

Meeting Minutes from March 27, 2019

ATTENDEES

Commissioner Randy Asay, Commissioner Greg Miles, Commissioner Brad Horrocks (serving as proxy for Commissioner Bart Haslem), Mr. Terry Nelson, Mr. Keith Goodspeed, Ms. Shanna Wheeler, Ms. Staci Willson

Director Jordan Mathis, Mr. Scott Gessell, Ms. Raima Colledge, Mr. Jake Isaacson, Ms. Liberty Best, Ms. Lindsey Clark, Mr. Stuart Siffring (by phone)

ABSENT

Dr. Richard Jolley, Commissioner Bart Haslem

AGENDA

The meeting was called to order at 12:05 pm. Prayer was given by Mr. Gessell and Pledge was led by Mr. Goodspeed.

Minutes from November 28, 2018

A motion was made to approve minutes from the Board of Health on January 23, 2019, by Ms. Wheeler and seconded by Mr. Goodspeed. Motion carried. Vote unanimous.

2019 Year-to-Date Financial Report

Mr. Gessell reported that all counties accounts are current. He noted that we are currently about \$120,000 in the good for the year, but that does include the year-end balance of \$70,000 from 2018. Mr. Gessell explained an increase in revenue under the miscellaneous section for Diabetes Prevention that equals \$10,000. This was unexpected because we did not think we would have this contract any longer, but we may see up to \$4,000 more in revenue for this program later this year.

Director Mathis explained that due to underutilization of funds for the Children with Special Healthcare Needs contract, TriCounty would be required to pay back about \$33,000 to the contract. However, we were able to make an ammendment to use those funds to purchase a new fleet vehicle (minivan). The only stipulation under the agreement is that the minivan's sole purpose must be for Maternal & Child Health-related programs and issues. . This will be a great asset to TriCounty for multiple purposes and was a great way to keep the funds in the community.

Leadership in Ozone Reduction Awareness (LORA) Award

Mr. Siffring proposed an award that is being developed to recognize operators in the Basin who demonstrate a commitment to reducing emissions that can result in the formation of Ozone. The concept is called the Leadership in Ozone Reduction Awareness (LORA) Award. Local operators would complete a checklist and meet thresholds as determined by TriCounty Health. The initial thought is that the award would be given at the UDOGM Hydrocarbon Conference on April 11, 2019, and Mr. Siffring would like to put TriCounty stamp of approval on the award. Mr. Siffring feels like TriCounty is the perfect fit to present this award because we are well respected and are a neutral arbiter.

After much discussion, the board agreed that this concept would be great for the Basin. We feel the timeline of awarding this on April 11, 2019, is premature and more planning is needed to validate the process of application and selection. It was decided by the board that Director Mathis and Mr. Darrin Brown would be on a selection committee as representing TriCounty to help streamline this award concept and have a say in the final selection. Ideas presented included: Roll-out and promote the award to nominees at a conference with a presentation and flyers; present different levels of awards to be inclusive of both small and large operators; present the award at the annual Energy Summit; include both independent and commercial operators.

A motion was made to support the LORA Award by Commissioner Miles and seconded by Mr. Nelson. Motion carried. Vote unanimous.

Isolation and Quarantine Order

Director Mathis presented the Isolation and Quarantine Order that will be used by TriCounty once it is approved by the County Legal Team. He explained that this order would be utilized in case of a disease outbreak in our area. There are four types of restriction: Examination, treatment, isolation, and quarantine. Examination means that further examination is needed for the individual(s). Treatment means the individual(s) will need some type of treatment for the disease, condition or exposure. Isolation means that the individual(s) are infected and will need to be separated for the period of communicability under such conditions as to prevent the direct or indirect conveyance of the infectious agent. Quarantine means that individual(s) that may have been exposed to a communicable disease must be restricted to activities during the period of communicability to prevent disease transmission. During an outbreak, the Director of Health, in consultation with the Medical Advisor, will put this order in place and determine which type of restriction is required for the individual(s) based on the circumstance.

Employee Policy Updates

Director Mathis proposed changes to the Employee Travel and Meal Policy as follows:

Accounting for Travel Time:

- a. In-State:
 - i. Employees, both exempt and non-exempt, shall take every reasonable measure to see that travel does not extend the employee's workday unduly beyond a typical workday (8:00 am - 5:00 pm). Variance from this must be communicated and approved with one's supervisor since such variance may result in the accrual of overtime (See TCHD - 270 - Hours of Work).
- b. Out of State:
 - i. Non-exempt employees must work closely with their immediate supervisor to obtain prior approval for any reasonably anticipated overtime accrual. In order to successfully manage the accrual of overtime managers may need to set strict guidelines for allowable hours worked while traveling.
 - ii. For simplicity, exempt employees when traveling out of state shall count 8 hours for each day they are gone.

A motion was made to approve the Employee Travel and Meal Policy changes by Ms. Wheeler and seconded by Ms. Wilson. Motion carried. Vote unanimous.

Minimum Performance

Director Mathis summarized TriCounty's [Minimum Performance Standards](#), and showed how they integrate with our strategic planning initiatives.

A motion was made for the Board Chair and Health Department Director to sign the attestation stating that TriCounty Health Department has met the Minimum Performance Standards, by Commissioner Miles and seconded by Mr. Goodspeed. Motion carried. Vote unanimous.

Meeting adjourned at 2:30 pm