

Meeting Minutes from January 22, 2020

ATTENDEES

Commissioner Greg Miles, Commissioner Brad Horrocks, Mr. Terry Nelson, Mr. Keith Goodspeed, Ms. Shanna Wheeler

Director Jordan Mathis, Mr. Scott Gessell, Ms. Raima Colledge, Ms. Jeramie Tubbs

ABSENT

Commissioner Randy Asay, Dr. Richard Jolley

AGENDA

The meeting was called to order at 12:16 pm. Prayer was given by Mr. Goodspeed and Pledge was led by Commissioner Horrocks.

Minutes from December 4, 2019

A motion was made to approve the minutes from the Board of Health held on December 4, 2019, by Mr. Nelson and seconded by Mr. Goodspeed. Motion carried. Vote Unanimous.

Public Comment

None

Syringe Exchange - Utah Harm Reduction

Ms. Tubbs presented the benefits of the Syringe Exchange Program. It allows individuals another avenue to seek appropriate treatment. It reduces the spread of infectious disease by providing clean needles. It provides a place for testing, counseling, Naloxone distribution, referral for treatment and gives access to important resources. She discussed the potential models and what has been determined to be best practices for our community. The tentative plan is to use the mobile option. Ms. Tubbs will find designated locations in Duchesne, Roosevelt, and Vernal that are public enough for safety purposes, in addition, still feels safe for individuals to utilize. There will be specified dates and times for syringe exchange to take place. Individuals can come in no questions asked to exchange used needles for clean needles. The used needles will then be disposed of appropriately. This program hopes to connect the marginalized individual with treatment and resources which in turns mitigates risks.

2019 Year-End Financial Report

Mr. Gessell discussed all line items that exceeded 120% of the proposed budget for 2019. Non-capital equipment ended at 175% due to the upfront costs of the new telephone systems. Clinic and laboratory supplies came in just above 121% due to extra supplies needed for increase in vaccines given and extra supplies for Environmental Health in preparation of employee's exit that usually orders the supplies. The Vaccine purchases were 71% over the proposed budget, which means we gave a lot more vaccines this year. We ended the year with about \$270,000 to the good.

2020 Calendar Year Budget Proposal

Mr. Gessell presented a few minor changes to the proposed 2020 budget. The biggest change noted is for the rent of the building with a decrease of about \$75,000. This is due to Uintah County's plan to pay off the building and decrease their match contribution for 2020. In addition, we were able to tighten up our numbers for Fringe benefit expenses for 2020 and decrease them by about \$20,000. The total difference from the previous proposed budget to the new proposal is about \$45,000.

Commissioner Miles wanted to know how the county match was derived. Director Mathis explained that it was calculated about four years ago. After some discussion it was determined that when the 2021 budget is determined a review of all county matches will take place.

A motion was made to approve the new proposed budget for 2020 by Mr. Goodspeed and seconded by Ms. Wheeler. Majority vote minus one abstained by Commissioner Horrocks.

PTIF - Board Restricted Fund Contribution Recommendation & Approval

After reviewing the financial affairs of TriCounty Health Department it was proposed to the board to approve setting aside a set amount each year toward the PTIF - Board Restricted Fund. This fund will be used in times of crisis or to purchase big ticket items when needed. The board agreed to put \$200,000 into the fund each year unless the budget cannot sustain that amount.

A motion was made to approve setting aside \$200,000 for the PTIF - Board Restricted Fund by Commissioner Horrocks and seconded by Mr. Goodspeed. Motion Carried. Vote Unanimous.

OPEB (Other Post-Employed Benefits) Fund Recommendation & Approval

The OPEB Fund are benefits that an employee will begin to receive at the start or retirement, such as, life insurance and healthcare premiums that a retired employee earns after retirement. Given how this fund has performed historically and where the balance currently sits in comparison to the future demand for the funds Director Mathis does not see the need to spend \$10,000 + to hire an actuary to review the fund. After much discussion the board determined that the fund should be evaluated annually.

A motion was made to evaluate the OPEB Fund annually with the budget by Mr. Nelson and seconded by Ms. Wheeler. Motion Carried. Vote Unanimous.

Board of Health Appointments and Memberships

Dr. Richard Jolley and Staci Wilson's term for the Board of Health is up on December 31st. Dr. Jolley has been reappointed for 2020 by the Uintah County Commission for another three-year term. Daggett County opened their seat and appointed Stacie Tinker for a three year term.

Board Bylaws Proposed Changes & Approvals

Director Mathis reiterated the proposed changes that were approved by each county commission. He stated we are still waiting for the signatures of county commissioners so he can move forward.

