

Meeting Minutes from December 4, 2019

ATTENDEES

Commissioner Randy Asay, Commissioner Bart Haslem, Mr. Terry Nelson, Mr. Keith Goodspeed, Ms. Shanna Wheeler, Dr. Richard Jolley, Bobbi Jo Casper (for Commissioner Greg Miles)

Director Jordan Mathis, Mr. Scott Gessell, Ms. Raima Colledge, Mr. Darrin Brown, Mr. Eric Larsen, Mr. Jake Isaacson, Ms. Liberty Best, Ms. Jill Parker, Ms Bianca James, Mr. Tom Marvin

ABSENT

Commissioner Greg Miles, Ms. Staci Wilson

AGENDA

The meeting was called to order at 12:12 pm. Prayer was given by Mr. Nelson and Pledge was led by Commissioner Haslem.

Minutes from September 25, 2019

A motion was made to approve the minutes from the Board of Health on September 25, 2019, by Ms. Wheeler and seconded by Mr. Nelson. Motion carried. Vote unanimous.

Public Comment

None

Phone System Update

TriCounty has needed to upgrade its phone systems for some time now. The current system is out of date, and as such, obtaining parts and support to keep it going is becoming increasingly difficult. As we explored several options, we decided to hitch our wagon to Uintah County and go with Strata/Spectra in an effort to cost-share and save money.

Director Mathis discussed the projected costs of the new system which includes a \$24,250 installation cost. However, after the initial cost, we should see savings on our annual cost of around \$10,000 annually.

A motion was made for Jordan to move forward with signing the contract with Strata/Spectra by Dr. Jolley and seconded by Mr. Nelson. Motion carried. Vote unanimous.

2019 Year-to-Date Financial Report

Mr. Gessell reported there are not a lot of changes from the previous meeting in regards to budget. The expenses are sitting at 79% while revenue is currently at 75%. We are a little behind, but that is anticipated until all revenue has been collected.

2020 Calendar Year Budget Proposal

Mr. Gessell presented the proposed preliminary budget for 2020 and highlighted major changes. We are going from 62 programs to 56 programs for the 2020 year. We added more specification to wages in order to keep better track of employee costs. One of the major changes was to move capital from outlying fleet costs to travel due to an audit suggestion. There are not many changes from the 2019 to 2020 budget.

A motion was made to approve the budget for 2020 by Dr. Jolley and seconded by Mr. Nelson. Majority vote except for one Nay by Commissioner Haslem.

Proposed Plan to Separate Financial Operations from Uintah County

Director Mathis proposed a plan to separate from Uintah County. He presented the following Summary and Pros/Cons list:

SUMMARY

Objective

Evaluate the pros and cons of separating financial operations from Uintah County and...

- Determine an appropriate course of action
- Develop an appropriate course of action
- Evaluate process along the way and make adjustments

PROS	CONS
<p>Ability to develop an integrated system for the General Ledger</p> <ul style="list-style-type: none"> ● Timesheets ● Time Off ● Payroll ● Purchasing ● Payables ● Receipts ● Budgeting ● Inventory <p>Decrease or eliminate need for multiple entries</p>	<p>Have to take on...</p> <ul style="list-style-type: none"> ● All Human Resource Management ● Benefits enrollment and changes ● Payroll ● Timesheets ● Pay check calculations ● Payment direct deposit ● Time off ● Payables ● Vendor payments ● Vendor management
<p>Allow increased autonomy around...</p> <ul style="list-style-type: none"> ● Budget ● Benefits ● Payroll ● Work Schedule 	<p>Expenses associated with purchasing and setting up the integrated system for the General Ledger.</p>
<p>Simplified reporting to...</p> <ul style="list-style-type: none"> ● Division Directors ● State (UDOH/UDEQ) ● Board of Health ● Auditors <p>Reports will be "realtime" allowing for better decision making</p>	<p>Set up...</p> <ul style="list-style-type: none"> ● Federal Tax ID ● State Tax Exemption ● Bank Account ● 218 Agreement (Social Security) ● Bonding? <p>The official bond of a county treasurer shall cover the duties as treasurer of a local health department.</p>
<p>Better able to track employee processes around...</p> <ul style="list-style-type: none"> ● Onboarding ● Payroll ● Benefits ● Wellness ● Offboarding 	<p>Uintah County will need to remain the treasurer to the department to conform to Utah Code 26A-1-118</p> <p>The county treasurer shall serve as treasurer of a local health department.</p>

Director Mathis explained that we are in a good place to be able to do this. It would give us more autonomy and allow us to have more control over accounting. Including but not limited to timely reporting and payments. We feel that benefits outweigh any negative impact. It is at the request of Director Mathis to continue to pursue this avenue with anticipation of breaking off from Uintah in January 2021.

A motion was made to pursue this course and keep the board apprised of any changes as needed by Mr. Nelson and seconded by Commissioner Haslem. Motion carried. Vote unanimous.

