

Meeting Minutes from July 22, 2020

ATTENDEES

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

ABSENT

None

The meeting was called to order at 12:18 p.m. by Dr. John Mathis.

PUBLIC INPUT

None

MINUTE APPROVAL - MAY 27, JUNE 15, AND JUNE 17

A motion was made to approve the minutes for May 27, June 15, and June 17 by Commissioner Horrocks and seconded by Commissioner Miles. Vote unanimous. Motion carried.

YEAR-TO-DATE REPORT

Mr. Gessell presented the year-to-date report for representing January thru June 2020. Due to COVID-19 we will see an increase in wages, but a decrease in fringe benefits because we are hiring more part-time/temporary employees. In addition, travel is basically at a standstill and we most likely will not see much activity in that area for a while. We are 50% through the year and our expenses are at 42% so there are no concerns there. The WIC program is doing very well at 46% and operating as it should. The big news on the revenue is COVID-19 response amount of \$406,275.00. This is an advance the state has sent to TriCounty Health to use for COVID-19 efforts. We expect to receive an additional \$133,000.00 in July. These funds are Federal funds and any remaining funds not used by December 31 will need to be paid back. There has been talk at the state in regard to contracts that have been put on hold since COVID-19 and how those funds will be allocated. The state has discussed level Revenue is currently at 52% year-to-date. All counties are up to date with their contributions. We should see a significant drop in net cash over the next few months as we see more COVID-19 efforts being put in place.

There was discussion about forecasts for more long term contracts that have been put in place. Mr. Gessell explained that we have been given funding to increase flu clinic efforts through expanded hours or mobile clinics. There is a contract for Epidemiology that doesn't expire for 18 months. There has been talk at the state level in regard to contracts that have been put on hold since COVID-19 and how those funds will be allocated. The state has discussed extending the contracts, ending them on normal expirations or utilizing the funds for COVID-19.

Director Mathis stated that we will continue to receive the funds for COVID-19 efforts, and if they are not needed we will pay them back. Some of the funding may be needed for mass vaccination when a COVID-19 vaccine is available. There was discussion about where we would hold these mass vaccinations. If it is during the colder months Director Mathis proposed having them at local fire departments or similar where vehicles can drive through, but the staff will still be able to be in shelter. Other places discussed included the event center in Duchesne, and the county maintenance garage in Vernal. The board discussed that we may see an increase in flu shot participation at our annual Flu Shoot-out. Director Mathis said the ICS (Incident Command System) Team is meeting soon to discuss how to manage the Flu Shoot-out this year.

There have been conversations with Uintah County in regards to the Vernal location's building. In January we adjusted our budget to not pay the rent to Uintah County, because they were planning to pay off the building loan. However, they did not pay off the building and are now wanting us to continue paying rent. Director Mathis asked the board if it would be in our best interest to assume the debt of the building and in turn acquire the asset once the loan is paid off. The board discussed the advantages and disadvantages of this process. We have a full service

lease with Uintah County for maintenance of the building and are responsible for any costs accrued. Also, with the change in commission it may be in the best interest to take over the loan so the payment is steady, because future commission could come back and ask for a higher amount of rent. The loan is currently through the CIB (Community Impact Board. Commissioner Horrocks spoke with the CIB briefly and he felt like it was possible, but the loan may go from a no interest rate to a low interest rate loan. The board agreed that we should move forward with exploring options for taking over the loan.

Director Mathis reminded the board that we need to meet with the three counties and review the per capita county match. There needs to be an agreement drawn between all commissions. Director Mathis will follow-up with this item at a later date and routinely review the agreement annually.

DEPARTMENT ANNUAL FRAUD ASSESSMENT

Mr. Gessell presented the Fraud Risk Assessment audit that was done by the State of Utah Auditor. In order to assess each entity they utilize a questionnaire that rates you low to high risk. According to the assessment TriCounty Health falls in the high risk category. Some of the items we are delinquent include: written policies for procurement and cash receipting/deposits, hiring a CPA or similar, having board members complete State Auditor online training, promoting a fraud hotline, and having a formal internal audit function and committee. We are not required to take action, but it is up to the board whether they feel it is necessary or not. It was discussed amongst the board that for future safety measures we should take action. Mr. Gessell noted that he is currently working on a written policy for procurement that will be done by the end of this year. The board would like for Mr. Gessell to determine what measures he deems appropriate and bring them back to the next meeting.

PELORUS METHODS UPDATE

Mr. Gessell briefed the board on the progress of TriCounty's move to the new financial accounting software, Pelorus Methods. The process is moving forward as planned on our end. We are meeting with Mayberry next week to discuss insurance options. In addition, we will be meeting with the County Treasurer to ensure that we have everything we need to move away from the county. Pelorus has not gotten back to us, but according to the timeline we are on track.

