

# Meeting Minutes from December 2, 2020

## ATTENDEES

Commissioner Greg Miles, Commissioner Randy Asay, Commissioner Brad Horrocks, 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, Mr. Darrin Brown, Ms. KayCee Asay, Ms. Darlene Reilley (UB Media)

## ABSENT

None

The meeting was called to order at 12:09 p.m. by Dr. John Mathis.

## PUBLIC INPUT

None

## MINUTE APPROVAL - September 23, 2020

A motion was made to approve the minutes for September 23 by Commissioner Miles and seconded by Commissioner Asay. Vote unanimous. Motion carried.

## 2020 BUDGET ADJUSTMENT & RESOLUTION

Mr. Gessell presented the year-to-date report for representing January thru October 2020. He discussed the need to amend the 2020 budget due to the additional funds and expenditures related to COVID-19. We began the year with \$4.25 million and are currently at about \$3.2 million through October 2020. Revenue exceeds expenses thus far for the year, but there are some amendments that need to be made. Adjustments to expenses include the Non-capital equipment that is elevated to 199% and the Capital Projects sitting at 0%. This is due to coding errors that need to be adjusted. On the revenue items we have Care Funds of about \$540,000 that were given to us from the state of Utah for COVID-19 relief and need to be added to the 2020 budget. These funds expire on December 31, 2020 and we do not anticipate it carrying over to 2021. The County contributions are in line with what we expected. Our total revenue and expenses should be sitting at about 83% at this point in the year and we are currently below with a total revenue of 77% and expenses of 75%. These differences are related to the COVID response that moved employees away from normal functions into response efforts. Unused Care Funds will need to be repaid after December 31, 2020. There was discussion on how to best utilize those funds before they expire.

2020 Budget Adjustment and Resolution Number 05-2020 :

<b>TriCounty Health Department</b>				
<b>CY2020 Budget Adjustment</b>				
<b>Fund 21</b>				
<b>Line</b>	<b>Revenue source</b>	<b>Original budget</b>	<b>Budget change</b>	<b>Adjusted budget</b>
3110-000	Uintah County property tax	\$ 523,000.00	\$ -	\$ 523,000.00
3452-000	Environmental health	\$ 494,800.00	\$ -	\$ 494,800.00
3454-000	Nursing	\$ 849,100.00	\$ -	\$ 849,100.00
3457-000	Administration (Covid19 grants adjustment)	\$ 449,300.00	\$ 540,000.00	\$ 989,300.00

3459-000	WIC	\$ 904,300.00	\$ -	\$ 904,300.00
3461-000	Health education	\$ 648,900.00	\$ -	\$ 648,900.00
3840-000	Contribution - Daggett County	\$ 19,900.00	\$ -	\$ 19,900.00
3841-000	Contribution - Duchesne County	\$ 358,400.00	\$ -	\$ 358,400.00
3890-000	Use of fund balance	\$ 4,600.00	\$ -	\$ 4,600.00
		<b>\$ 4,252,300.00</b>	<b>\$ 540,000.00</b>	<b>\$ 4,792,300.00</b>
<b>Line</b>	<b>Expense source</b>	<b>Original budget</b>	<b>Budget change</b>	<b>Adjusted budget</b>
4311	Administration	\$ 596,800.00	\$ 540,000.00	\$ 1,136,800.00
4313	Environmental health	\$ 930,200.00	\$ -	\$ 930,200.00
4315	Nursing	\$ 1,407,000.00	\$ (30,500.00)	\$ 1,376,500.00
4318	WIC	\$ 726,900.00	\$ 30,500.00	\$ 757,400.00
4319	Health education	\$ 591,400.00	\$ -	\$ 591,400.00
		<b>\$ 4,252,300.00</b>	<b>\$ 540,000.00</b>	<b>\$ 4,792,300.00</b>

A motion was made to approve 2020 Budget Adjustment and Resolution Number 05-2020 by Dr. Jolley and seconded by Mr. Nelson. Vote unanimous. Motion carried.

## 2021 BUDGET ADOPTION & RESOLUTION

Mr. Gessell presented the proposed 2021 Budget. There is 14-16% change with wages and fringe benefits due to an increase in new contracts/programs. These new programs increase our budget by \$794,000 and of that \$515,000 are COVID-19 related. Other new programs include a Daggett County School Nurse, Virtual Adverse Child Experiences and E-Cig Enforcement. Additional expense increases include rent and vaccine pass-through.

