SOUTHEAST UTAH HEALTH DEPARTMENT (SEUHD)
BOARD OF HEALTH MEETING
January 24, 2023 - 5:00 p.m.
Green River City Offices, Green River, UT

PRESENT
CARBON COUNTY: Virtual - Zak Konakis-Chair, Debbie Peet, Commissioner Larry Jensen
EMERY COUNTY: Kathi Kearney, Kelly Wilson, Virtual-Commissioner Jordan Leonard
GRAND COUNTY: Virtual - Breann Davis, Virtual-Commissioner Mary McGann
EXCUSED: Rhiana Medina-Vice Chair
ADMINISTRATION: Bradon Bradford, Delia Coss, Tracy Randall, Brittney Garff, Sara Braby

I. **Call Meeting to Order** – Meeting was called to order at 5:03 p.m. by Zak Konakis, Chair.

II. **Public Comment** – Zak asked if there were any public comments, there being no public comments, Zak closed the public comment.

III. **Welcome and introduction of new board members** - Brady indicated that there were two new members being added to the board. One was to fill the vacancy in Moab which Commissioner Josie Kovash filled temporarily and the other for Commissioner Kent Wilson whose commission term ended in Emery County. Both Commissioner Mary McGann, Grand County, and Commissioner Leonard Jordan, Emery County, introduced themselves and stated that they both looked forward to serving on the board and improving our communities.

IV. **Minutes for November 22, 2022 - Review and possible approval**
Zak asked if there were any questions or corrections regarding the November 22, 2022 meeting minutes. There were none.

Motion - (Commissioner Larry Jensen/Kathi Kearney) Move to accept and approve the November 22, 2022 meeting minutes. Unanimous

V. **Budget**

A. **Budget Changes –** Tracy stated that the budget would be presented at the March 2023 board meeting.

B. **Check Register** – Brady stated that there were a few questions received regarding the register. The first on page eight, payment to Ricky Nelson for $250.00 for group connection check #18525 and on page 16, check #18638 to Joe Wandell for group connection as well. The check to Ricky Nelson was for the purchase of pumpkins for a pumpkin patch event and the check to Joe Wandell was for a Christmas kid's event. Both events were for the Parents of Teacher's Program (PAT). The payments to Brooke Roper on page 11, check #18482 and #18627 are for the breastfeeding peer counselor for the nursing program. Brady stated that there have been issues with TB patients not communicating with SEUHD staff and their health care providers regarding their latent TB infections, medications and investigations. The credit card purchase for $200.00, on page 18, to City Market was for gift cards to be used as an incentive to encourage those individuals to comply with SEUHD staff and their health care provider.

C. **Disbursement Listing -** Debbie asked what check #18599, page three, for the Business Research and Intelligence Network was for. Tracy stated that it was for the Health Equity program conference registration fees.

Motion – (Kathi Kearney/Debbie Peet) Move to accept the Check Register and the Disbursement Listing as presented. Unanimous.

D. **Covid-19 Health Insurance Adjustments** - Brady stated that the SEUHD still had a sizeable amount of unspent funding in the Covid-19 program and will be receiving additional funding for the program. The SEUHD will not be able to use all of the funding. Specific portions of the funding are intended for employee retention and for strengthening the SEUHD workforce. The State has suggested that the funding be used towards increasing staff at the SEUHD. Brady stated that it didn't make sense to hire then lay off staff when the monies run out. He then reviewed his proposal to use the funding for staff family health care until some of funding is expended towards the middle of 2024. This will not be a wage increase but it is to be used as a benefit and incentive in retention and to be effective January 1, 2023. Debbie is asked if employees with no dependents would qualify for the benefit. Brady stated yes, the benefit for a family and individual plans will be $227.00 per check. For example, if an employee paid $81.00 for insurance, they would receive that plus the difference between the $227.00 and $81.00. The idea is that that same benefit amount will be applied to all employees that have insurance. Debbie asked if it would be going into a flex plan. Tracy stated no, and that there are staff members that do not have SEUHD health insurance because they are on their spouses or parent's insurance policy, they already receive the $227.00. The insurance payment is categorized as Special on the paystubs.

Breann stated that she was in support of utilizing the funding for that purpose but asked if it could be used toward reducing service charges that the SEUHD charges the communities. Brady stated that all Covid-19 services offered by the SEUHD are free. Just recently, some insurance companies have been billed for Covid-19 vaccinations but individuals who do not have insurance are not being charged. Breann asked about other vaccines that were not Covid-19 related, could they be offered free of charge. Brady stated that that could be explored, but it becomes problematic to cross over services from one program to another. There has to be special permission to utilize funding in a different program/category other than for Covid-19. Zak asked if it was specifically stipulated that the use of the funding be for employee retention or could it be used for services or allocated toward expenses for such as Hep B vaccines. Tracy stated if an employee needs a Hep B, the SEUHD covers the cost for them. Zak stated that as stated before, the funding is to be used for employee retention and quality of life improvement, but can it be used towards a public service or can it be applied to something different. Brady stated that it is intended for both of those things with some limitations and stipulations on how it is manifested in the public setting. Recently, health departments were notified that allowable expenses were going to be broadened but have not been notified as to what they will be. The SEUHD will be exploring how those monies can be used to benefit the community.

