

SOUTHEAST UTAH HEALTH DEPARTMENT (SEUHD)
BOARD OF HEALTH MEETING
March 28, 2023 - 5:00 p.m.
Green River City Offices, Green River, UT

PRESENT

CARBON COUNTY: Debbie Peet, Commissioner Larry Jensen

EMERY COUNTY: Kathi Kearney, Commissioner Jordan Leonard

GRAND COUNTY: Virtual - Rhiana Medina, Vice Chair, Breann Davis, Virtual-Commissioner Mary McGann

EXCUSED: Kelly Wilson, Zak Konakis, Chair

ADMINISTRATION: Bradon Bradford, Delia Coss, Tracy Randall, Virtual – Sara Braby, Chet Ingram, Brittney Garff

- I. **Call Meeting to Order** – Meeting was called to order at 5:06 p.m. by Rhiana Medina, Vice-Chair.
- II. **Public Comment** – Rhiana asked if there were any public comments. Shawnee Ariotti asked if the results of the Scott Crook investigation could be provided. Brady stated that the attorney retained has completed the investigation and submitted his findings to the board. There being no other public comment, the public comment was closed.
- III. **Minutes for January 24, 2023 – Review and possible approval** – Rhiana asked if there were any comments or corrections that needed to be made regarding the minutes.

Motion - (Debbie Peet/Kathi Kearney) Move to accept and approve the January 24, 2023 meeting minutes. Unanimous

IV. Budget

- A. **Budget Changes** – Tracy stated that the budget contained two new contracts, one being PH Infrastructure A1 and PH Infrastructure A2 from the State. Contract A1 is for \$578,343 and A2 for \$27,425. Contract A1 will be used for reinforcement and expansion of the public health workforce and contract A2 is for strengthening public health infrastructure. These contracts are not as limited as others where they can be used for multiple purposes within the contract. The Opioid Settlement Funds is funding received by Carbon County and transferred to the SEUHD to be used for the expansion of the opioid related programs. This funding will be on-going for a period of about 18 years.

The Suicide Prevention Firearm Safety contract for \$50,000 is SAMSA (State funds) that is sent to Carbon County and they then transfer the funding to the SEUHD.

Debbie asked if Emery County had received their opioid settlement funding. Commissioner Leonard state that they had received the funding but that they were in the process of determining how to utilize the funding. Brady stated that it is up to each county to determine how the funding will be used. Commissioner Jensen stated that from the funding they received, 60% was going to go to Four Corners Behavioral Health to be used for mental health and 40% to be used by the SEUHD for educational programs. The projected budget going forward will be for 18 years with approximately \$400k being received the first year and \$250k each year thereafter.

Kathi asked that if the SEUHD was going to continue to receive this funding, what programs within the SEUHD could utilize the funding, are new program(s) going to be created or if existing staff was going to be assigned new tasks. Brady stated that this specific funding falls under the Health Promotion and Education Program and that they will be expanding what they are doing.

Tracy stated that there was a list of what the funding can be used for and what they needed to be focused on. Commissioner Jensen stated that after a year, the county will evaluate how the funding was used by both the SEUHD and Four Corners to ensure that they are comfortable with how the funding was utilized. Commissioner Leonard stated that Emery County has not had many meetings regarding the use of the funding but will be looking into what the county is going to be doing. The amount of funding received is based on county population size.

Motion - (Kathi Kearney/Commissioner Jordan Leonard) Move to approve the budget changes as presented. Unanimous

- B. **Check Register and Disbursement Listing** – Brady stated that there were no questions received regarding the check register and disbursement listing.

Motion - (Debbie Peet/Breann Davis) Move to accept the Check Register and the Disbursement Listing as presented. Unanimous.

- C. **Contract Status** - Tracy stated that the chart shows the funding balance for each program as of the end of 2022. There are programs that do not end on December 31st, some run in multi years. Debbie asked what the SHARP program was. Sara stated that it was to be used for strengthening HAI-AR program capacity to help with investigations of very specific pathogens, outbreaks associated with infections antibacterial resistant within the hospital.

