

Meeting Minutes from May 27, 2020

ATTENDEES (Held at Commissioner Horrocks' Home)

Commissioner Greg Miles, Commissioner Brad Horrocks, Dr. John Mathis, Dr. Richard Jolley, Mr. Terry Nelson, Ms. Shanna Wheeler

Director Jordan Mathis, Mr. Scott Gessell, Ms. Raima Colledge, Mr. Darrin Brown

ABSENT

Commissioner Randy Asay, Mr. Keith Goodspeed, Ms. Jodi Tinker

AGENDA

The meeting was called to order at 12:12 pm. Prayer was given by Ms. Wheeler and Pledge was led by Dr. Jolley.

Public Comment

None

Thank you

Dr. Mathis expressed his thanks to TriCounty Health and the amazing job they have done during the COVID-19 Pandemic. He noted that there have been some difficult adjustments, but overall it has gone very well. The rest of the board agreed.

Minutes from March 17, 25, 28, April 13, 27 and May 11

A motion was made to approve all of the minutes from the Board of Health held on March 17, 25, 28, April 13, 27 and May 11, by Dr. Jolley and seconded by Commissioner Miles. Vote Unanimous. Motion carried.

Financial Software Update

Mr. Gessell explained that currently we are utilizing several different software programs to complete accounting tasks. This can be cumbersome at times and inefficient. Since TriCounty Health Department is currently in the process of moving away from Uintah County it seemed like the perfect time to find a software solution that is more efficient and user friendly. The administration team vetted three different options; NetSuite, Caselle and Pelorus Methods. All three were great options, but after comparing prices versus functionality a decision to move forward with Pelorus Methods was determined. Pelorus Methods is based out of Orem, Utah and is used by several other health departments in Utah and in a couple of water districts in our area. All of whom have given great reviews of the program and their customer service. There is a lot of work ahead of us in order to prepare for this transition, but we are confident that Pelorus Methods will fulfill our needs. We plan to run dual payrolls and other training/testing of the program later this year before going live on January 1, 2021. There is a \$20,000 upfront cost that we have planned for. Even though we will be taking on more work the efficiency should even out and we do not anticipate hiring more employees. Mr. Nelson suggested that we verify the contract includes back-up processes and ensure there are more than one back-up available in case of catastrophe or technical issues. Mr. Gessell said he would follow up with this before signing the contract.

2020 Year-to-Date Financial Report

Mr. Gessell presented the 2020 Year-to-Date Financial Report. He stated that we are a third of the way into the year and everything is looking normal thus far. The wages and benefits are in line with what they should be. There are some expenses that are already at or close to 100%, but that is because those expenses are upfront costs paid at the beginning of the year. There is one new line titled Miscellaneous Supplies that has been added for any

COVID-19 expenses. The total expenses thus far are at 30% which closely aligns to the projected 33% expected at three months in.

Revenue can be sporadic within each contract because each reimbursement is different and with COVID-19 many programs have been put on hold. The State plans to extend many of these programs to maintain validity with spending of the funds. A new line for COVID-19 has been added. It shows the current amount of money the State has given to us for COVID-19 related expenses. The State is currently looking into other funding to help with these expenses. The Counties are in line with their payments. Our revenue is sitting at a total of 31%, but we will be seeing the effects of COVID-19 in the next couple of months.

We have seen a sharp decline in immunization visits. They were down by 29% in March and 64% in April. However, the WIC visits went up by 44% in March and 16% in April. In addition, we had a fairly large expense due to COVID-19 with the rental of the hotel for patient housing. We did keep a contract with them through the end of May, but only to pay the utilities in case we needed to use it again. We do feel that the money the State sent us will help us recover for this year.

Fee Schedule Discussion and Approval

Director Mathis presented the new fee schedule for 2021. The Nursing department does not have any fee changes at this time. There is one minor addition to the Vital Records fees for Burial/Cremation Transit Permits at \$7.00. This fee is assigned by the State and cannot be adjusted.

Mr. Brown went over all the changes to Environmental Health fees as follows:

Air Quality:

- Removed fee for "Lead and Asbestos Inspections/Sample Review, because a contractor completes these tests now.
- Dust Control Plan Review Fee is being adjusted from \$265 to \$350

Food Service:

- Categories are being segregated by level of risk:
 - Category I - Serving no time/temperature controlled items fee \$200
 - Category II - Serving less than 5 time/temperature controlled items *new fee of \$300*
 - Category III & IV - III - Cooking raw foods or serving 5 or more time/temperature controlled items & IV - Highly Susceptible - Hospital, Care Center, Daycare Centers, Senior Centers CFSM required for both III and IV *adjusting fee from \$350 to \$400*

Food Service Plan Review:

- Categories are being segregated by square footage.
 - Category I <50 square feet fee \$150 to \$200
 - Category II 500-1000 square feet fee \$200 to \$300
 - Category III 1001-3000 square feet fee \$250 to \$400

Wastewater Inspections:

- Removed fee for "Plan Review/New Design"

Water Quality:

- Existing Water Well Inspections *adjusting fee from \$120 + lab fees to \$100 + lab fees*
- Water Hauler Permit *new fee \$200*
- Inorganic Test (Turbidity, Nitrate) *adjusting fee from \$15 to \$20 per sample*

A motion was made to approve the fee updates for 2021 by Dr. Jolly and seconded by Commissioner Horrocks. Motion carried. Vote Unanimous.

Director Mathis proposed a one time fee reduction for food service and pools due to the impact they have seen with COVID-19. This one time fee reduction would occur in January of 2021 when fees are due. There was discussion among the board and they all feel that is a great idea. Commissioner Horrocks proposed that we table this until the next meeting, because they will be having a tax discussion at the commission in October.

Commissioner Miles brought up concerns in regards to the septic system fees. There was some discussion and Mr. Brown said he would gather numbers and bring it back to the board at a later date.

Closed Session

None

A motion to adjourn by Dr. Jolley at 2:23 pm.

The next scheduled meeting will be held on Wednesday, July 22nd.