Tracy stated that there is $1.4 funding available that needed to be used by July 31, 2023 and that it was specifically for personnel flex funding. An additional $1.5m in funding will be received by the SEUHD and will be available through about June 30, 2024. Debbie stated that she was in favor of using the funding for the insurance premium for staff but was also interested in finding ways that the SEUHD could give back to the community. Brady stated that that is within the mission and vision of the SEUHD and plans on exploring those options and bringing them before the board.

Commissioner Leonard indicated that it was a good thing that it was being offered to employees but that they needed to be made aware that it was only for a certain amount of time. Brady indicated that they will be notified prior to the funding ending.

Motion – (Debbie Peet/Breann Davis) Move to accept the Employee Personnel Flex plan. Unanimous.

VI. <u>Policy – Discussion, review and possible approval</u> – Brady presented the three policies for review.

A. **Purchasing Policy** - The purchasing policy is a policy to allow Division Directors to approve purchases for up to $200.00 with a purchase request approval form. The Health Officer, Division Directors and Tracy can approve purchases over $500.00. Kathi asked who the Division Directors were. Brady stated that they were the Nursing, Environmental Health, Health Promotion and Preparedness Directors. Purchases over $5k require board approval, require bids and State vendors are used when possible. Debbie asked if that was within State guidelines. Tracy stated yes.

Motion – (Commissioner Larry Jensen/Kathi Kearney) Move to approve the Purchasing Policy for purchases. Unanimous

B. **Credit Card Use** – Tracy stated that each staff member that travels now has access to a credit card to use for travel in and out of state. Each employee will be responsible for submitting their own expense receipts at the end of each month along with a list of all expenses made.

Motion - (Debbie Peet/Commissioner Larry Jensen) Move to approve the Credit Card Use Policy. Unanimous.

C. **Fire and Safety Policy** – Brady stated that the only change to the policy was the location where staff are to meet in the event of a fire which has been designated as the SEUHD garage.

Motion - (Kathi Kearney/Breann Davis) Move to approve the Fire and Safety Policy update. Unanimous.

D. **Disciplinary Procedures** - Brady stated that these procedures were for discussion at this time and they were not the final draft. A final policy will be made available for review by the March 28th board meeting. A lot of what is in the revised policy comes from the policy that Southwest Health Department uses with modifications made by SEUHD Division Directors. Commissioner Jensen stated that after his review of the policy, it did not indicate that there would be a human resource type of individual on staff. If a supervisor is having a problem with an employee, they would have to deal with it themselves. There is value in having a human resource staff to bring balance when there are conflicts or complaints between staff and their supervisors. A human resource staff can help bring about a resolution whereas now it is all taken to the Health Officer to resolve.
There needs to be consistent direction given to all departments so the same process is followed. There needs to be a third party involved in helping to solve conflicts. Discipline is difficult and it would make it easier to turn to a human resource staff to handle situations. Brady stated that at this time, the SEUHD does not have a human resource staff and Commissioner Jensen's point was well taken. When the verbiage was incorporated referring to using an outside mediator, the question was raised as to how the SEUHD handles the day-to-day events. Commissioner Jensen stated that there

needed to be someone that could come in and enforce the job requirements and utilize verbal and written effort to help the employee to improve. The Health Officer also needs to be made aware of the situation(s) as they happen and also be involved at the same time when needed. Debbie asked that if there is a problem with an employee and there is some kind of remediation between them, is their oversight from the supervisor to let someone know what is happening at the beginning stages of the situation so that everyone is treated fairly. Commissioner Jensen stated that Scott Crooke (the hired attorney) would help in that regard. Brady stated that that has been discussed and will be doing more to explore what options will be most beneficial to the SEUHD. Debbie stated that the procedures were a good start and they needed to be reviewed carefully. Kathi asked if a policy was in place now. Brady stated, yes.

Commissioner Jensen asked what was different in the updated procedures. Brady stated that it removes the Board of Health from personnel issues except for certain actions or accusations toward the Health Officer regarding issues of discrimination. It has a better layout of the steps to be followed and the involvement of an outside mediator. It also gives good guidance on what qualifies for dispute resolution and therefore what wouldn't. The procedures are not complete and the intent is to give the employee and supervisor a path to move forward which is not well written in the current policy. Zak stated that on page 10, under Dispute Resolutions, (2) (a) Outside Mediator, it still reads that requests will be forwarded to the mediator and Board of Health. Is that still the intent of the procedures? Brady stated that that it is only to notify the board that a dispute has been forwarded to an outside mediator no action will be required from the board. Kathi asked that because of the way that the agenda items appear, are they all going to be combined into one policy? Brady stated no, they will be done individually. Debbie stated that there needs to be transparency for everyone involved. Discussion followed.