In a previous board meeting we discussed reducing Environmental Health annual fees for this year to provide some COVID-19 relief. We are still going to offer a reduction, but it may be a smaller amount due to some budget cuts. These cuts include the County's match funding. Uintah County did not accept the certified tax rate which in turn lowered the contributions to TriCounty Health. All three counties came to a unified per capita of \$14.76. This is between a 2-26% decrease from previous years funding. The interlocal agreement has been amended to allow for counties to regularly evaluate these rates and make necessary recommendations and/or changes.

The total proposed budget increase for 2021 is 17.51% (2020 - \$4,252,300 to 2021 - \$4,996,795).

A motion was made to approve 2021 Budget Resolution Number 01-2020 by Dr. Jolley and seconded by Ms. Wheeler. Vote unanimous. Motion carried.

## ADDITIONAL RESOLUTIONS

With our move away from Uintah County administratively, it requires us to open accounts with different agencies. The board needs to approve resolutions in order to open these accounts. The three resolutions include PTIF (Public Treasurers Investment Fund), URS (Utah Retirement Fund) and Zions Bank.

A motion was made to approve Resolution Number 02-2020 to request admission for the PTIF (Public Treasurers Fund) by Commissioner Miles and seconded by Commissioner Asay. Vote unanimous. Motion carried.

**A motion was made to approve Resolution Number 03-2020 to request admission to URS (Utah Retirement System) by Mr. Nelson and seconded by Ms. Wheeler. Vote unanimous. Motion carried.**

**A motion was made to approve Resolution Number 04-2020 to request admission to Zion's Bank by Ms. Wheeler and seconded by Commissioner Miles. Vote unanimous. Motion carried.**

## **PELORUS UPDATE**

Pelorus is our new financial system. This system should make our financial processes much simpler. Pelorus is on track and we will be going live on December 27, 2020. There are three other health departments that are utilizing Pelorus and are willing to provide support to us through this transition. In addition, Pelorus will have support available through-out the transition and beyond.

## **2021 BOARD SCHEDULE & BOARD ELECTIONS**

The board discussed whether to keep the same schedule for 2021 which is the fourth Wednesday every other month at noon, except for November's meeting which will be moved to the first week in December due to Thanksgiving.

**A motion was made to keep the same schedule for 2021 by Dr. Jolley and seconded by Mr. Goodspeed. Vote unanimous. Motion carried.**

As stated in the bylaws the Chairman and Vice-chairman of the board shall be selected from the current Board of Health members who are elected by a majority vote of the board members. If the elected Chairman is not a county commissioner, the Vice-chairman must be elected from the county commissioners. 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.

A nomination for Mr. Nelson to be the next Board Chairman was proposed by Ms. Wheeler. No other nominations were proposed for the Board Chairman. A nomination was made for Commissioner Asay to be the Vice Chairman.

**A motion was made to nominate Terry Nelson as the 2021 Board Chairman by Dr. Jolley and seconded by Commissioner Horrocks. Vote unanimous. Motion carried.**

**A motion was made to nominate Commissioner Randy Asay as the 2021 Vice Board Chairman by Dr. Jolley and seconded by Commissioner Horrocks. Vote unanimous. Motion carried.**

## **ENVIRONMENTAL HEALTH RULE**

### ***Cosmetology Rule Proposal***

*TriCounty Health Department's rule is in line with the requirements of the state rule R392-702. The state cosmetology rule was enacted March 2020 and was posted to their administrative rules web site in October of 2020. The purpose of this rule is to outline TCHD permitting and inspection requirements for Cosmetology facilities.*  
<https://adminrules.utah.gov/public/search//Current%20Rules.Current%20Rules>

### [\*Full Proposed Cosmetology Rule\*](#)

There was discussion about the current licensing for these businesses. They are required to have a business license and each individual (hair stylist, barber, esthetician, etc.) must have licensing through the Utah Division of Occupational and Professional Licensing. Mr. Brown proposed creating a local rule that would require the business to get an annual permit through the TriCounty Health Department for the regulation of the facility. The other option is to remain silent, but if we get a complaint about a facility not being in compliance it makes it difficult to regulate if we don't have continuity of regulation. Mr. Brown proposed an annual fee of \$300 that would include the permit and two annual inspections. There was concern with the amount of the fee and how that would affect small businesses that are already struggling. Mr. Brown explained that the fee was determined inline with other Environmental Health Fees which includes \$100 for time for initial paperwork plus \$100 for each inspection. He stated that we do not need to have a decision on the fee at this time. Mr. Brown proposed holding public meetings in the next couple of weeks to receive public comment on the local rule.

