

Meeting Minutes from September 23, 2020

ATTENDEES

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

Director Jordan Mathis, Mr. Scott Gessell, Ms. Raima Colledge, Ms. Michelle Singer

ABSENT

Commissioner Brad Horrocks

The meeting was called to order at 12:11 p.m. by Dr. John Mathis.

PUBLIC INPUT

None

MINUTE APPROVAL - JULY 22, 2020

A motion was made to approve the minutes for July 22 by Mr. Nelson and seconded by Commissioner Asay. Vote unanimous. Motion carried.

YEAR-TO-DATE REPORT

Mr. Gessell presented the year-to-date report for representing January thru August 2020. This has been a very strange year for tracking, but overall we are doing very well. We have had to make a few adjustments due to programs shutting down due COVID-19. On the expense report there are some items that are still at zero, because we have not received the bills yet. On our Other Services expense we are currently at 188%, because this was an unexpected expense to rent a hotel for the first few months of the COVID-19 outbreak. We are currently resurfacing our parking lot and will utilize the Capital Funds account for this payment that is estimated at about \$10,000.

On the Revenue report we have received several contracts/cash advances for the COVID-19 efforts. The remaining balances of the COVID-19 contracts will need to be paid back at the end of the year. We have discussed utilizing these funds to help other health departments if needed. The State Health Department and Local Health Directors will be meeting in November to discuss this option further. In addition, there is a possibility that the contracts may be extended in order to continue COVID-19 efforts. The Miscellaneous cash collections line item is where we record any refunds and rebates that we receive. Dr. Mathis suggested that we create line items for these in order to track them better. The Other Environmental Health Activities line item has received funds for electric car charging stations. We will be installing two charging stations at both the Vernal and Roosevelt locations. They will be free for public use, but we will be able to gather data to analyze the actual use of electricity and add a credit card charger if needed.

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. Our goal is to get to the low risk measurement. To achieve low risk we will post fraud prevention phone numbers by creating a flyer to share with employees and posting it on our website. Mr. Gessell will be developing our own cash receipting and procurement policies by March 2021. Mr. Gessell will research how other health departments are doing internal audits and create an internal audit process for TriCounty. In addition, Mr. Gessell will be working on getting 40 hours of training per year. The last item that we may try to incorporate is to have smaller board committees that will meet at least twice a year to discuss financial or audit information. The board discussed these items and feels they will be a great way to lower our risk levels. There was further discussion on having board committees. Dr. Mathis feels like unless it is absolutely necessary it may be a waste of time with how small our department is. Mr. Nelson and Commissioner Miles both

feel that in some circumstances a board committee may be useful in identifying items that auditors may not catch or give them the opportunity to delve deeper into issues or opportunities for the department. We will discuss the idea of having a board committee again at a later date.

INTERNAL AUDIT REPORT

Mr. Gessell briefed the board on the internal audit results. There were only two findings for the TriCounty Health Department. The first finding states that we did not follow Uintah County Purchasing Policy when procuring the new phone system. The policy states that when purchasing items that cost of \$20,000 a bid process needs to take place. We piggy backed with the County to purchase the new phone systems and thought that by doing so we would not need to have our own bid process. The second item was in regards to the OPEB (Other Post Employment Benefits) fund. The auditor stated that these funds need to be reflected on our balance sheet. We have resolved these findings.

Mr. Gessell shared information he received from the auditor in regards to having an actuary to analyze the OPEB fund. In the past, Mr. Gessell was unable to locate an actuary due to the locale and size of our department and the expense was steep. However, the auditor referred us to the Milliman Firm who specializes in risk management and will do it for around \$3,000. The board agreed that we need to proceed with this process.

A motion was made to approve an assessment by an actuary from the Milliman Firm by Dr. Jolley and seconded by Ms. Wheeler. Vote unanimous. Motion carried.

DIRECTION ON VERNAL BUILDING

As discussed in previous meetings the payment for the Vernal Office was removed from the budget in the January 2020 meeting due to a reduction in county match dollars by Uintah County with the anticipation that Uintah County would pay off the debt or set aside funding to cover the cost of future debt service. Uintah County is now requesting TriCounty Health Department make the annual \$77,000 payment on the building (due October 1, 2020). For us to do this, the board would need to open a budget hearing to make the requisite adjustment to the budget. So we need to have a discussion on how we would make that adjustment and where we would pull money for making the payment from.

