

# Meeting Minutes from July 31, 2019

## ATTENDEES

Commissioner Greg Miles, Mr. Terry Nelson, Mr. Keith Goodspeed, Ms. Shanna Wheeler, Ms. Staci Willson, Dr. Richard Jolley

Director Jordan Mathis, Mr. Scott Gessell, Ms. Raima Colledge, Mr. Darrin Brown, Mr. Eric Larsen, Mr. Nathan Hall, Ms. Cindy Austreng

## ABSENT

Commissioner Randy Asay, Commissioner Bart Haslem

## AGENDA

The meeting was called to order at 12:07 pm. Prayer was given by Dr. Jolley and Pledge was led by Staci Wilson.

### Minutes from May 22, 2019

A motion was made to approve minutes from the Board of Health on May 22, 2019, by Ms. Wheeler and seconded by Mr. Nelson. Motion carried. Vote unanimous.

### Public Comment

None

### 2019 Year-to-Date Financial Report

Mr. Gessell reported that there are not any major changes with the Financial Report from the last meeting. We are at half a year with our budget. He pointed out that required wages are at 97% and the required fringe is at 68%. This is high for the middle of the year but it is due to the fact that when the budget was made we only calculated the Health Director's wages and benefits and neglected to include the Business Manager and Human Resource Assistant's wages and benefits. We will need to make these adjustments on next year's budget. All other expenses are in line with their different cycles and phases they are on.

All revenues are in line according to the contract dates versus the calendar year. We are still getting additional funding from the Diabetes Prevention program that was not expected. Counties are still up to date on their contributions. Overall, we are \$125,000 to the good, which is a great place to be at this point in the year.

The Utah Department of Health is currently auditing TriCounty Health. They have moved to a completely electronic audit process. We have not heard anything from them at this time, but we will update as needed.

Mr. Gessell presented a table of our department cash flow. It shows a consistent upward trend. There is a slight drop in April due to moving funds to an account for emergencies or projects approved by the Board. We have named this account B.A.R.F. (Board Approved Restricted Funds).

### Ratification of Department Policy 765-Personal Use of Department Property

Director Mathis sent this policy electronically to all board members for a vote. There were enough votes that the policy passed and is in use. Director Mathis wanted to have the ratification on public record.

### PURPOSE

*This policy is intended to define authorized personal use of TriCounty Health Department property, including for purposes of Utah Code Ann. § 76-8-402. In addition, this policy is meant to assure responsible and reasonable personal use of department-owned property and to control excessive or unlawful use of public property.*

## **POLICIES AND PROCEDURES**

### **1. Appropriate Use of Department-Owned Property**

- A. *Department-owned property is public property and it is primarily to be used for the benefit of the public. Department offices, divisions, and employees are to use department-owned property to achieve the purposes and mission of the department. However, department employees are allowed to use department property for their personal use in accordance with the following guidelines:*
- i. the personal use of department property does not violate any law;*
  - ii. the personal use of department property does not damage the property or create a risk of liability or harm to the department;; including negative public perception;*
  - iii. the personal use of department property is considered normal personal use of employer property within the community;*
  - iv. the personal use of department property does not interfere with the use of the property as intended for the public use, or significantly disrupt or distract from the conduct of department business;*
  - v. the personal use of department property is considered occasional or incidental; the personal use of department property has been pre-authorized by the appropriate supervisor (board of health, division director, business manager, or department director), and the use does not cause the department to incur more than a de minimis (less than \$100.00) cost; and*
  - vi. when the department property is provided or required to be provided to the department employee as an employee benefit or convenience, such as, but not limited to, lunchrooms, lunchroom equipment, restrooms, restroom equipment, nursing rooms, nursing room equipment, etc.;*

### **2. Procedures & Responsibilities**

- A. The personal use of department property allows employees who have been authorized to use department equipment for extensive personal use to do so without the fear of being prosecuted.*
- B. Any use of department-owned property that is considered more than occasional or incidental use must have prior approval from the board of health, a division director, the business manager, or the department director.*
  - i. For the protection of the department and department employees, such approval must be granted in writing.*
- C. If the personal use of the department-owned property has been granted written approval, and the use is anticipated to exceed the de minimis threshold (more than \$100.00) arrangements for timely reimbursement to be made to the department by the department employee must be put in writing prior to the personal use of department-owned property.*
- D. Unauthorized extensive use of department-owned property by a department employee may result in discipline up to and including termination and criminal prosecution.*
- E. When a department policy such as a policy governing vehicles, information technology resources, or communication resources, addresses personal use of a specific type of department-owned property, that policy must be followed for the specific use of that type of property. Such a policy preempts this policy.*

A motion was made to ratify the policy by Mr. Goodspeed and seconded by Dr. Jolley. Motion carried. Vote unanimous.

