

TOOELE COUNTY BOARD OF HEALTH MEETING

January 24, 2017

151 N. Main Street Tooele, Utah

PRESENT:

Board: Kathy Taylor, Colleen Johnson, David Rupp, Myron Bateman, Devan Clevenger (phone), Mark Whitney, Mike Colson

Absent: Dennis Rockwell, Lynn Falkner, Amy Bate

Staff: Jeff Coombs, Bryan Slade, Ericka Jordt, Wayne Lyman, Brad Gillies, Melissa Smith, Kellie Newkirk, Gina Powelson, Sherrie Ahlstrom

TOPIC	DISCUSSION/FINDINGS	RECOMMENDATIONS/ ACTIONS
<p>Welcome- Information Item <i>Kathy Taylor</i></p> <p>Approve Minutes- Action Item <i>Kathy Taylor</i></p>	<p>Kathy called the meeting to order at 7:00 p.m. and welcomed everyone.</p> <p>Kathy entertained a motion to approve the November 22, 2016 minutes.</p>	<p>Kathy excused Lynn Falkner and Dennis Rockwell from the meeting.</p> <p>Mark Whitney made a motion to approve the November 22, 2016 minutes Colleen Johnson seconded, all were in favor, and the motion passed.</p>
<p>New Employee Introductions- Information Item</p> <p>Aging Services Report- Information Item <i>Sherrie Ahlstrom</i></p>	<p>Jeff turned the time over to Sherrie Ahlstrom to report on staff changes, new employee introductions and Aging Services report.</p> <p>Sherrie introduced new employees: Kellie Newkirk - Environmental Health Secretary, Melissa Smith - Family & School Nursing Secretary, Gina Powelson - Teen Mom Project Coordinator. Wendover WIC Nurse, Isela Bauer will be introduced at the board meeting in May in Wendover. Terri Garrard, previous Family & School Nursing Secretary is now the Activity Specialist at the Tooele Senior Center.</p> <p>Sherrie reported that beginning February 7, 2017 any Tooele County resident will be able to communicate with a Social Security representative via a video enabled computer that has been set up in a private area at the Tooele Senior Citizens Center. This service will be available on the first and last Tuesday of every month from 10:00 am to noon. No appointment is necessary; services are provided on a first come first served basis. This program is not just for seniors, any resident from Tooele County can use this service.</p>	

