

**TOOELE COUNTY BOARD OF HEALTH MEETING**

September 25, 2018

151 N. Main Street Tooele, Utah

**PRESENT:**

Board: Linda McBeth, Commissioner Bateman, Lynn Falkner, Colleen Johnson, Mayor Brent Marshall, Mayor Brian Johnson,

Absent: Kyle Memmott, Devan Clevenger

Public: Catherine Coulter

Staff: Jeff Coombs, Bryan Slade, Brad Gillies, Ericka Jordt, Jamie Zwerin, Hilary Makris, Scott McKenzie

<b>TOPIC</b>	<b>DISCUSSION/FINDINGS</b>	<b>RECOMMENDATIONS/ ACTIONS</b>
Welcome-  Approval of May 10, 2018 meeting minutes. Action Item	Chairperson, Linda McBeth called the meeting to order at 6:30 p.m. and welcomed everyone.  Linda asked for a motion to approve the May 10, 2018 meeting minutes.	Brent Marshall made a motion to approve the May 10, 2018 meeting minutes, Myron Bateman seconded the motion, Linda then motioned to amend the minutes by changing the sentence reading “Linda added that she would prefer not limiting the motion to the approved amount due to the fact that the other bids have not been obtained yet and they could come in higher than \$47,000” to “Linda added that she would prefer not limiting the motion to the approved amount due to the fact that the other bids have not been obtained yet and they could come in higher than \$37,000”. Linda also recommended changing the sentence “Written minutes must be taken of both open and closed meetings.” to “While written minutes are required of open

<p>Report on NALBOH &amp; UALBOH Meetings (Information Item)</p> <p><i>Linda McBeth</i></p>	<p>Linda asked Myron and Jeff to give a brief report on the NALBOH and UALBOH meetings held recently.</p> <p>Myron felt there was an emphasis on the importance of speaking up for public health issues because when your voice is silent you lose. The drug needle exchange program is a public health issue not a moral issue due to the program reducing the possibility of the transmission of disease. He also learned the importance of only releasing good, accurate information. Set your priorities as a board and try to work together not in competition with your Commission Board.</p> <p>Linda learned the differences between being an effective board, a functional board and a high impact board. Involvement and participation in quarterly committee meetings within the community is essential to become a more effective and even a high impact board. She suggested the group to participate in the community boards.</p> <p>Jeff attended a presentation on Onsite Wastewater Management using alternative systems. It gave him a good perspective on potential future issues our county may face.</p>	<p>meetings, closed meetings do not require written minutes, but an audio recording must be kept of the closed meeting. Brent Marshall amended his motion to accept the recommended amendments to the minutes, Myron seconded the motion, all were in favor and the motion passed, minutes were approved as amended.</p>
<p>Health Officer Performance Review (Closed Session)</p>	<p>Brent Marshall motioned to enter a closed session, Myron Bateman seconded the motion, all were in favor. Myron motioned to end the closed session, Collen Johnson seconded the motion, all were in favor. 7:00-16:21 (6:37-6:46)</p>	