## **Board Bylaws-Proposed Revisions**

Director Mathis proposed changes to the TriCounty Board of Health ByLaws as directed by the board at the last meeting as well as some other suggestions.

*Original statement:*

*4.5 The chairman and vice-chairman of the board shall be selected from the current Board of Health members who are county commissioners and shall be elected by a majority vote of the members and serve a term of one year beginning January 1 and ending twelve months later on December 31. The Chairman shall preside over and conduct all meetings and act as the legal representative of all board transactions. In the absence of the Chairman, the Vice-Chairman shall perform such other duties as may be prescribed by the board.*

*Proposed change:*

*4.5 The chairman and vice-chairman of the board shall be selected from the current Board of Health members who have served on the board for at least one year and are elected by a majority vote of the board members. Chairman and Vice-Chairman shall serve a term of one year beginning January 1 and ending twelve months later on December 31. The Chairman shall preside over and conduct all meetings and act as the legal representative of all board transactions. In the absence of the Chairman, the Vice-Chairman shall perform such other duties as may be prescribed by the board.*

*With the addition of the following statements:*

*5.4 The Chairman shall approve all board agenda items prior to the public announcement of the agenda.*

*5.6 As required, issues that need to be addressed between regularly scheduled meetings due to uncontrollable time constraints may be addressed via electronic means, as long as all communication surrounding the proposed action can be documented for public record and such action is decided in accordance with terms set forth in Section 5.5 All electronic action must be ratified in the next regularly scheduled board meeting.*

*5.8 If required, as determined by Chairman, accommodations shall be made to allow board members to participate in meetings via telephone or video conference. Members so participating shall be considered present at the meeting for all purposes, and shall be afforded every opportunity to participate in all discussion and voting.*

*5.10 The board chair shall ensure that a current year-to-date financial report is provided to the Board at each scheduled meeting. The financial report shall be given by the department Business Manager.*

*6.3 Any member of the board can, at any time, request specific financial data, information, or reports, from the department Business Manager without first consulting with or gaining approval from the Department Director. In addition, the board chair may meet privately with the department Business Manager to discuss the financial affairs and state of the department.*

A motion was made to approve changes excluding proposed changes to 4.5 until it has been approved by all County Commissioners by Dr. Jolley and seconded by Mr. Nelson. Motion carried. Vote unanimous.

## **Department Mission-Proposed Revision**

Director Mathis presented to the board discussions we have had with Mr. Nelson and information he shared in regards to our mission and strategies. Mr. Nelson suggested we change our mission to something that is simple and easy to remember and then build our visions and strategies around the mission. After meeting with the TriCounty Health Department Leadership Team it was decided to elect "Serving for Health" as our mission. There is still a lot of work to do with the visions and strategies, but this is a good starting point and will be easily recognized by employees and the community.

A motion was made to approve the new mission statement "Serving for Health" by Ms. Wheeler and seconded by Ms. Wilson. Motion carried. Vote unanimous.

## **Department Drinking Water Rule-Adoption Proposal**

Mr. Brown, Director of Environmental Services, presented a rough draft for a Drinking Water Rule for TriCounty areas. There was much discussion of the importance of such a law and the need for it in our rural areas due to lack of water systems. Mr. Brown highlighted some of the rules and received feedback from the board for some additions/changes. The board would like Mr. Brown to clean-up the draft and send it out electronically to all board members then proceed for public comment.

A motion was made to proceed to public comment by Dr. Jolley and seconded by Ms. Wilson. Motion carried. Vote unanimous.

## **Program Report-Environmental Health Database Demonstration**

Ms. Austreng demonstrated the new database Environmental Health is utilizing for all permits, testing, and inspections. The database will keep all records in one place making it much easier to locate information and will save a lot time.

## **Closed Session**

A motion was made to enter into closed session to discuss personnel issues by Dr. Jolley and seconded by Mr. Goodspeed. Motion carried. Vote unanimous.

A motion was made to enter back into open session by Dr. Jolley and seconded by Mr. Nelson. Motion carried. Vote unanimous.

A motion was made to agree to the terms for Scott Gessel to remain as the Chief Financial Officer for an additional three years by Terry Nelson and seconded by Staci Wilson. Motion carried. Vote unanimous.

**Meeting adjourned at 2:17 pm**