# Local Health Department
# Minimum Performance Standards
## R380-40




## Board of Health
February 14, 2023

- Authority (R380-40-1)
  - Rule established as required by Section 26A-1-106 (1) (c) of state code.

- Definition (R380-40-2)
  - Minimum Performance Standards – The minimum duties performed by local health departments for:

    - **Compliance & Corrective Action Procedures**
    - **Local Health Officers**
    - **Administration**
      - **Board of Health**
      - **Department**
    - **Personal and Population Health Services**
    - **Environmental Health Programs**
    - **Public Health Emergency Preparedness**
    - **Laboratory Services**



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- Compliance (R380-40-3)
  - UDOH & LHD shall monitor compliance.
  - Attestation Checklist – Signed by Board of Health and Health Officer
- Corrective Action (R380-40-4)
  - If the local health department is believed to be out of compliance with minimum performance standards by the Utah Department of Health
    - Preliminary assessment given to local health officer and must be responded to within 30 days
    - After review of health officer's response and is still determined to be out of compliance, the Board of Health and the health officer is notified in writing and a specific time frame for the corrective actions to occur
    - The local Board of Health then must submit a written corrective action plan to the Utah Department of Health

- Local Health Officer (R380-40-5 (1))
  - Masters Prepared Professional
    - At least 5 years of full-time experience (3 years must be in a senior administrative capacity)
    - Contract with or employ a licensed physician
      - Brian Hatch – Local Health Officer
        - Master of Public Health – University of Utah
        - 25+ years experience in Public Health
          - 15+ years experience in a senior administrative capacity
      - Dr. David Cope – Medical Director
        - Doctorate of Medicine – University of Nevada School of Medicine
        - Family Practice Residency, University of Utah
        - 30+ years experience in Family Practice and Preventive Medicine
          - 20+ years experience in Public Health

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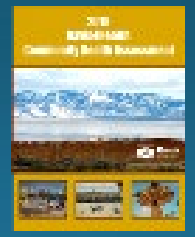
- Local Health Officer (R380-40-5 (2))
  - Local Health Officer shall promote and protect the health and wellness of the people within the district

A. Functions as executive and administrative officer
B. Reports to and receives policy direction from the Board of Health
C. Coordinates public health services in the district
D. Directs programs assigned by statute and enforces state & local health laws
E. Directs investigation and control of diseases affecting public health
F. Responsible for hiring, terminating, supervising and evaluating department staff
G. Oversees budget
H. Presents budget to the Board of Health for review and approval
I. Develops and proposes policies for Board of Health consideration
J. Implements policies of the Board of Health
K. Advises the department on policies and how they impact programs
L. Ensures that data on health status and health problems are reviewed regularly
    i. Reports to the Board of Health at least annually
    ii. Completes a Community Health Assessment every five years
M. Ensures that information about health and health hazards are disseminated
N. Performs other duties as assigned

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- Local Health Officer (R380-40-5 (3))
  - Local Health Officer shall ensure that an ongoing planning process is initiated and maintained that includes:
    - Mission statement
    - Community needs assessment
    - Problem statements
    - Goals, outcomes, and process objectives or implementation activities
    - Evaluation
    - Public involvement
    - Use of available data sources

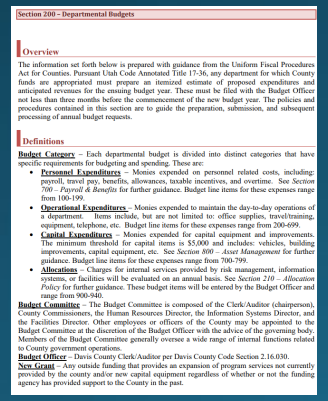
- Community Health Assessment
- Community Health Improvement Plan
- Department Strategic Plan





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- Local Health Officer (R380-40-5 (4))
  - Local Health Officer shall ensure that fiscal management procedures are developed, implemented and maintained in accordance with federal, state, and local government requirements.
    - Davis County
      - Financial Policies & Procedures



Section 200 – Departmental Budgets

Overview

The information set forth below is prepared with guidance from the Uniform Fiscal Procedures Act for Counties. Pursuant Utah Code Annotated Title 17-36, any department for which County funds are appropriated must prepare an itemized estimate of proposed expenditures and anticipated revenues for the ensuing budget year. These must be filed with the Budget Officer not less than three months before the commencement of the new budget year. The policies and procedures contained in this section are to guide the preparation, submission, and subsequent processing of annual budget requests.

