Meeting Minutes from the TriCounty Board of Health Meeting

July 22, 2026

LOCATION

TriCounty Health Department - 133 S 500 W - Vernal

ATTENDEES

Board Chair Irene Hansen, Commissioner John Laursen, Commissioner Tracy Killian, Commissioner Randy Asay, Dr. John Mathis, Kim Harding, Jodi Tinker, Shanna Wheeler, Loren Anderson, Director Kirk Benge, Zeb Petterborg, Raima Colledge, Sydnee Lyons, KayCee Asay, Ashley Linschoten, Ashton Weldon and Joe Hadlock.

Virtual Attendees

Shaun Johnson (Smuin, Rich & Marsing CPA)

EXCUSED

Dr. Sterling Haws & Emmett Duncan Sr.

AGENDA

Call to order

12:09 p.m.

Report of the 2025 Financial Audit

The meeting skipped to the financial audit report, with Shaun Johnson from Smuin, Rich & Marsing CPA providing a high-level overview for TriCounty Health Department (TriCHD).

The auditors' overall opinion was that TriCHD's report was favorable. Johnson noted a potential finding of excessive funds in an unrestricted general fund. Director Benge and Finance Director Zeb Petterborg had previously brought this to the Board's attention and suggested creating accounts for these funds to ensure compliance.

Director Benge clarified that these extra funds resulted from federal funding cuts; TriCHD responded by budgeting conservatively and reducing staff where necessary. When some of those grants were later continued, the department's budget unexpectedly swelled, exceeding the allowable balance for an unrestricted account. Director Benge and Petterborg proposed creating a capital projects fund for this money to cover any unexpected capital projects.

Audit Highlights:

- No findings of material weaknesses or deficiencies in internal controls, financial statements, or major programs.
- TriCHD was classified as a low-risk auditee (no findings in recent years).
- Federal program compliance: The Women, Infants, & Children program (WIC) tested well for compliance.
- TriCHD was found to be in compliance with state standards.

Kim Harding made a motion to approve and publish the 2025 financial audit report. Commissioner Tracy Killian seconded the motion. The motion passed unanimously.

Approval of May 27, 2026 Minutes

Shanna Wheeler made a motion to approve the minutes from the meeting on May 27th, 2026. Kim Harding seconded the motion. The motion passed unanimously.

Updates

- **Measles:** No ongoing outbreaks. Wastewater test positives have not led to any confirmed cases. TriCHD has seen an increase in MMR immunizations.
- **Capital Funds Project:** In May, the Board voted to create a Capital Projects Fund. Director Benge and Petterborg will develop a framework for presentation at the next meeting.
- **Employee of the Quarter:** Ashton Weldon (TriCHD Immunization Coordinator) was voted employee of the quarter by staff. She was recognized for taking on additional responsibilities, improving processes, and her contributions as a nurse.

Approval of Check Register

Zeb Petterborg presented the check register for May-June of 2026.

Commissioner Killian motioned to approve the check register as presented. Commissioner John Laursen seconded the motion. The motion passed unanimously.

Financial Report

Zeb Petterborg then presented the financial report for all accounts as of June 30. He drew attention to the following for the Board's consideration:

- The Board directed adding $300,000 to the PTIF in May; this is not reflected on the cash summary report.
- The Utah Department of Health & Human Services (DHHS) has improved reimbursement speed, though revenue is slightly below expectations. TriCHD is projected to stay on budget.

Consideration of Fee Schedule

Director Benge provided an overview of the proposed 2027 fee schedule, with most fees remaining unchanged. Discussion Points:

- **Immunization Fees:** Kim Harding asked how TriCHD's fees compare to hospitals and private offices. Nursing Director KayCee Asay explained that TriCHD doesn't track private entity fees but offers a sliding scale for clients who meet state poverty guidelines. Director Benge added that TriCHD has a designated fund to assist clients who cannot pay, ensuring that no one is turned away.
- **Vital Records:** Updated fees set by DHHS, took effect July 1.
- **Demolition Permit Fees:** Environmental Health Director Joe Hadlock explained the EH fees are being increased incrementally to better cover administrative costs rather than making drastic hikes every few years.
- **Fee Waivers:** Harding suggested TriCHD offering free inspections for public works and charitable events to improve public relations. Director Benge agreed in principle, proposing a budget for waiving fees for charitable events. Criteria for waivers would need to be established. The Board expressed concerns about potential misuse and decided to.
    - Define parameters for charitable events.
    - Evaluate whether a dedicated fund should be created.
    - Research how other health departments handle charitable events (Hadlock to report back).

- Refer clients to The Foundation for Healthy Communities of Northeastern Utah (HCNEU) or similar organizations for assistance.

Commissioner Killian made a motion to send the proposed fee schedule for public comment and begin building a 2027 budget for approval. Commissioner Laursen seconded the motion. The motion passed unanimously.

Consideration of Policy 405 - Vehicle Usage

The language in this policy was updated to distinguish policy from procedure. The purpose of the changes are to clarify that the Board approves of the policy, and the department is to enforce procedures.

Dr. John Mathis motioned to approve the policy as presented . Commissioner Laursen seconded the motion. The motion passed unanimously.

Board Bylaws

The updated Board Bylaws are being presented for approval after originally being brought to the March and May meetings where a majority of Board members were not present. Revisions include clarity improvements and alignment with state code and modern communication practices.

Kim Harding motioned to approve and accept the bylaws as presented. Shanna Wheeler seconded the motion. The motion passed unanimously.

Consideration of Finance/Audit Committee - Cont. from May

The Board previously expressed interest in creating a committee to review TriCHD financial reports and audits internally, in addition to external annual audits.

TriCHD's legal counsel, Loren Anderson suggested specifying the number of members that would sit on the committee and adding a section in the bylaws that allow the Board to create a sub committee like this.

Kim Harding motioned to amend the bylaws to allow for the creation of a three-member sub committee. Dr. Mathis seconded the motion. The motion passed unanimously.

HCNEU Board Representation - Cont. from May

The Board typically appoints a member to represent it on the HCNEU Board of Trustees. Board Chair Irene Hansen and Dr. Mathis currently sit on the HCNEU Board as county and BOH representatives respectively. A May motion to retain them was postponed for until a greater majority was present.

Commissioner Laursen motioned to have Dr. Mathis continue representing the BOH on the HCNEU Board. Shanna Wheeler seconded the motion. The motion passed unanimously.

Contract Updates

Director Kirk Benge walked the board through the renewal of the following contracts:

DHHS

- Tobacco Contract FY21-FY25 - Amendment 11
- Minimum Performance Standards SFY22 - Amendment 5

DEQ

- Used Oil Program

Dates & Suggestions for a Strategic Planning Retreat

The annual board retreat will be held on September 30. The Board will meet the morning of Sept. 30 and tour the Flaming Gorge Dam as part of the afternoon retreat.

Additional Updates & Discussion

- Commissioner Laursen asked if TriCHD is offering electronic recycling services this year. Joe Hadlock stated that the electronic recycling event is typically facilitated by another organization and TriCHD typically acts as the collection site.

Public Comment As Needed

No public comments were received.

Adjourn

Dr. Mathis made a motion to adjourn the meeting at 2:37 p.m.

Board Chair Signature of Approval

Tracy Kellum 9-30-26