4. Membership

- 4.1. The board shall consist of **nine (9)** members appointed by the governing bodies of participating counties (Daggett, Duchesne, and Uintah), on a non-partisan basis. All provisions of § 26A-1-109, relative to the composition, qualifications, appointments, and terms of appointment shall be observed in the selection of members to the district Board. The following representation will comprise the board:
 - 4.1.1. One person representing the Daggett County Commission appointed by the commission.
 - 4.1.2. One person representing the Duchesne County Commission appointed by the commission.
 - 4.1.3. One person representing the Uintah County Commission appointed by the commission.
 - 4.1.4. Five persons consisting of one (1) representative from Daggett County, two (2) representatives from Duchesne County, and two (2) representatives from Uintah County appointed by the respective commissions.
 - 4.1.5. **One medically-trained person from any represented county, recommended by the three duly elected commissioners serving on the board of health, and appointed by the Uintah County Commission.**
 - 4.1.6. Each member shall be entitled to one vote.

A motion was made to approve the changes once the signed copies are received by Commissioner Horrocks and seconded by Mr. Goodspeed. Motion Carried. Vote Unanimous.

Proposed Personnel Policy Changes

Mr. Gessell presented a new Purchasing Card Policy for TriCounty Health Department. The policy reads as follows:

Policy 775 - Purchasing Card

PURPOSE

This policy defines the conditions under which employees may use a Department sponsored purchasing card. The program helps to eliminate the use of petty cash, requests for checks, local check writing, and the use of personal funds needing reimbursement. The program is not intended to avoid or bypass appropriate purchasing or payment procedures and must not be used for personal use.

POLICIES AND PROCEDURES

1. General Conditions

- a. *To obtain a purchasing card an employee must be approved by their supervisor. Generally, the employee should have a purchasing card if its use will benefit the Department by avoiding cumbersome administrative tasks associated with the purchasing process, or if the employee can save department funds by its use.*
- b. *Employees are responsible for the security of their card and the transactions made with the card. The card is issued in the employee's name and it will be assumed that any purchases made with the card will have been made by them. **The card is non-transferable.***
- c. *The program can be used for both purchases at a merchant location as well as for mail or fax orders.*
- d. *No transaction may exceed your single purchase limit in value. If you have an unusual, one-time transaction, which will exceed the limit, notify the Business Manager, who will make the necessary adjustments (if supported by an approved purchase request). The purchase card company will not change your credit limit without the approval of the Business Manager.*
- e. *Approved purchasing card uses include, but are not limited to the following: subscriptions, seminars, books, videotapes, catering or small dining services, miscellaneous maintenance requirements, sympathy or congratulation flowers, office supplies, forms, postage or delivery services, and any one-time, properly approved purchases of Department needs.*
- f. *Non-approved purchasing card uses include but are not limited to the following: any personal use, any item exceeding your single purchase limit in value, any merchant, product, or service normally considered to be inappropriate use of county funds, or stock items available through approved ordering systems/programs.*
- g. *Any recurring payments should go through the Business Manager's purchasing card.*
- h. *You are required to retain all receipts for goods and services purchased. If you initiate purchases via phone or mail, ask the supplier to email a receipt.*
- i. *Purchases less than \$50 do not require a dedicated purchase order. Such purchases will be tracked through a single, monthly, purchase order showing all purchases that were under \$50. Employees are expected to strictly abide by this policy. A card used out of compliance with this and other guidelines established for this program may result in consequences up to and including termination of employment.*
- j. *Each cardholder will receive monthly notification of the availability of statements which identify each transaction made against the card during the previous billing cycle. The statements are available online and should be printed out and reconciled for accuracy each month. Failure to properly reconcile your purchasing card activity each month and in a timely manner may result in suspension or termination of the card.*
- k. *Each transaction should have an original receipt and an associated purchase order. Send your reconciled statement and attached receipts to the Business Manager for review and approval within five (5) working days after it is received. If it is not received, your purchasing card will be suspended from all further activity until reinstated at the discretion of the Business Manager. Each statement and its associated paperwork will be retained for audit purposes. Missing receipt*

forms may be used when a receipt has been lost or misplaced, however, the use of a missing receipt form should not amount to one every six months.

- I. Actual payment of a central invoice will be made by Accounts Payable, but your activity may be audited at any time.*

A motion was made to approve policy 775: Purchasing Card, by Ms. Wheeler and seconded by Commissioner Horrocks. Motion carried. Vote Unanimous.

Closed Session

A motion was made to go into closed session to discuss imminent/pending litigation by Ms. Wheeler and seconded by Mr. Nelson. Motion Carried. Vote Unanimous.

A motion was made to go out of closed session by Commissioner Horrocks and seconded by Ms. Wheeler. Motion Carried. Vote Unanimous.

A motion to adjourn by Commissioner Horrocks at 2:42 pm.

The next meeting will be held on Wednesday, March 25th and will include having lunch with all TCHD employees.