- D. **Vaccine Cost Request** - Tracy stated that she had been working with other health departments comparing vaccine fees/costs and insurance payments and found that a lot of insurances have set reimbursement rates for specific vaccines. For example, Shingrix is a new vaccine being administered at the SEUHD and our cost is \$181.00 and insurances are paying \$168.00. Some health departments have added 10% to help offset the difference. Tracy stated that board approval was needed for the SEUHD to add the 10% in addition to the administration fee. The increase will not be affecting the VFC vaccinations. Debbie asked if the increase was going to be across the board and if clients would have to pay more for immunizations. Tracy stated, that the fee was mostly for adult vaccines.

Motion - (Kathi Kearney/Commissioner Larry Jensen) Move to approve the Vaccine Cost Request as presented. Unanimous.

V. **Policy – Discussion, review and possible approval**

- A. **Disciplinary Procedures (A-E)** – Brady stated that A-E was a series of potential policies regarding discipline and procedures. A draft was presented to the board in January. After the completion of Mr. Crook’s investigation, a policy draft was presented to all staff giving them the option to comment on the policy. The version presented today has comments made by staff. The policy was shared with Mr. Crook for review and suggestions. Based on the questions made on the policy, it would be good to have him add more to the policy. The policy contains the standard grievances process which will also need to contain language on how the health officer is or becomes involved in the process. Brady asked the board for any additional comments. Commissioner Jensen stated that it was beneficial to have an attorney look at the policy for legal purposes. Discussion followed. Kathi asked what the status was on the hiring of a human resources staff.

Brady stated that that is part of the discussion and was needing direction on how to proceed. As part of the investigation done by Mr. Crook, part of the recommendation was to incorporate the position into a current staff position but no current staff has that type of background or a human resource position could be created and a determination made as to how many hours would be needed. The other option would be to advertise for the service. There are companies that offer the service on an hourly basis. Another option would be to continue to retain Mr. Crook and have him be the adviser. Debbie asked if the person that is hired to do human resources would also be doing the onboarding of new employees and how is that being done now. Tracy stated that all of the benefits selection by current employees are done in November. Brady stated that there is staff now that does the onboarding of new employees.

Other health departments similar to the SEUHD have a person on staff whose job is equivalent to what Tracy does and they also do human resources. Breann suggested that companies could be contacted to see what they offer as far as evaluation services, etc. and if a contract service could help with complex situations and also if they would have an individual working directly with supervisors. Brady stated that he did not know if it would be done directly but preferred to have someone meet in person. Another benefit is that they would not be supervised by the SEUHD. Rhiana asked what was the benefit of having a separate person doing human resources and asked if Brady had been doing human resources up to this point. Brady stated that conflict resolutions are handled in his office and having a human resources position would not eliminate him from the process but add an additional person that is outside of the organizational structure would be beneficial.

A recommendation from Mr. Crook was that the Director be involved, but with a human resource staff, other issues could be resolved before getting to him. Commissioner Jensen suggested the possibility of contracting with Carbon County human resources and he would find out if they would have time and what the cost would be. Brady stated that if that is an option, he would be interested in entering into a contract with Carbon County for human resources. Breann stated that if the Moab office had an issue and was in need of human resources, Grand County could possibly contract on an hourly basis to provide the service. Brady asked Commissioner Leonard if Emery County would be open to providing human resources services to the Castle Dale office. Commissioner Leonard stated that it could be a possibility and would be talking to the other commissioners and also stated that because of the nature of the close knitted communities, and in order to eliminate personal connections and politics, it would probably be more beneficial if different counties handled a different area. Brady stated that he would be exploring the option of having the counties provide human resource services and if that was not possible, he would then be looking into contracting with an individual person. Discussion followed. The policies will be sent to the board once Mr. Crook has reviewed and made recommendations.

- F. Fringe Benefits Premium** – Tracy stated that the only change was under the dental plan, where it indicates that if an employee was not receiving health insurance, they would not qualify for dental insurance. The SEUHD will now pay 100% of the premium for all eligible employees receiving health insurance. Kathi asked if the effective date of April 2013 was correct. Tracy stated that that effective date was specifically for when the board approved for SEUHD to pay employee premiums for employees who requested a status change to less than 30 hours a week.