Debbie asked if an informal grievance process form could be added in order to create a paper trail to protect employees and the SEUHD. Brady stated that under the Correction Action section, point two, it has the elements that the corrective action should contain that will go into the employee's file. The grievance resolution is geared more toward the employee's side which they could use if they feel that they have been discriminated against or have been treated unjustly. They will then have the opportunity to bring their complaint to their supervisor then the process to proceed will be determined. Tracy stated that there is a form available for staff to complete a grievance. Discussion followed. Scott Crook will be reviewing the procedures and will be providing suggestions as well. The board will be reviewing the procedures for further discussion at the March meeting.

E. Corrective Action
F. Investigations
G. Dispute Resolution
H. Grievance Resolution Form

VII. **<u>Moab Building Update and discussion about Move-Remain Options</u>** – Brady presented the pictures of the Moab building and reviewed the building schematic. Utah State built a new campus south of town and the Moab Free Health Clinic (MFHC) purchased the property that they vacated. During Covid-19, the current SEUHD was overwhelmed with lack of space during clinics. The MFHC asked the SEUHD to become a partner in their project making the campus a nonprofit one stop for residents of Grand County. Initially, they would take half of a building and SEUHD the other half with the rest of the space being rented to other non-profit agencies. Discussion followed. The potential costs were not as accurate as previously thought. There was $250k WIC funding that was obtained to help remodel the building. As the moving date approached, the MFHC proposed a rental agreement to the SEUHD of $84k/year and $60k/year for utilities and maintenance which is an astronomical amount and does not fit with the understanding previously agreed upon. They were informed that that would not work and they then offered to charge $ 40k/year for rent and $50k/year for utilities and maintenance. The space to be utilized is close to 4,000 feet. The MFHC also indicated that the SEUHD can buy into the property for equity after the buildings are appraised which will eliminate the rental cost but will still have maintenance costs. The cost to buy into the property was $1m. There is no clear vision of what the right path will be moving forward. It is also unclear as to what the potential costs will be or if it will be worth pursuing. It may be worth having board members meet with the MFHC board. If the SEUHD is unable to proceed with the project, the working relationship with MFHC will remain. Commissioner Jensen asked if there had been any SEUHD money invested into the project. Brady stated that $150k of the $250k from the WIC grant, $10k from the SEUHD Preparedness grant and an additional $5k for remodeling was used. Discussion followed.

The MFHC has obtained their initial purchase funds and they have based their rental rates on what is being charged in Grand County. The board does not need to make a decision at this time on whether the SEUHD continues with the project or looks at other options. There is a possibility to recover funding that has been spent to improve the existing building. Commissioner Leonard stated that as a board, regarding the State WIC office, that the SEUHD maintains their trust in the way that their funding is utilized. The Commissioner asked if the State WIC office had been contacted concerning the funding. Zak stated that there were questions that needed to be answered regarding the feasibility and fairness of maintenance costs should the SEUHD decide to move forward with the project. Brady stated that project agreements were requested previously but were not received. Discussion followed.

Commissioner Jensen asked how feasible it would be to purchase the building on the south side of the existing building. Brady stated that it may be a possibility and that the greatest benefit for the citizens of Grand County involves other services such as WIC, PAT, and vaccinations and that they are in close proximity of each other. Tracy stated that WIC would be reimbursed if the funding is not used. Debbie asked if the MFHC would be compensating the SEUHD for the remodeling that has already been done with SEUHD funding. Brady stated that that is the intent. Zak tabled the topic for further discussion and Brady will notify the board of the next meeting scheduled for MFHC.

VIII. **<u>Public Health Report</u>** – Brady working on Health Equity report for Rhiana.

A. Clinical and Family Services- Nothing to report at this time.
B. Health Promotion and Education- Attachment
C. Environmental Health- Attachment
D. Emergency Preparedness- Nothing to report at this time.

IX. **<u>Code of Ethics</u>** – Brady stated that the Code of Ethics and the Conflict of Interest were instituted for staff and that there are elements for board members as well which need to be signed by board members annually.

X. **<u>Conflict of Interest</u>** -

XI. **<u>Closed session – if necessary,</u>** Not needed.

XII. **<u>Board Comments</u>** Kathi stated that at the last board meeting, a complaint was filed with the EEOC and asked if there had been any updates on that. Brady stated that it was filed and that the SEUHD was given an opportunity to respond and provide evidence according to point of view. Lyn Hansen, the SEUHD attorney and UCIP both reviewed the documentation and the case may be resolved in a couple of months or years.

There being no further discussion, the meeting was adjourned. **Meeting adjourned at 6:30 p.m.**

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Zak Konakis, Board Chair Bradon Bradford, Health Officer