2020 Board of Health Meeting Schedule

It was determined to keep the same meeting schedule that is currently in place. Meetings will be on the fourth Wednesday with the exception of November in respect of Thanksgiving.

Board of Health Appointments and Memberships

Dr. Richard Jolley and Staci Wilson's term for the Board of Health is up on December 31st. Dr. Jolley has been reappointed for 2020 by the Uintah County Commission for another three-year term. Daggett County will open its position to appoint someone as soon as possible.

Director Mathis is meeting with each commission to get the Interlocal Agreement changed from an eight-member board to a nine-member board. His plan is to have a final decision by the next Board of Health meeting in January.

Commercial Water Hauling Regulation & Other Environmental Health Rules

Mr. Brown stated that rules are changing all the time. Rules currently out for public comment include the State Pool Rule, Cosmetology Rule, and Body Art Rule. He encourages the board to keep up on changes that are continuously taking place.

The Commercial Water Hauling Regulation was sent back out for public comment and still did not receive any feedback. Mr. Brown feels like it is ready for adoption.

A motion was made to approve the Commercial Water Hauling Regulation once it has approved by the County Attorney with an adoptive date of January 1, 2020, and the effective date of February 1, 2020, by Dr. Jolley and seconded by Mr. Goodspeed. Motion carried. Vote unanimous

Proposed Personnel Policy Changes

Ms. Best introduced new policy [745: Social Media Online Networking](#). The policy will help guide employees through social media and all of its different platforms. It gives TriCounty boundaries and makes online processes safer.

A motion was made to adopt policy 745: Social Media Online Networking, by Commissioner Haslem and seconded by Ms. Wheeler. Motion carried. Vote unanimous

Ms. Colledge proposed changes to policy [505: Leave](#). The major changes include requiring employees to maintain a minimum of 40 hours of PTO (Paid Time Off) to provide a cushion for employees for sick leave or emergencies. Employees can still use these hours with supervisor approval but will need to build the 40 hours back up before taking any additional hours off. In addition, we need to remove the Selling of Hours section to reflect Uintah County's policies.

A motion was made to approve changes made to policy 505: Leave, by Dr. Jolley and seconded by Commissioner Haslem. Motion carried. Vote unanimous.

E-Cigarette Taxation & Flavoring Resolution

Director Mathis presented the proposed resolution for e-cigarettes taxation and flavoring controls as followed:

E-Cigarette Taxation and Flavoring Resolution

Reducing Access and Availability of E-cigarettes to those Under the Age of 21 in Utah: A Resolution by TriCounty Board of Health

December 4, 2019

Resolution Number: 01-2019

WHEREAS, electronic cigarettes have never been proven to be safe;

WHEREAS, the United States Centers for Disease Control and Prevention and the U.S. Food and Drug Administration recommend against all e-cigarette use;

WHEREAS, the use of electronic cigarettes in Utah nearly doubled in students grades 8, 10 and 12 from 5.8% in 2013 to 10.5% in 2015 and remained high at 11.1% in 2017;

WHEREAS, Utah students are significantly more likely to use electronic cigarettes or vape products than any other tobacco product;

WHEREAS, nicotine use during adolescence can disrupt brain development and affect attention, learning, and susceptibility to addiction;

WHEREAS, according to the National Institute on Drug Abuse teen nicotine vaping more than triples the likelihood that a teen will use marijuana;

WHEREAS, tobacco tax increases are one of the most effective ways to reduce smoking and other tobacco use, especially in youth. Nationally, every 10% increase in cigarette prices reduces youth smoking by about 7%.

NOW THEREFORE BE IT RESOLVED, by the TriCounty Board of Health, in an effort to protect the health of the youth in our communities and address the state-wide e-cigarette problem, we hereby urge the Utah State Legislature to take the following actions:

1. Create an excise tax for e-cigarette devices and products and use the tax revenue to fund prevention and enforcement efforts;
2. Ban flavored e-cigarette products, or require that flavored e-cigarette products be sold only in currently permitted tobacco specialty retail locations; and
3. Move the sale of all open system e-cigarette products to permitted tobacco specialty retail locations.

Therefore, the following resolution is hereby adopted by the TriCounty Board of Health at a regularly scheduled public meeting held at 133 S. 500 E. Vernal, UT 84078 on December 4, 2019.

If the board elects approval of the resolution signed copies will be delivered to Utah State representatives.

A motion was made to adopt Resolution Number 01-2019: E-Cigarette Taxation and Flavoring, by Mr. Nelson and seconded by Ms. Wheeler. Motion carried. Vote unanimous.

Closed Session

A motion was made to go into closed session to discuss imminent/pending litigation by Commissioner Haslem and seconded by Dr. Jolley. Motion Carried. Vote unanimous.

A motion to adjourn by Commissioner Haslem at 2:22 pm.

The next meeting will be held on Wednesday, January 22nd.