<p>Health Officer's Report By-Laws Update <i>Jeff Coombs</i></p>	<p>Sherrie announced two new Aging Services programs, Youthful Living and Senior Connections. The Youthful Living program is a joint effort with Salt Lake Valley Behavioral Health and Tooele Aging Services. The program provides presentations relevant to the needs of the senior population by licensed social workers. The presentations are held at the Tooele Senior Center on the second Wednesday of each month from 11:00 am to noon. About 10 people attended the first presentation that was held in January. Each month is a new topic and participants are able to schedule one on one appointments with the social worker if they would like.</p> <p>The Senior Connection Program is a program that matches volunteers with home bound seniors to provide companionship through either weekly phone calls or home visits. This program is based solely on the effort of volunteers, there is no funding available. Aging Services employees are partnering with Our Healthy Circle at Mountain West Medical Center to find both volunteers and possible program recipients. AARP has advertised the importance of this program and has reported that isolation is as bad as smoking seven cigarettes a day. Volunteers can do a variety of things such as watch television, do a craft, go outside, read a book, have a conversation etc.</p> <p>Sherrie asked the group to refer those who could benefit from either of these programs or anyone who would like to volunteer to help with these programs to her.</p> <p>Jeff reviewed the current by-laws and proposed changes to ensure the board is in compliance with state law. The group was given a copy of the current by-laws that also showed the proposed changes. Jeff pointed out each proposed change and explained what governing document dictated the change. Jeff listed the three governing documents that the board has to be in compliance with. These three documents dictate what a board of health needs to do and how we need to be organized and function;</p> <ol style="list-style-type: none"> 1. Utah Code Title 26A which is Local Health Authorities and within it describes how boards have to be set up and function and any changes to this would have to go through the Legislature, 2. Utah Administrative Code R380-40 here, the Local Health Department Minimum Performance Standards are described in detail explaining what the board needs to do and what the health department responsibilities are, 3. Tooele County Resolution 3-11 is a resolution by the Board of County 	<p>David Rupp motioned to table the adoption of the proposed changes to the Bylaws of the Tooele County Board of Health as presented by Jeff Coombs until it is amended to include all references to all proposed changes and re-presented at the next board meeting, Mark Whitney seconded the motion, all were in favor and motion passed.</p>
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<p>Board Member Reappointments <i>Jeff Coombs</i></p>	<p>Commissioner’s for the purpose of Creating and Maintaining a Local Health Department pursuant to Title 26A, Chapter 1, any changes would have to be recommended by this board and then proposed to the Commissioner’s to be voted on.</p> <p>Jeff explained that per Tooele County Resolution 3-11 Board members shall serve for three (3) year terms. No member shall serve more than four (4) consecutive terms. Title 26A-1-109 states all subsequent appointments shall be for terms of three years and shall be made, as possible, so one-third of the terms of office of those serving on the board expire each year. Members appointed to fill vacancies shall hold office until expirations of the terms of their predecessors. Jeff reviewed the required composition of the board as stated in Section 3.1 of the Bylaws of the Tooele County Board of Health. Because of the term limits in Resolution 3-11 the board needs to decide if they no longer want limited terms and if so this board would need to take the proposed change to Tooele County Commissioner’s. This would have to be a County Commission decision as well as a Tooele County Board of Health decision. Commissioner Bateman explained that Emergency Medical Services Board can be removed from Standing Committee Section 5.1 because EMS has been under Emergency Management for the last three years. Jeff noted that by removing EMS from Section 5.1 it does not mean we could not still participate in that board in the future but the bylaws will no longer require EMS participation.</p> <p>Mark Whitney shared his personal opinion that he values Kathy Taylor’s contributions and he would hate to see her no longer be eligible to serve as a board member due to the county term limits as stated in Tooele County Resolution 03-11. Myron explained some history and background as to why three year terms were created and why he feels it should not be changed the current term limit. David Rupp asked that the specific reference be listed next to each proposed change to show what statute or regulation is mandating the proposed change. Kathy asked for a motion on this item.</p> <p>Mike Colson was appointed to serve as a member of the board by Grantsville City, Lynn Falkner and Colleen Johnson were reappointed for an additional term. Lynn and Colleen need to be ratified by the County Commissioners at a County Commission Meeting.</p>	
<p>Preliminary Year End Financial Report <i>Brad Gillies</i></p>	<p>Brad handed out a preliminary year- end financial report which showed figures through the end of December 2016 only, it did not include several items such as bills that had not come in yet. Final numbers will be available in a couple of weeks.</p> <p>Brad explained that \$4.3 million in budgeted revenues were from contracts and program fees</p>	

charged for services provided. Expenses are costs to administer the various programs, which was budgeted at \$5.7 million. A \$1.4-million-dollar shortfall was anticipated and as part of the approved budget the shortfall would be covered by a contribution from the county, Health & Aging Services Mil Levy that was included last year on the property tax statement and reserve funds built up from prior years. Revenues were more than anticipated and expenses were less than expected for the year resulting in a net shortfall of almost \$800,000 which was about \$600,000 better than anticipated. These figures are preliminary and subject to change once final reports come in. Once the final figures come in the county and the Commissioner's will review the report and then we can decide what we will do with the extra funds, likely we will not have to use as much from our reserve fund as we anticipated. As part of our budget last year we proposed to take \$150,000 out of any excess funds we have this year and designate it as a capital improvement fund. We are also allowed to carry forward from year to year in a separate reserve fund from our capital reserve fund \$1.5 million dollars which can be set aside for the health department. Jeff shared the Aging Services budget. Aging fell short on projected revenues by \$70,000 but spent \$235,000 less in expenses resulting in \$165,000 better than projected. David asked if these funds have dedicated allocations with conditions to which they have to remain within the health department and not drift to the county? Jeff explained health department funds are in a dedicated account because most of the funding received comes from contracts and grants specific to health issues, and because of that they are in a separate account and not commingled with general funds. David asked if legally they could not go back to the county? Jeff confirmed that is correct and Myron responded it is against state law. Myron explained that with the Aging Services funds, in order to make sure those funds stay protected some funds are tied in with Transportation for future vehicle replacement so the Board of Health should ensure those funds are dedicated funds to Aging Services. Sherrie explained that even though UTA has donated the buses, the agreement in the contract leaves us being responsible for any repairs, routine maintenance, damages, replacement etc. so funds must be set aside for those purposes. Myron explained it is important to keep these funds protected, it is tied in by state law that health funds have to stay within the health department through state allocations. Mike asked if there is a plan to have a balanced budget or will the county always pick up the shortfall at the end of the year? Brad replied that the plan is through the mil levy to try and balance it out but not enough money is received through grants and fees to cover all the services we feel are important to provide. Jeff also explained that many of the contracts require us to match a portion of the money, so we have to come up with a certain amount of money to match in order to even receive the contract money. Myron explained that the reason a mil levy was chosen was the fund balance was decreasing every year because the health department had to come up with the match