There was also the discussion about the possibility of having TriCounty Health Department assume the debt service on the building. In his discussions with the CIB, Commissioner Horrocks found out that it is possible for TriCounty to assume the debt service if TriCounty goes through the bonding process. However, it would need to be determined how and where the funds to address the debt service would come from.

Lastly, Utah Code 26A-1-115 states “the cost of providing, equipping, and maintaining suitable offices and facilities for a local health department is the responsibility of the participating governing bodies.”

The board would like all of the commissions, Director Mathis, and Dr. Mathis to meet and re-evaluate county contributions and come to a clear and defined understanding. Once an agreement is met and put in writing the board will re-evaluate the direction they would like to go in regards to rent versus assuming debt.

POLICY CHANGE - 505 LEAVE

We are asking the board to give consideration to altering policy to reduce the total number of PTO hours that can be carried over from year to year. Currently the policy states that the maximum annual carry over for PTO is 600 hours. We are suggesting considering cutting that number in half or 300 hours.

The reason for this are:

- reduce the future liabilities to the department
- pay those who have excess hours at today's dollar and at a potentially decreased rate

The cost to pay out those who would be impacted by the policy change is listed below.

Total Hours Over 600	Total Cost	Total Staff Impacted
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1,432

\$48,305.64

6

Approving this change will also require the board to hold a budget hearing to approve this increased expense to the budget. We will also need to discuss where we will come up with the money to pay out those who are above the new 300 hour threshold.

There was much discussion among the board to determine what would be best for employees while reducing the future liabilities to the department.

A motion was made to approve a reduction of the maximum annual carry over for PTO to 300 hours with a payout to employees that currently have over 300 hours by December 31, 2020 by Dr. Jolley and seconded by Mr. Nelson. Vote unanimous. Motion carried.

2021 BUDGET PROPOSAL

Mr. Gessell handed out a hard copy of the proposed budget for 2021 for board members to review for our next meeting. He explained that these numbers will change as we get new information. It was difficult to get a good projection for the coming year only because this year has been so different. We used the numbers for 2019 in hopes that 2021 will be better than 2020.

Director Mathis proposed an idea to offer a one time fee reduction to businesses that have had a difficult time during COVID-19. These businesses include food, pools, cosmetology, tanning, and body art.

A motion was made to offer up to a 50% reduction in fees for those affected by COVID-19 by Dr. Jolley and seconded by Mr. Goodspeed. Vote unanimous. Motion carried.

ESTABLISHING THRESHOLD FOR REQUESTS FOR ACTION COVID-19 - FOLLOW-UP

We met with both hospitals systems as we agreed that a threshold for action to move backward in our restrictions will be if and when we have a person who needs to be sent out for critical care but is unable to due to no available hospital surge capacity.

ALTERNATIVE SCHEDULE

Ms. Colledge reported that based on the input from the staff we narrowed down the acceptable alternative schedule to: Monday - Thursday 7:30 - 5:30 and Friday 8:00 - 5:00 with a 1 hour lunch break. Based on this, in a recent staff meeting we asked all staff to respond by asking, yes or no, if they were in favor of this change. The results of that 82% of employees are in favor of the proposed schedule.

A motion was made to move to the new schedule on January 2021 by Commissioner Miles and seconded by Mr. Goodspeed. Vote unanimous. Motion carried.

PUBLIC ACCESS TO PERSONNEL CELL PHONES

Mr. Goodspeed feels that personnel cell phones that are provided by the department should be public. He has had issues as a member of the public doing business with the health department of trying to make contact with Environmental Health Scientists in a timely manner. There was discussion in the pros and cons of the public having access to these numbers. Director Mathis will speak to the County Attorney to determine the legalities of department provided phones and bring the information back to the board and the next meeting.

A motion was made to adjourn the meeting by Ms. Wheeler at 2:50 pm.

The next meeting will be held on Wednesday, December 2, 2020.