revamp of the merit system, which dictates career progression and pay scale. Internal discussions are focused on providing opportunities for professional development and growth beyond traditional supervisor roles, with a goal to present a proposal to the board by the December meeting.
- **Interlocal Agreement with Weber County**: The department is drafting an interlocal agreement with Weber County to delegate regulatory work for development around Powder Mountain, such as restaurants and pools, to Weber County. The board discussed the duration of this agreement, with members expressing a preference for a longer term, such as 10 years, provided that the county retains the option to terminate if necessary. It was discussed that counties might prefer a shorter term due to the timeline associated with the elected offices.

- **Closed Session**: The board moved to enter a closed session to discuss litigation matters.