POLICY APPROVAL

Ms. Colledge presented the updated Educational Assistance policy. Changes include:

Old Policy: Tuition may be reimbursed up to \$1500 per year up to 4 years.

New Policy: Tuition may be reimbursed up to \$6,000 total per lifetime.

Old Policy: For reimbursement a "C" grade or above (or passing in a pass/fail course) is required.

New Policy: For reimbursement a passing grade is required.

Old Policy: If employee terminates before the above terms, the employee shall pay any educational assistance back to TCHD.

New Policy: If an employee terminates employment, for any reason, before two years (24 months), the employee will be required to pay any educational assistance reimbursements back to TCHD on a prorated basis. The prorated amount will be based on the amount of reimbursement received divided by the percentage of time left in months to satisfy the commitment requirement. For example, if the employee received \$1,000 on 01/01/2020 and terminates employment on 10/31/2020, the employee will be responsible for paying a prorated amount of \$583.33 to TCHD (to calculate take the amount received divide it by 24 (2 years) and multiply by the number of months remaining in your contract).

A motion was made to approve updates made to Policy 530 Educational Assistance by Commissioner Horrocks and seconded by Mr. Nelson. Vote unanimous. Motion carried.

Ms. Colledge asked the board if they would like to put a policy in place to pay employees for differential pay for employees that are required to work on Holidays. We would utilize our current designated holidays. Employees required to work would get differential pay at time and a half for time worked and then paid holiday pay up to 8

hours total. There was a lot of discussion both for and against this change. Commissioner Horrocks spoke in opposition to this policy.

A motion was made to approve a policy for differential pay updates made to Policy 530 Educational Assistance by Commissioner Miles and seconded by Mr. Nelson. Majority vote minus one abstained by Commissioner Horrocks.

PERSONAL PROTECTIVE EQUIPMENT COST SHARE

Director Mathis explained that originally there was going to be a cost share for any personal protective equipment distributed. TriCounty Health has distributed close to a quarter million dollars of personal protective equipment to healthcare facilities in our area. We gave each facility two months worth of equipment and kept 25% on hand for emergencies. We then asked the facilities to try to order their own equipment from here out. Some facilities are still struggling to get the equipment needed. We will continue to help them, but Director Mathis feels it would be wise for counties to earmark at least 5% of Care Dollars in case we need to build-up a stockpile again. The school districts will have Care Dollars available for them to purchase their own personal protective equipment. In addition, the school districts were just given 45,000 reusable masks.

JURISDICTIONAL UPDATE

Director Mathis presented the current COVID-19 numbers. The mean positives for TriCounty are about 7-8%. Majority of our positive cases are within households or at social events. Hospitalizations increased since Memorial Day, but seem to have plateaued. We are meeting with Ashley Regional Medical Center and Uintah Basin Health to get thresholds for their facilities next week. Medical facilities outside of our area will not take referrals if their threshold capacity is 80-85%.

The sewage study is being done weekly on Thursdays at Daggett County, Ashley Creek, Roosevelt, and Dutch John sewer treatment facilities. The results do not show any trends yet because it is too early in the study.

There is a mask mandate for schools, K-12. Governor Herbert will announce whether there will be a state mask mandate on August 1. If the seven day rolling average of positive cases is under 500 a mask mandate will not be put in place. We are currently at a 609 seven day rolling average of positive cases.

Director Mathis expressed that he feels moving to a mask mandate would be better than moving back to yellow. There are more and more studies showing that masks do make a difference. In addition, it is the most cost effective way to slow the spread instead of trying to do a shut-down. Even when infection occurs when wearing a mask the viral load is lower which decreases the severity of the disease.

ALTERNATIVE SCHEDULE

Director Mathis briefly updated the board with the results of the employee survey in regards to an alternative schedule. There was an overwhelming vote for the alternative schedule of working Monday to Thursday 7:30 am to 5:30 pm and Fridays from 8:00 am to 5:00 pm. Director Mathis will be taking these results back to the leadership team to see how we can make it operational without impacting overall community services. Once a decision is made we will bring it back to the board for approval.

BOARD RETREAT 2020

Director Mathis asked the board if they wanted to hold a retreat this year. The board decided that due to the situation we are in we should play it by ear and just hold an extended meeting if items come up that need to be discussed.

NAME OF DEPARTMENT

Director Mathis explained that we are often confused with the Tri-County Health Department in Colorado. He asked if there would be a desire to change the department name to eliminate confusion and to better identify where we are located. The board would like there to be more thought put into this decision and bring it back if it seems feasible.

A motion was made to adjourn the meeting by Ms. Wheeler at 2:32 pm.