Motion - (Breann Davis/Commissioner Leonard) Move to approve the Fringe benefits premium. Unanimous.

G. Purchasing Policy – Tracy stated that the policy was updated to allow coordinators to make/approve purchases under \$200.00.

Motion - (Debbie Peet/Breann Davis) Move to approve the Purchasing Policy as presented. Unanimous.

VI. Fraud Risk Assessment – Tracy stated that the assessment is required to be done yearly and that the State uses it to determine the SEUHD’s risk level. The assessment is presented to the board and is then sent to the State indicating that it has been reviewed by the board. Page two of the assessment covers the separation of staff duties. The answers from page two are then taken and entered on page one, item one which gives the SEUHD 200 points. Each “yes” answer gives a designated point. What the SEUHD does not have at this time is an IT security and a licensed or certified CPA. Tracy stated that she was not certified nor had a bachelor’s degree. The board training has not been done by board members that is done every four years and a formal audit committee still needed to be set up by the board. Brady stated that the SEUHD is still at the low risk level.

Motion - (Kathi Kearney/Commissioner Jordan Leonard) Move to accept the Fraud Risk Assessment as presented. Unanimous.

VII. SEUHD Strategic Plan – Brady stated that for some time the SEUHD has had its vision, mission and goals in broad categories which fall within the various programs and specific measurable goals that look toward 2029. Brady indicated that one of the tasks that he would like to work on with the board during the next couple of months is to formalize what the SEUHD has now into an actual strategic plan and also to have the board input going forward.

Brady presented the Bear River’s Health Department plan. Breann asked if there was a timeline as to when he wanted to have the plan completed and if he wanted the board to respond by individual email. Brady stated that he would like to have it done by the end of 2023, and yes, the board can send their input via email. Brady stated that he will be adding more information to the document along with board input. The plan will be added to the board agendas for review until it is completed. Commissioner McGann asked if staff input would also be included along with the board. Brady stated that staff has been involved and it was reviewed by staff. Debbie asked who would be compiling all of the information and putting it together into one document. Brady stated yes, it was going to be Delia. Debbie asked if the board’s assignment was to review the goals and see if it has attainable points. Brady stated that he would like the board to look at the whole document and see what needs to be added and what are the data points associated with each goal. Rhiana asked Brady for more clarification as to when the deadline will be for the final plan and is a committee needed to discuss the plan. Brady stated that he wanted the board to know that it is his goal to create the strategic plan for the SEUHD and this was the start and would like the board to review the entire document and indicate what they feel needs to be added or changed. First review will be in May. A review committee can be formed to review the plan and work on the specifics of the plan. Brady indicated that it was important to have the perspective from the board members as community leaders and community members to better serve their individual county which can be integrated into the plan. Rhiana asked what was the best way for him to receive board feedback. Brady stated that the document was going to be shared as a Google doc on May 29th and the board could also send an email with their input/comments. Rhiana asked Brady to provide deadline dates for comments to be received by. Breann stated that she appreciated that it is being done for the SEUHD.

VIII. Moab Building Update and discussion about move/remain options - Brady stated that he received a new current summary of what the cost would be if the SEUHD moved onto the property. The MFHC's proposal is the total cost of \$7476/month for rent and utilities. The MFHC has moved into the facility and there is concern regarding the amount of space allocation for the SEUHD. The additional building is no longer an option, it is being used for child care and a commercial kitchen. The MFHC also included a list of the benefits of the SEUHD moving into the building. Brady stated that at this point, he did not know if it is a good idea for the SEUHD to proceed. Kathy asked why that was. Brady stated that the cost for being in the building increased substantially. The total cost/sq ft increased to almost \$90k and we are at \$36k right now which includes our mortgage payment and utilities and would rather save the funding for staff salaries at the Moab office. The collaboration by being there would be great but there would be no room to expand. Breann stated that it was previously mentioned expanding the existing building. Brady stated that CIB funding would be needed and right now there is no funding available for construction. Commissioner Leonard asked if the community was being served without moving onto the MFHC facility. Brady stated yes, the Moab office is doing a very good job. During the time that flu clinics were done, the SEUHD partnered with the Grand Center for the large flu clinics. Orion stated that the Moab office is centrally located and within walking distance with easy access. Commissioner Jensen asked if there is any potential to expand. Orion stated that the surrounding properties are commercial and there is a potential to expand the parking area. Brady stated that every party had good intentions going into the partnership with MFHC but the project ended up not being what the SEUHD needed for the programs it administers. Kathi asked if it was going to drive a wedge between agencies if the SEUHD did not move forward with the project. Brady stated no. The MFHC director understood that this was not a possibility for the SEUHD and we are still going to continue the same relationship as before. Discussion followed. Commissioner Leonard asked if there were any grant funds that needed to be paid back. Brady stated that the money invested from WIC, will be paid back to WIC and will also be pursuing the recovery of other funding spent. It is now time to close the door on the project and not pursue moving into the building and remain at the present location.