Definitions

**Budget Category** – Each departmental budget is divided into distinct categories that have specific requirements for budgeting and spending. These are:

- **Personnel Expenditures** – Monies expended on personnel related costs, including: payroll, travel pay, benefits, allowances, taxable incentives, and overtime. See *Section 700 – Payroll & Benefits* for further guidance. Budget line items for these expenses range from 100-199.
- **Operational Expenditures** – Monies expended to maintain the day-to-day operations of a department. Items include, but are not limited to: office supplies, travel/training, equipment, telephone, etc. Budget line items for these expenses range from 200-699.
- **Capital Expenditures** – Monies expended for capital equipment and improvements. The minimum threshold for capital items is $5,000 and includes: vehicles, building improvements, capital equipment, etc. See *Section 800 – Asset Management* for further guidance. Budget line items for these expenses range from 700-799.
- **Allocations** – Charges for internal services provided by risk management, information systems, or facilities will be evaluated on an annual basis. See *Section 210 – Allocation Policy* for further guidance. These budget items will be entered by the Budget Officer and range from 900-940.

**Budget Committee** – The Budget Committee is composed of the Clerk/Auditor (chairperson), County Commissioners, the Human Resources Director, the Information Systems Director, and the Facilities Director. Other employees or officers of the County may be appointed to the Budget Committee at the discretion of the Budget Officer with the advice of the governing body. Members of the Budget Committee generally oversee a wide range of internal functions related to County government operations.

**Budget Officer** – Davis County Clerk/Auditor per Davis County Code Section 2.16.030.

**New Grant** – Any outside funding that provides an expansion of program services not currently provided by the county and/or new capital equipment regardless of whether or not the funding agency has provided support to the County in the past.

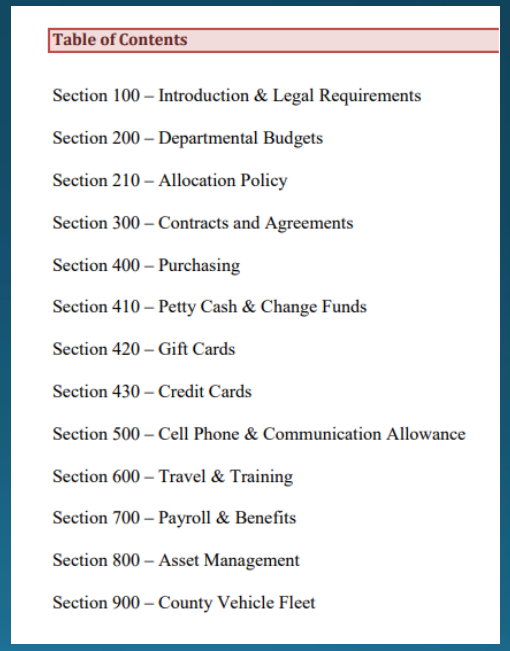


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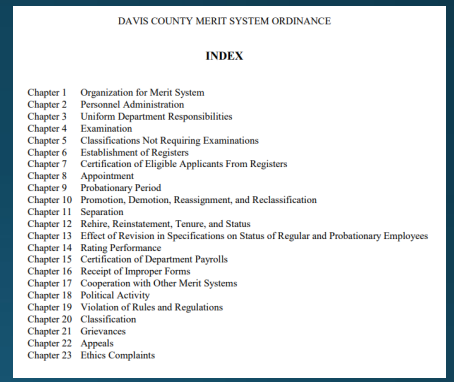
Section 700 – Payroll & Benefits

Section 800 – Asset Management

Section 900 – County Vehicle Fleet

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- Local Health Officer (R380-40-5 (5))
  - Local Health Officer shall:
    - Ensure all employees are recruited, hired, terminated, classified, trained, and compensated in accordance with relevant merit, federal, and state laws.
    - Ensure all new employees are oriented to local health department policies and procedures.
    - Maintain a personnel system that includes an accurate, current, and complete personnel records for each employee
    - Verify all current licensure and certification requirements
    - Ensure continued education and training for all employees
    - Ensure each employee receives an annual performance evaluation, based upon a job description and written performance expectations.



DAVIS COUNTY MERIT SYSTEM ORDINANCE

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- Local Health Officer (R380-40-5 (6))
  - Local Health Officer shall appoint a medical director licensed to practice medicine or osteopathy in Utah to supervise and be accountable for medical practice conducted by the local health department employees.