<p>Environmental Health Proposed Changes to Regulation #10 Body Art- Action Item</p>	<p>Bryan presented a copy of Health Regulation #10 Body Art Facilities showing proposed language changes. He explained that the current regulation prohibits anyone from practicing body art without first obtaining a Body Art Operator Permit, and in order to obtain said permit they must first complete a bloodborne pathogen training course. The current regulation does not specify what bloodborne pathogen course is required. There are a multitude of courses available to take online and some provide less than ideal training. The proposed language change now specifies that only those blood borne pathogen courses listed on the health department website <a href="http://www.tooelehealth.org">www.tooelehealth.org</a> are accepted courses. This will eliminate confusion of which courses are approved and will ensure that the courses listed as approved provide adequate education. The state is currently working on developing a body art rule.</p>	<p>Brian Johnson made a motion to approve the proposed language changes to Regulation #10 Body Art and to send to Public Hearing with Bryan Slade appointed as the Public Hearing Officer. The thirty-day public comment period and hearing will be held before the next Board of Health meeting on November 27<sup>th</sup>, 2018, Colleen Johnson seconded the motion, all were in favor and motion passed.</p>
<p>Propose Changes to Regulation #4 Food Sanitation- Action Item</p>	<p>Bryan presented a copy of Health Regulation #4 Food Sanitation showing proposed language changes. One change includes adding to the mobile food service definition that it does not include food trucks since the state has created a new rule specific to food trucks. He noted that mobile food establishments are required to permit for temporary events, food trucks have a separate year-round permitting process. Another proposed change is to adopt the state rule R392-102 Food Truck Sanitation in to the health department regulation. A section addressing Hepatitis A has also been added, the proposed language is the same as what Salt Lake currently lists in their regulation. The proposed language addresses required emergency action and authority afforded to the health department and this board in instances of a Hepatitis A outbreak when it is tied to a food establishment or food worker. Jeff noted this has been a national epidemic as well as in the state. Jeff added that the rule allows this board to authorize him to reduce the price of the Hep A vaccination by up to 50% during an outbreak to encourage food workers to get the vaccination in case they cannot afford the price or do not have insurance. The health department would be able to subsidize the cost with emergency funds.</p>	<p>Brent Marshall made a motion to approve the proposed language changes to Regulation #4 Food Sanitation and to send to Public Hearing with Bryan Slade appointed as the Public Hearing Officer. The thirty-day public comment period and hearing will be held before the next Board of Health meeting on November 27<sup>th</sup>, 2018, Lynn Falkner seconded the motion, all were in favor and motion passed.</p>
<p>Discussion of Regulation #4 Food Sanitation- Table and chairs at Temporary Food Booths (Information Item)</p>	<p>Bryan asked the group for their input on the consideration of removing section 5.4 of the Food Sanitation regulation which prohibits mobile food service establishments from setting up tables, chairs or other seating type areas at their assigned location. Due to the new food truck rule it has made it difficult to manage and it could be considered more of a safety and zoning issue than a health issue. Bryan suggested removing the section and instead individual municipalities in the county could have their own ordinance prohibiting this if they chose to do so. The board discussed the issue and the consensus of the board was to keep the section in the regulation.</p>	<p>The recommendation of the board was to leave Section 5.4 of the Food Sanitation regulation as is.</p>
<p><i>Bryan Slade</i></p>		

