

Meeting Minutes from January 27, 2021

ATTENDEES

Chairman Terry Nelson, Commissioner Greg Miles, Commissioner Randy Asay, Commissioner Brad Horrocks, Dr. John Mathis, Dr. Richard Jolley, Ms. Shanna Wheeler, Ms. Jodi Tinker, Mr. Keith Goodspeed

Director Kirk Bengé, Mr. Scott Gessell, Ms. Raima Colledge, Mr. Darrin Brown, Ms. KayCee Asay

ABSENT

None

The meeting was called to order by Chairman Terry Nelson at 12:01 p.m.

PUBLIC INPUT

None

MINUTE APPROVAL -December 2, 2020

A motion was made to approve the minutes for December 2, 2020 by Commissioner Miles and seconded by Ms. Wheeler. Vote unanimous. Motion carried.

INTRODUCTION OF NEW HEALTH OFFICER

TriCounty Health's new Health Officer, Kirk Bengé introduced himself. His first day with TriCounty was Tuesday, January 19th. His educational background includes a Master's Degree in Public Health and a Bachelor's Degree in Microbiology. Director Bengé grew up in Fairview, Utah. The last four years he has lived in Monticello, Utah where he served as the Health Officer for San Juan County. He worked several years at the Utah Public Health Laboratory starting as a Lab Tech and then transitioning to Program Manager. He has had the opportunity to serve on many advisory committees including the Governor-elect Cox Transition Team. Director Bengé is happy to be here and is impressed with everyone he has met so far.

Director Bengé asked the board to clarify the policy on the usage of the vehicle that was assigned for use by the director. There was discussion about the state law that took effect May 2020 (Utah Code 76-8-318) that changed the definition of authorized personal use of public property. Due to these changes TriCounty Health amended their policies. Director Bengé stated that he would not use the vehicle to commute daily, but would like to be able to take the vehicle home if he has early or late meetings to attend. The board discussed that allowing such use would save time and money. They feel like Director Bengé's position is on-call 24/7 and he should be permitted to use the vehicle as he deems necessary and fair to the department. The board asked Ms. Colledge to draft a policy and send it out to all board members for approval.

On a side note, Mr. Gessell reminded the board that we are trading out three of our older fleet vehicles in June.

2020 YEAR-END FINANCIAL REPORT

Mr. Gessell presented the 2020 year-end report as noted in the packet [Board of Health Packet](#) pages 8-13. He stated that overall we did very well for 2020 even with the craziness of COVID. There was an 8% increase in wages due to the recent PTO buy-out and overtime accrued due to COVID. Other expenses affected by COVID include decreases in Fringe Benefits and Travel. Our overall expenses for 2020 sit at 92%. Revenue has significantly changed compared to past years because with COVID many programs were unable to run. Cash collections are down to 84%, because we have not seen a lot of foot traffic, and many other programs have seen a decrease as well. All county's are up-to-date with their contribution matches. Our overall revenue sits at 104% for 2020.

Dr. Jolley asked if we are charging for the COVID vaccine. Ms. Asay stated that in the beginning we were trying to bill insurance for the administration fee (\$17), but the time it takes to bill for these may not be worth the return.

Director Bengé explained that the Governor's office is determining whether to reimburse the health departments for this expense and there should be a decision made soon.

A motion was made to approve the 2020 Year-End Financial Report by Dr. Jolley and seconded by Commissioner Horrocks. Vote unanimous. Motion carried.

PELORUS UPDATE

Mr. Gessell explained that at our next meeting the financial reports may look very different. We are now using Pelorus for all of our financial processes. He will bring different options of reporting to the next board meeting so the board can decide which format they would like to use.

COVID-19 VACCINE UPDATE

Ms. Asay stated that we have given an estimate of 1800 COVID vaccines since we began on December 23. We have a list of over 1500 individuals over 70 on a waiting list that need to be scheduled. The National Guard has sent volunteers to help aid us with scheduling and other COVID processes. This week alone they have been able to schedule 700 individuals on the waiting list and we anticipate they will be able to complete the list by the end of this week.

In addition to the National Guard we have been ramping up our MRC (Medical Reserves Corps) unit. The MRC is a program that recruits volunteers to help during pandemics. To date we have 18 volunteers that have joined our MRC and will be aiding us with the COVID vaccination process.

We have set-up a temporary mass vaccination clinic in the TriCounty Conference rooms in both our Vernal and Roosevelt locations. We have looked at other locations in order to increase the amount of vaccines we can give, but there are some obstacles. The first obstacle is that we need to monitor each individual for at least 15 minutes after the vaccine is given. Secondly, we are only given so many vaccines each week. We are not notified on how many vaccines we will receive for the following week until Thursday evening. This does not give us enough time to plan for large scale clinics.

Both hospitals have offered their services to help administer the vaccines. We will be holding meetings with them in the upcoming weeks to decide how to distribute vaccines to them. In addition we will be getting MOUs (Memorandum of Understanding) in place so we can do mobile clinics in areas like Daggett County, Tabiona, etc.

Overall, Ms. Asay feels that the COVID vaccine process has been going well and we have not wasted any doses we have received thus far.

ENVIRONMENTAL HEALTH

Cosmetology Rule Proposal

TriCounty Health Department's rule is in line with the requirements of the state rule R392-702. The state cosmetology rule was enacted March 2020 and was posted to their administrative rules web site in October of 2020. The purpose of this rule is to outline TCHD permitting and inspection requirements for Cosmetology facilities.
<https://adminrules.utah.gov/public/search//Current%20Rules.Current%20Rules>

Full Proposed Cosmetology Rule

Mr. Brown explained that they have brought the proposed Cosmetology Rule for public comment twice and have received a lot of feedback. Most of the feedback has been in favor of the rule. Most of the concerns have been in regards to the fees associated with the rule. The following is the proposed fee structure that the Environmental Health Division feels is fair and adequate:

TriCounty Health Department is proposing a fee of \$200.00 annually for permitting Cosmetology Facilities that do not include body art (permanent make-up/microblading), tanning or any other type of service that is permitted by the department. This proposed fee will include one annual inspection and the administrative costs associated with permitting.

If a facility includes body art, tanning or any other type of service permitted by the department the fee will increase based on the services offered:

- *Body Art - an additional \$100.00 fee*
- *Tanning - an additional \$100.00 fee*
- *Food Services - based on current fee schedule*

Mr. Brown explained that with this proposed rule there would be guidelines for home salons that are not in the state rule. There was discussion about whether it is reasonable to have stricter rules than what the state law addresses. Director Bengé read the state law and it states that if the local law is more stringent than there needs to be data to back it up. The board would like Mr. Brown to gather information to back-up the need for a stricter rule and bring the data back to the next board meeting for review.

Legal Action Standard Operating Procedures

Mr. Brown created the Legal Action Standard Operating Procedures document to provide guidance to his department and staff. The board was very impressed with the document and stated it would be very beneficial. Director Bengé proposed that instead of stating each rule within the document verbatim to instead link the rules electronically. This would make the document easier to keep up-to-date, because rules are always changing and this way when they change they will be updated automatically. Mr. Brown appreciated the advice and will make the changes.

A motion was made to adjourn the meeting by Commissioner Asay at 2:05 pm.

The next meeting will be held on Wednesday, March 24th