- Dr. David Cope – Medical Director
  - Doctorate of Medicine – University of Nevada School of Medicine
  - Family Practice Residency, University of Utah
  - 30+ years experience in Family Practice and Preventive Medicine
    - 20+ years experience in Public Health



- Administration (R380-40-6 (1))
  - Shall exercise the powers and duties as outlined in UCA 26A-1-114
    - Enforce state laws & rules, local ordinances, and local health department standards & regulations
    - Establish and operate reasonable health programs or measures to protect public health

- Administration (R380-40-6 (2))
  - Board of Health Responsibilities
    - Establishes local health department policies
    - Adopts and monitors annual budget
    - Oversees compliance with R380-40 Minimum Performance Standards
    - Assures a process is in place for ongoing planning (CHA, CHIP, Strategic Plan)
    - Appoints and annually evaluates the performance of the Health Officer
    - Reports at least annually to the county the health status of it's residents

- Administration (R380-40-6 (3))
  - Assures an annual independent financial audit is conducted




- Administration (R380-40-6 (4-7))
  - Employs a registered nurse with education and experience to be accountable for nursing practices
    - Sabrina Harman, MSN, APRN, FNP-BC (Director of Family Health Division)
    - 19 Licensed Nurses
  - Employs a person with education and experience to direct health education and promotion activities
    - Ivy Melton-Sales, CHES (Director of Community Health Division)
    - 32 Health Educators
  - Employs a licensed environmental health scientist to be accountable for environmental health programs
    - Jay Clark, EHS (Interim Director of Environmental Health Division)
    - 18 Licensed Environmental Health Scientists
  - Employs a person with training and experience in epidemiology
    - Sarah Willardson, MPH (Director of Communicable Disease and Epidemiology Division)
    - 15 Employees with Masters of Public Health

- Administration (R380-40-6 (8))
  - Provides effective programs in response to community needs and within approved budget
  - Provide all public health services in compliance with federal, state, and local laws, regulations, rules, policies, procedures, and standards

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- Personal and Population Health Services (R380-40-7)
  - Provide Health Education and Health Promotion services (R380-40-7 (1))
  - Provide evidence-based Communicable Disease Prevention and Control services (R380-40-7 (2))
  - Conduct Community Health Assessments & coordinate Community Health Improvement Planning (R380-40-7 (3))
  - Provide Epidemiology & Surveillance services (R380-40-7 (4))
  - Registration of Birth and Death Certificates (R380-40-7 (5))
  - Provide evidence-based services (R380-40-7 (6))
    - Maternal & Child Health services
    - Injury Control services
    - Chronic Disease services



- Environmental Health Programs ((R380-40-8)
  - Each local health department shall provide programs to oversee regulated entities or complaints (r380-40-8 (1))
    - Food Safety, Schools, Recreation Camps, Recreational Vehicle Parks, Public Pools, Temporary Mass Gatherings, Roadway Rest Stops, Mobile Home Parks, Labor Camps, Hotels, Motels, Resorts, Indoor Clean Air, Illegal Drug Operations, Indoor Tanning Beds
    - Investigation of public health hazards including vector control
  - Provide Environmental Health programs to meet special or unique needs of the community as determined by local or state assessments and the Board of Health (R380-40-8 (2))

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- Public Health Emergency Preparedness (R380-40-9)
  - Coordinate with emergency management to conduct a community public health, medical, mental & behavioral health hazard and risk assessment
  - Establish partnerships with volunteers, emergency response agencies, and other community organizations
  - Establish Memorandums of Agreement for assistance
  - Identify public health roles and responsibilities in local emergency response
  - Function as lead agency for emergency Support Function #8 – Public Health and Medical Services
  - Maintain an All-Hazards Public Health Emergency Operations Plan and a Continuity of Operations Plan
  - Annually test public health preparedness through emergency response drills or exercises including communication equipment and systems
  - Local Health Officer and at least one other employee shall complete FEMA ICS-100, 200. 300, 400, 700, and 800 courses
    - 5 employees have completed courses including the health officer

- Laboratory Services (R380-40-10)
  - Ensure the availability of laboratory capacity to support public health programs
    - On-site laboratory services
    - Agreements with Utah Public Health Laboratory
    - Agreement or Contracts with Private laboratories

# We meet and exceed the Minimum Performance Standards