<p>Tobacco Retail Permitting and Fees- (Action Item)</p> <p><i>Hilary Makris</i></p>	<p>Hilary Makris, Health Educator working with the Tobacco Prevention and Control program reported on the amendments to House Bill 324 – Tobacco Regulation. Anyone selling tobacco in the state is now required to obtain a permit and pay applicable fees from their local health department. Jeff noted that although the fees have already been set in the rule, this board would need to approve the fees.</p> <p>Two types of permits are available:</p> <ul style="list-style-type: none"> <li>• General Tobacco Retailers Permits are for those establishments whose sale of tobacco products account for less than 35% of the total quarterly gross receipts for the establishment less than 20% of the public retail floor space and total shelf space allocated for the offer, display, or storage of tobacco products.</li> <li>• Tobacco Specialty Business permits are for commercial establishments whose sale of tobacco products account for more than 35% of the total quarterly gross receipts for the establishment, has 20% or more of the public retail floor space and total shelf space allocated for the offer, display, or storage of tobacco products. Initial application must be submitted along with a plan review fee.</li> </ul> <p>Some key items also include:</p> <ul style="list-style-type: none"> <li>• Initial permit fees of \$30, yearly renewal fees of \$20 and reinstatement if revoked, suspended or expired permits of \$30 per establishment have already been put in to legislation.</li> <li>• The number of compliance checks conducted by the health department has been reduced from 4 checks per year to only 2 checks per year.</li> <li>• The length of time that a violation of sale of tobacco to a minor will affect the store has increased from 12 months to 24 months.</li> <li>• The penalty structure for a first- time violation of selling to a minor has increased from \$300 to \$500.</li> <li>• Health departments have tot ability to suspend and revoke permits based on violations.</li> <li>• Permitting and billing will be completed by Environmental Health staff similar to current food establishment permitting process.</li> <li>• Existing retailers may begin applying for a permit on November 1<sup>st</sup>, 2018, new retailers will begin July 1, 2018.</li> </ul> <p>Tooele County currently has 2 specialty stores and 3 general stores that are on the border of</p>	<p>Myron motioned to approve the initial permit fee, permit renewal fee and plan review fee, Lynn Falkner seconded the motion, all were in favor and motion passed.</p>
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	<p>becoming specialty stores. Hilary has reached out to all the stores to notify them of the new requirements. Jeff noted the goal of the health department is to assist these stores to come into compliance with this rule by working together with the retailers and municipalities. Though State rule prohibits specialty tobacco retailers from operating within 1000 feet from places such as schools, parks, churches, etc., Tooele City has an ordinance that is even more restrictive at 1500 feet. A handout of frequently asked questions was given to the group.</p>	
<p>Health Officer Report- CHIP Update Opioid Abuse (Information Item)  <i>Jeff Coombs</i></p>	<p>Jeff showed the group a presentation titled “Tooele County Opioid Abuse”. He noted that one of the top Community Health Improvement Plan (CHIP) priorities is substance abuse. A special study on opioid use in Tooele County was recently done that included a focus group of past and current opioid users. Information will be sent to the group announcing when the results of the study will be presented. Opioids are a class of drugs that include both prescription pain medications and illicit drugs. Opioids can cause both physical and psychological dependence. Drug overdose deaths have become the leading cause of injury death in the United States, exceeding deaths caused by motor vehicle accidents. He noted that 4 out of 5 new heroin users started by abusing prescription pain medications. In 2015, Utah ranked 9<sup>th</sup> in the U.S. for drug poisoning deaths, measuring at twice the national average. Utah is particularly affected by prescription opioids, which are responsible for many of the drug poisoning deaths in Utah. From 2013-2015 Tooele County was the second highest in the state for drug deaths. Prescription opioid deaths have declined but heroin use is on the rise. Also on the rise is the use of synthetic opioids, which have a much higher risk of death from an overdose.</p>	
<p>Active Aging Presentation (Information Item)  <i>Jamie Zwerin</i></p>	<p>Jamie presented on Active Aging – A Collaboration Between Health and Aging Services. Jamie was selected to present on this topic at the National Association of County and City Health Officials (NACCHO) in Washington DC in July. The presentation showed how Tooele County Health Department has successfully collaborated with Aging Services to provide services to all county residents.</p> <p>Aging Services is made up of three components:</p> <ul style="list-style-type: none"> <li>• In Home Services: which helps seniors stay in their homes as long as possible,</li> <li>• Senior Centers: provide a place for senior to congregate for activities, socialization, education, meals, preventative health activities, entertainment, etc.</li> <li>• Transportation services: provides rides for seniors, the public, veterans (reduced rates available), persons with disabilities to medical appointments, shopping, hair appointments etc.</li> </ul>	

	<p>Some programs currently being taught by our Health Education staff at the senior centers include: arthritis exercise, enhanced fitness, Stepping on and Tai Chi. The Tai Chi classes have been a huge success with about 50 participants. Other health services provided by our public health nurses include going to the senior centers to hold free skin cancer clinics, administer flu shots and other vaccines and also going to the homes of the Meals on Wheels clients to give flu shots. Recently a training was provided to the entire staff to help them understand the importance of how to work with people with Dementia. The Transportation Department has included providing rides to clients coming to the health department for their WIC and Healthy Smiles Dental Clinic appointments. Jamie also noted that by working together with the health department Medicaid HPR, Medicare counselors were able to save 19 clients about \$64,000 in medical costs. Jeff stated the Jamie’s presentation drew a huge response from the group. Jeff would like to have this presentation given to the city council meetings. Linda thinks this information would be very beneficial to the unincorporated areas of Tooele County.</p> <p>Jamie announced the upcoming Senior Expo on September 29<sup>th</sup> from 10:00 am to 1 pm. This is the 5<sup>th</sup> year the Expo has been held, attendance continues to grow with over 400 people attending last year. She is considering changing the name of the expo to Active Living Expo since the services provided can help anyone in the community, not just seniors.</p> <p>Open enrollment for Medicare begins October 15<sup>th</sup> and ends December 7<sup>th</sup>, Jamie and staff will be doing presentations in Grantsville and Wendover as well as other locations if requested.</p>	
<p>Financial Report- Budget Fee Schedule (Action Item) <i>Brad Gillies</i></p>	<p>Brad went over the handout titled Actual vs. Budget report ended August 31, 2018 (67% of the year). Revenues are only showing about 64% of budget due to some reimbursements from the state that were not received until about a month later. Although each department is showing under budget on this report, it will eventually catch up to our budget since we don’t spend equally over 12 months. This report has been adjusted since the last meeting to include the \$50,000 that was approved by the board to be transferred from the capital improvement account to the operating budget for the new building security system that is currently being installed but not yet paid for. There is also an additional \$300,00 in revenue to be used for active transportation projects that wasn’t budgeted. Several projects are in process now that will be paid for with the active transportation funds. We are projected to come in operating a little bit under budget and it is projected there will be money left that will be rolled back in to our fund balance.</p>	<p>Colleen Johnson made a motion to approve the 2019 Proposed Budget and the fee schedules as presented, Brent Marshall seconded the motion, all were in favor and motion passed.</p>

