

Meeting Minutes from January 23, 2019

ATTENDEES

Commissioner Greg Miles, Commissioner Bart Haslem, Mr. Terry Nelson, Mr. Keith Goodspeed, Ms. Shanna Wheeler, Ms. Staci Willson, Mr. Jon Stearmer, Mr. Nathan Hall

Mr. Scott Gessell, Mr. Darrin Brown, Ms. Michelle Miles

EXCUSED

Dr. Richard Jolley, Commissioner Randy Asay

AGENDA

The meeting was called to order at 12:06. Prayer was given by Commissioner Bart Haslem and Pledge was led by Mr. Terry Nelson.

Minutes from November 28, 2018

A motion was made to approve minutes from the Board of Health on November 28, 2018, by Mr. Goodspeed and seconded by Mr. Nelson. Motion carried. Vote unanimous.

E-mail Security

Jon Stearmer, County General Counsel, presented the important need for Board Members to have Government issued emails, due to the fact that personal emails could become a liability. For example, if emails are requested during litigation the Board Member's personal email in entirety can be searched and reviewed. The issuance of Government emails would reduce the liability on TriCounty and would allow for easier transmittal of board documents.

In addition, it important to remember to use email for its intentional purpose. Email should be used as a delivery system, therefore, issues being addressed or detailed information should be in an attachment not directly in the email. Be sure to save substantial emails and create an auto-delete and record retention policy for all emails.

The cost per account for Government-issued emails is \$10 a month.

A motion was made to adopt a Government email for each Board Member by Mr. Nelson and seconded by Mr. Goodspeed. Motion carried. Vote unanimous.

2018 Calendar Year-End Financial Report

Mr. Gessell reported the total expenses ended at 96% with revenue at 105%. We have seen a lot of savings due to changes with fringe benefits and funding for new programs. Counties are meeting their allotments, but there is some lag with Uintah due to the difference in cycles.

Rent for the Roosevelt office has been finalized and checked for accuracy.

We are currently 390k in the good with revenue more consistent due to better allocations, spending cuts and an increase in patient visits.

2018 Annual Report

Director Mathis presented the 2018 Annual Report. He noted that private immunizations have increased consistently. We have seen success in the car seat program. There is a bit of concern with the WIC program due to the Government shutdown. The WIC program is only funded through February.

Rainy Day Fund

Mr. Gessell proposed a Rainy Day Fund. This fund will be restricted and controlled by the board and funded each year with a portion of any excess revenue. The funds would roll over each year and be allocated for emergencies or large projects as the Board sees fit. Mr. Gessell recommended an allotment of 150k for this year.

A motion was made to allot 200k to the Rainy Day Fund for year-end by Commissioner Haslem and seconded by Mr. Goodspeed. Motion carried. Vote unanimous.

Retention Schedule

Mr. Gessell presented an updated Retention Schedule to the Board. He explained that we are currently using the State of Utah's general Retention Schedule, but feels it is important for us to have our own in place. A Retention Schedule is required by law and is the policy for destruction management of records. Mr. Gessell researched Utah and Michigan state's retention policies and created a TriCounty Health Retention Schedule.

A motion was made to adopt the TriCounty Health Retention Schedule with the removal of "Immunizations for School Children" retention by Ms. Willson and seconded by Ms. Wheeler. Motion carried. Vote unanimous.

Fee Schedule

Director Mathis presented a complete TriCounty Fee Schedule and recommended yearly reviews of schedule.

A motion was made to approve Fee Schedule by Mr. Nelson and seconded by Ms. Wheeler. Motion carried. Vote unanimous.

Employee Policy Updates

Director Mathis proposed changes to the Employee Leave Policy and the Employee Travel and Meal Policy.

A motion was made to approve the Employee Policy changes by Commissioner Haslem and seconded by Mr. Nelson once Counsel Stearmer reviews wording in the Travel and Meal Policy. Motion carried. Vote unanimous.

Meeting adjourned at 2:25 pm