Motion - (Commissioner Larry Jensen/Commissioner Jordan) Move to approve to no longer move forward with pursuing to relocate into the MFHC building and remain at the present location. Unanimous.

IX. Legislative Update – Brady reviewed the updates. There are bills that may impact health departments. HB71 requires that DEQ institute a funding formula in the way that funding is distributed to health departments. The requirement has not been followed thru by DEQ and they have not involved health departments when their policies will impact them. SB116 was aimed at removing the isolation and quarantine ability from health departments and their ability to recommend individual isolation or quarantine. The bill has failed but it will come up again. There is debate regarding how much power health departments should have regarding closures, quarantine and isolation. HB131 makes it unlawful for a place of public accommodation to discriminate against an individual based on their immunity status. Prohibits governmental entities and employers from requiring proof of vaccinations and requiring vaccinations. SB86 is an amendment which creates an exemption from liability for entities that possess a controlled or counterfeit substance that is being used for testing. HB320 is an amendment which approves the sale of any raw product besides milk. SB151 is an amendment to exempt minor operated homemade businesses from certain regulations. All of the bills mentioned have passed with the exception of SB116. Rhiana asked if the recent bills that were passed were going to create changes as to how the SEUHD administers the programs. Brady stated that there may be a little impact but they would not affect procedures. There may be a bill next year that will allow the creation of a temporary tobacco shop anywhere and that is very concerning.

X. Public Health Report

- A. Clinical Family Services – The school nurses are in the process of doing the yearly kindergarten round up for the upcoming school year. Staff is working on flu clinics and finding ways to make them more streamlined and get them out into our communities. New pneumonia vaccines are now available at the SEUHD, Prevenar 15 and Prevenar 20 to replace the ones previously offered. Other new vaccines are the Meningitis B, HPV and shingles vaccine and they are available in the three counties. A new nurse has been hired for the Utah Cancer Control Program in October and is completing her training. Clients will start to be scheduled in April and will also be scheduling clients in Moab in conjunction with the MFHC.
- B. Health Promotion and Education – Nothing to report at this time.
- C. Health Equity - Nothing to report at this time.
- D. Environmental Health – Staffing change - Hailey Gardner, has left the SEUHD to pursue schooling in a different field. Marie Brophy will be taking over the restaurant inspections along with other Price staff and Steve Getz, an Environmental Chemist, has been hired as a part-time pool tester.
- E. Emergency Preparedness – Staff has been involved in flood planning and potential shelter and water setup. SEUHD staff will be implemented if needed. Kathi asked if sandbags were available in our local counties. Commissioner Jensen stated yes, there are 150,000 bags. Kathi asked if there was a concern in Emery County with flooding. Commissioner Leonard stated that yes, there is concern and may be having to utilize State employees for flood management in Joe’s Valley and at some of the cabin subdivisions. There may be a spilling of the reservoirs due to the snow melting.

- XI. Closed session – if necessary –** Rhiana asked for a motion for the board to go into closed session to discuss the character and competence of personnel.

Motion - (Kathi Kearney/Breann Davis) Move to go into closed session. Unanimous

XII. Board Comments.

There being no further discussion, the meeting was adjourned. **The meeting adjourned at 6:50 p.m.**

Zak Konakis, Board Chair

Bradon Bradford, Health Officer