	<p>money every year. Jeff noted that for the last several years even though it was budgeted for, we have not had to take money from our reserves and have been able to continue to increase.</p>	
<p>Health Promotion Update Youth E-Cigarette Usage Presentation- Information Item <i>Amy Bate</i></p>	<p>Amy Bate was unable to attend the meeting; presentation will be shown at a future board meeting.</p>	
<p>Environmental Health Update Proposed Revision of Reg.# 4 Food Sanitation (Mobile Food Vendor Permitting) For Public Comment- Action Item</p>	<p>Bryan Slade noted that several mobile food vendors have requested additional permitting needs. The requests that have been received require changes to Regulation #4 Food Sanitation. The proposed changes will allow mobile food vendors to operate with a year round permit at multiple locations instead of being limited to a seasonal permit timeframe at only one designated location. Bryan asked the board to review the proposed regulation changes and asked the board to approve proceeding to public comment. Bryan advised the thirty- day public comment period would begin in February and the public hearing will be held within that thirty days. Bryan will then present all comments received from the public to the board in March.</p>	<p>Mike Colson made the motion to proceed to a public hearing with the proposed changes to Regulation #4 Food Sanitation and assign Bryan Slade as the Hearing Officer. Colleen Johnson seconded the motion, all were in favor and motion passed.</p>
<p>Adoption of Year Round Mobile Food Vendor Permit Fee- Action Item <i>Bryan Slade</i></p>	<p>Bryan noted that the proposed fee is not in the regulation itself. The proposed permit fee is \$300 per year and will be proposed for board approval at the next meeting. Kathy asked for a motion to hold a public hearing on proposed changes.</p>	
<p>Family & School Health Update 2017 Division Goals- Information Item <i>Wayne Lyman</i></p>	<p>Wayne shared the following 2017 Family & School Health division goals with the group.</p> <ol style="list-style-type: none"> 1. Increase TCM visits and follow ups to a new high revenue of \$100,000 2. Increase cancer screens by 50 for a new high in number of screens to reach 150 3. Campaign for HPV vaccines with the American Cancer Society 4. Develop the most efficient clinic flow to maximize vaccines given 	

	<p>5. Study fluoride varnish numbers in children, remind physicians to prescribe fluoride.</p> <p>6. Increase volume of vaccines using our electronic means emails/texts.</p> <p>Jeff noted that revenues have doubled in one year for this division. Wayne mentioned that the increase is due in part to having a full time employee that focuses solely on Medicaid and insurance billing, several additional insurances being accepted, and an increase in home visits for children on Medicaid. Wayne explained that the CDC has changed the recommendations on HPV vaccination guidelines so his division will focus a campaign on increasing awareness and vaccinations. Wayne also noted that he will be working on increasing the overall number of vaccines administered here at the health department by starting email and or text reminders, notices etc.</p>	
Board Members Comments/ Concerns	<p>Mark had no issues and commended staff for doing a great job.</p> <p>Commissioner Bateman commended Jeff and Brad for doing a great job with the finances.</p> <p>Mike advised staff to keep up the good work.</p> <p>David thanked the staff for their hard work.</p> <p>Kathy noted that Tooele County School District has the highest number of flu vaccinated students in the state.</p>	
Adjourn	<p>Chair, Kathy Taylor, adjourned the meeting at 8:14 pm. The next meeting will be held on March 21, 2017.</p>	

Attachments: Proposed Board of Health Bylaws, Preliminary 2016 Financial Report, Proposed Regulation #4 Food Sanitation,