

Board of Health Meeting

November 28, 2018 / 12:00 p.m.

ATTENDEES

Dr. Richard Jolley, Comm. Randy Asay, Comm. Greg Miles (Duchesne County), Bobbi Jo Casper (in place of Comm. Winterton), Mr. Terry Nelson, Ms. Shanna Wheeler, Comm. Bill Stringer, Mr. Keith Goodspeed

Mr. Jacob Isaacson, Mr. Scott Gessell

EXCUSED

Called to Order at 12:04. Ms. Wheeler led the group in the prayer and Mr. Stringer led them in the pledge.

AGENDA

September 5, 2018

A motion was made by Jolley and seconded by Wheeler. Motion carried. Vote unanimous.

Public Comment

Financial Year-to-Date Report (Jan - Oct)

We are at 80% expenses and ... Revenue. We will start providing the Board with a balance sheet number. The Uintah County contribution will be done in December. The other one is food safety that will come in December along with public pools which will help with our small deficit. In office supplies, part of this is overspent partly because of an item that the Board approved.

2019 Budget Approval

There's a one-time opioid response funding that will only go one year. Other than that the budget has not changed since the proposal at the last meeting. Also, Mr. Mathis is proposing that staff who did not receive a wage increase during 2018 and who is not on probation would receive a 1.5% increase based on performance. Mr. Nelson asked about the change in fringe benefits. Mr. Gessel stated this is in our Cost Allocation Plan, we shifted more personnel wages from the required wages to addition wages. Mr. Mathis is the only one that has wages allocated in the fringe now. Mr. Goodspeed stated he has a concern about the turnover at the Health Department, particularly in Environmental Health. Mr. Mathis explained that we actually have filled two Environmental Health positions that have recently been filled. We will actually be up a staff member. Mr. Goodspeed feels that this particular department is understaffed and the current staff is not looking at this as closely as they should because they are overworked. We are positive that the individuals beginning employment will alleviate this problem.

On Capital, due to some other expenses, we've decreased the amount that we are putting in other projects which increases our capital. We also added back Education Reimbursement.

There is a \$40,000 increase from services that DEQ provides to us. Dr. Jolley made a motion to accept the budget with a stipulation on \$17,000 on rent. Seconded by Mr. Nelson. Vote unanimous. Motion carried.

Dr. Jolley asked if publish our budget in the newspaper. Mr. Gessell stated no but it's put on the State's transparency website. Comm. Stringer suggested putting a copy at our front counter in case the public wants to inspect it.

2019 Meeting Schedule

A motion was made by Ms. Wheeler to accept the BOH meeting being held every other month starting in January of 2019 on the 4th Wednesday of the month with an exception made for November, the Meeting will be held December 4th. The motion was seconded by Dr. Jolley. Vote unanimous. Motion carried.

Chair - Dr. Jolley recommended that Comm. Asay be the Chair for the coming year, 2019, and Duchesne County Commissioner be the Vice Chair. Motion seconded by Mr. Goodspeed. Vote Unanimous. Motion carried.

Approval of Records Retention Schedule

Mr. Gessell is working on a records retention schedule. He has contacted State Archives and gotten their retention schedule. He's still working on this and needs a little more time. We will address this again in January.

Ratification of Adoption of A1C Fee

The proposal was for \$20. Mr. Goodspeed has concerns with a public entity taking money away from private companies. Mr. Nelson stated he states that it's a service that we should provide.

A motion was made by Mr. Goodspeed and seconded by Ms. Casper. Vote unanimous. Motion carried.

Department Q5 Plan Approval

Employee respect, employee gossip, enhanced professionalism, employee concerns, improved performance review process, employee retention, Workforce Assessment Tool. Mr. Mathis suggested using one of the Board members to send the e-mail to staff because they aren't always honest when it comes from administration. This will be communicated at the all-staff meeting on December 21st.

It was voiced that the standard should be adopted into policy.

Our employee review process has been revamped. We have tied it back to our core values. They will be rated on a scale from 1-5. Employees will work with supervisors to set three SMART objectives for themselves over the year. Supervisors are required to review with employees every quarter. It's ineffective to review with them only once per year.

Financial Health-

Time and Attendance database, citizen assistance account, OPEB fund, Rainy day fund, Audit

Public Health Emergency - Isolation and quarantine, vulnerable populations, a point of dispensing exercise, preparedness database, public health ready

Community Collaboration - Improve department image, department identity, promotion of department to the public, and a map of collaborations.

Nursing - exemption rates, immunization rates, outreach to outlying communities, targeted case management, no show rate, CHEC program, UCCP & BeWise

EH - EH Database development and utilization, air quality, EH Policy, and procedures, decrease barriers

Get HP goals from Jake

Medical Cannabis Update

Mr. Mathis explained a diagram that he had on the whiteboard. There will be 15-20 cultivators, to the processors, to the State Central fill pharmacy, then to the HD. The cardholders will come to the HD and then we will verify payment and identification through the state database. Comm. Stringer asked when this will go in effect. Mr. Mathis is thinking by 2020.

Closed Session

Required action from Closed Session

A motion was made by Dr. Jolley to accept July meeting review as Jordan's annual review and seconded by Mr. Nelson.

The meeting was adjourned at 2:25.