Brad presented the 2019 Proposed Budget to the group. He explained that he will present next week to the County Commissioners and then present to the public in the next couple of months. The budget lists each department and individual categories for each department. Total revenue is comprised of grants and contracts, fees for services and County contribution.

The county contribution is made up of three components-

- Local contribution: is what the county pays from the general property tax levy to cover the cost of renting the health department building, this is not tax revenue that is given to the health department out of the general fund.
- Mill Levy: This is the portion of the property tax that is designated strictly for health department use. This is a budgeted amount that could change due to population changes.
- Fund balance: funds that have accumulated over the past years when revenues have exceeded actual expenses.

Next years proposed budget is about \$312,000 less than the amended budget we had last year for several reasons including:

- grants and contracts this year are expected to be less than last year due to a change in a state funding formula that resulted in us receiving less money (reduction is spread over 5 years, this is the 4<sup>th</sup> year of reduction)
- some previous contracts have expired, we are in the process of submitting for some new contracts, but they are for less money than before
- WIC funding has decreased
- contribution from the county will be less next year

However, fees for services provided are proposed to increase due to population growth, increase in offering and providing vaccines, additional services now covered by Medicaid which has resulted in more patients receiving more services in the dental clinic.

Expenses are expected to increase next year by about \$104,000 for several reasons including a proposed 1.2% COLA increase for employees and an anticipated 8% increase in benefits. After some staffing changes, reconfiguring of some positions and not filling some vacant positions at all or reducing from a full time to a half time position we were able to reduce that number by about \$53,000. We are also working on reducing offsetting expenses for those programs that have had a reduction in grant or contract revenues. The proposed budget for next year also does not include any money for Active Transportation like what was included in last year's budget. Around mid-year, depending on what the numbers look

	<p>like we may be able to designate some funds to the Active Transportation program again. If there are no significant changes, it is projected for 2018 that we could end the year \$400,000-\$500,000 under budget which would mean not having to use money from the fund balance as was projected last year. Jeff noted that for the last 3 years we have not had to use any money from our fund balance as was projected. Brent asked why the mill levy is a flat fee, Brad explained that we have to have a number to present to the state, so we use a number that is based on the amount that was received last year as a projection for next year's budget but when the actual assessments come in it is almost always more than what was projected due to population growth. Jeff explained the mill levy rate continues to go down due to the growth. The money in the fund balance ensures several things such as: being able to continue to operate until reimbursement from contracts are received, paying upfront for assistance during a disaster situation until we receive reimbursement from FEMA, continue to operate and provide services even when there is a reduction in grant or contract money without having to RIF employees. Linda and Brent commended Brad for his work on the budget. Brent also commended the department for operating on a conservative budget.</p> <p>The group reviewed the Environmental Health Fee Schedule and the Family and School Nursing Clinic Fee Schedule. Brad noted that the schedule shows the current fees charged for services. The board would be asked to review and approve any new proposed fees.</p>	
Board Members Comment/Concerns	Lynn noted it was a great meeting and thanked everyone for their hard work.	
Selection of New Board Member (Action Item)  <i>Linda McBeth</i>	Brent Marshall motioned to enter a closed session, Brian Johnson seconded the motion. Brent motioned to enter an open session, Colleen seconded, all in favor. 2:24-2:40 (8:54-9:10).	Anthony Howes was selected to fulfill the vacated position to represent Environmental Health.
Adjourn	Linda entertained a motion to adjourn the meeting at 9:14 pm.	Collen Johnson motioned to adjourn, Lynn Falkner seconded the motion, all were in favor.

Attachments: Actual vs. Budget ended Aug. 31, 2018, 2019 Proposed Budget, Regulation #4 Food Sanitation, Regulation #10 Body Art, Environmental Health Fee Schedule, Family and School Nursing Clinic Fee Schedule, Rule 384-324 FAQ