A motion was made to allow the department to take the local rule for a public comment period by Dr. Jolley and seconded by Commissioner Miles. Vote unanimous. Motion carried.

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### Drinking Water Rule Proposal

#### Non-public drinking water change

3.5 Grouted Well: A well that has the following construction:

A. the annular space between the drilled hole and the well casing shall be grouted or otherwise sealed to eliminate water of questionable quality from seeping alongside the casing into the water-bearing aquifer. Such grouting shall be at least two inches thick, and extend a minimum of ~~100~~ 30 feet below the surface, or into an effective geologic seal, and

B. the well casing shall extend to an elevation not less than 18 inches above the surrounding ground.

#### [Rule R317-4. Onsite Wastewater System.](#)

As in effect on January 1, 2020

Table 2, separation distances

(e) For ungrouted wells and springs the distance shall be 200 feet. A private or individual well is considered to be grouted if it meets the construction standards required in Section R655-4-11, **which requires a minimum 30-foot deep grout surface seal. Private or individual wells not constructed to this minimum standard are considered to be ungrouted.** Although this distance shall be generally adhered to as the minimum required separation distance, exceptions may be approved by the regulatory authority, taking into account geology hydrology, topography, existing land use agreements, consideration of the drinking water source protection requirements, protection of public health and potential for pollution of water source. Any person proposing to locate an absorption system closer than 200 feet to an individual or nonpublic ungrouted well or spring must submit a report to the regulatory authority that considers the above items. In no case shall the regulatory authority grant approval for an onsite wastewater system to be closer than 100 feet from an ungrouted well or a spring.

Mr. Brown stated that this change is needed to put our non-public drinking water in alignment with the state onsite wastewater systems rule. It will reduce the burden placed on applicants. He feels there is not a need for this change to go to public comment, because it makes it easier for individuals to drill a well. The board feels this is a positive change for the public.

A motion was made to approve this change to the Non-public drinking water rule by Commissioner Miles and seconded by Ms. Wheeler. Vote unanimous. Motion carried.

### Wastewater Rule Proposal

Our current wastewater rule requires property owners to uncover an onsite wastewater system and have the septic tank pumped when dividing property if no records exist for the system. There is a benefit to getting a septic tank pumped, but is not necessary to ensure the onsite system remains with the home. This change would allow property owners to survey the onsite system on their subdivision plat, putting the burden for the location of existing onsite wastewater systems on the property owner.

#### [Full Proposed Wastewater Rule](#)

A motion was made to approve the change to the Wastewater Rule by Dr. Jolley and seconded by Mr. Nelson . Vote unanimous. Motion carried.

### POLICY CHANGE - 255 EMPLOYEE VACCINATIONS

Policy 255 needs to be amended to include recommendations for the COVID-19 vaccine. The proposed amendment is:

4. *Influenza, ~~and~~ Tetanus/Diphtheria or Tdap (Tetanus, Diphtheria, Acellular Pertussis), and COVID-19 vaccinations are recommended for all employees. If no contract is available, a superbill will be provided to the employee so he/she can submit the appropriate insurance claim.*
  - a. *All clinical staff employees shall receive an annual influenza vaccine. All non-clinical staff are strongly encouraged to receive an annual influenza vaccine.*
  - b. *All employees need a Td or Tdap booster dose every 10 years, following the completion of the primary 3-dose series.*
  - c. *All employees are strongly encouraged to receive the full regimen of COVID-19 vaccine. Any employee who does not receive the full regimen of COVID-19 vaccine may be required to wear a face mask while at work and may be considered for job reassignment if it is determined that the employees choice to not vaccinate could put other employees or the public at risk of infection.*

Director Mathis feels that this policy allows employees to still have a choice in regards to getting the COVID-19 vaccine, but still giving us options if needed.

**A motion was made to approve changes to Policy 255- Employee Vaccinations by Commissioner Miles and seconded by Ms. Wheeler. Vote unanimous. Motion carried.**

**A motion was made to go into closed session by Commissioner Miles and seconded by Ms. Wheeler**

**A motion was made to adjourn the meeting by Ms. Wheeler at 2:55 pm.**

The next meeting will be held on Wednesday, January 27th.