

## TOOELE COUNTY BOARD OF HEALTH MEETING

November 18, 2025 at 6pm  
151 N. Main Street Tooele, Utah

### PRESENT:

Board: Christian Pantelakis (virtually), Mike Wells, Jolene Jenkins, Linda McBeth (virtually), Cheryl Damas, Mat Jackson

Absent: Erik Stromberg, Nando Meli, Anthony Howes

Staff: Grant Sunada, Taylor Palmer, Tracy Beckett, Jamie Zwerin, Christine Webb

Public: Jill Parker with Utah Association of Local Boards of Health

TOPIC	DISCUSSION/FINDINGS	RECOMMENDATIONS/ ACTIONS
1.Welcome  Approve September 23, 2025 Meeting Minutes (Action Item)  Oath of Office for Cheryl Damas (Information Item)  <i>Mat Jackson</i>	Mat called the meeting to order at 6:10 p.m. and welcomed everyone, roll was taken.  Mat administered the Oath of Office for Cheryl Damas.	
2.Public Comments	No public comments were made. Mat suggested moving agenda item #4 as Jill Parker was not present yet.	
3.Presentation on Board Member Roles and Responsibilities (Information Item)	Jill Parker introduced herself and explained that the UALBOH (Utah Association of Local Boards of Health) offers training and support to the local boards of health. The purposes of UALBOH are <ol style="list-style-type: none"><li>1. To increase awareness of the rule and State Statute of Local Boards of Health</li><li>2. To delineate the role of Board of Health members, the Health Officer, and staff.</li></ol>	

<i>Jill Parker</i>	Jill explained the national and state roles in public health and funding. She stated the authority given to local boards comes from Utah State Legislature. The State Code governing how board members should be appointed, the length of their terms, meetings and duties are found in UCA 26A-1-109. Jill provided policy hierarchy and reviewed what the board is involved in (policy decisions) and what should be handled by the health officer. She talked about how to handle situations where staff goes directly to a board member rather than following the chain of command. Cheryl asked for a copy of the presentation, Jill answered that it is available from Grant or Jamie.	
4. Vote to Approve September 23, 2025 Meeting Minutes (Action Item) Vote to Adopt 2026 Meeting Schedule (Action Item)  <i>Mat Jackson</i>	Mike entertained a motion to approve September 23, 2025, Meeting Minutes.  The group discussed the proposed meeting schedule for 2026. Grant also asked the group if they wanted to consider changing future meeting times to 6:00pm instead of 6:30, Matt suggested voting on approving the dates for now and discussing a time change at a future meeting.  Cheryl asked if her husband could attend the Wendover meeting, Grant confirmed that spouse's/partners are welcomed to attend. Cheryl also asked if her service dog could attend the meetings, Mat answered yes.  The meeting then moved back to agenda item #3.	Cheryl made a motion to approve the minutes as presented, Christian seconded the motion, all voted in favor.  Cheryl motioned to adopt the proposed 2026 Meeting Schedule, Mike seconded the motion and all voted in favor.
5. Board Member Assignment Reports (In  <i>Mat Jackson</i>	Mike and Christian reported on their experiences at the NALBOH (National Association of Local Boards of Health) Conference. They both encouraged the group to attend future conferences. They both expressed how motivating the conference was. Grant shared a handout with highlights from Christian, Mike, Nando and himself on the break-out sessions they attended.	
6. Health Officer's Report  Upcoming Events Staffing Update (Information Items)	The group was provided with a list of upcoming events; this list is from the calendar that can be found on the health department's website.  Grant shared a handout of some recent events including: <ul style="list-style-type: none"> <li>• Tour of Wendover High School and presentation to Wendover City Council</li> <li>• Training exercise with staff and Dept. of Health &amp; Human Services on a scenario of an infectious disease spreading from animals to humans across multiple state and</li> </ul>	

<p><i>Grant Sunada</i></p>	<p>county lines</p> <ul style="list-style-type: none"> <li>• Recent attendance at the NALBOH Conference. Those in attendance from this group shared topics of interest from sessions they attended.</li> <li>• Class presentation at Brigham Young University</li> <li>• Presentation at Utah Primary Care Summit, Weber State</li> <li>• Attended Dignity Summit</li> <li>• Follow-up meeting with Sacred Circle leadership</li> <li>• Local Health Officer Meeting in St. George</li> <li>• County presentation, draft budget for personnel, equipment, project requests</li> <li>• WIC has continued to be open for business. Alternative local resources and processes were being organized in case the federal government cut WIC funds.</li> </ul> <p>Appreciation was expressed to Taylor and his Environmental Health team for their recent handling of the situation of bats at a local elementary school and concerns about staff infection risks.</p> <p>Grant reported that we received a media request asking for information on substance abuse and overdose numbers and what we are doing towards preventative measures.</p> <p>Grant spoke of a recent situation at one of the local high schools where an unknown substance was found. Tooele County School District released a report to the public. Jamie recognized our Public Information Officer and her team for their work on this.</p> <p>New Hire Update-</p> <ul style="list-style-type: none"> <li>• Jarod Hunzeker- UTA Driver</li> <li>• Griffin Gerhardt- Food Prep Worker (Half-Time)</li> <li>• Justin Phillips- Prevention Specialist</li> </ul> <p>Open Positions-</p> <ul style="list-style-type: none"> <li>• Health Educator- position has been posted, interviews will be held Nov. 24<sup>th</sup></li> <li>• Environmental Health Specialist- position has been posted, interviews will be held Nov. 18<sup>th</sup></li> <li>• UTA Administrative Assistant- position has been posted, interviews will be held Nov. 25<sup>th</sup></li> </ul>	
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<p>7.Environmental Health Update</p> <p>Vote to Rescind Regulation #15 Illegal Drug Operations Site Reporting and Decontamination</p> <p>Vote to Adopt Proposed Changes to Regulation #16: Decontamination of Chemically Contaminated Properties</p> <p>(Action Items) <i>Taylor Palmer</i></p>	<p>Taylor reported that a thirty-day public comment period and hearing was held for both Health Regulation#15- Illegal Drug Operations Site Reporting and Decontamination and Regulation #16: Decontamination of Chemically Contaminated Properties. No comments were received for either regulation.</p> <p>Mat felt these items could be addressed in one motion.</p>	<p>Jolene made a motion to approve rescinding Health Regulation#15- Illegal Drug Operations Site Reporting and approve the proposed changes to Health Regulation #16 Decontamination of Chemically Contaminated Properties, Cheryl seconded the motion, all voted in favor.</p>
<p>8.Financial Update</p> <p>Financial Report (Action Item)</p> <p><i>Tracy Beckett</i></p>	<p>Tracy presented the TCHD Actual vs. Budget Ten Months Ended October 31, 2025 (83.3% of the year)</p> <p>REVENUE</p> <p>As of the end of October, total operating revenue is approximately <b>\$3.7 million</b>, representing <b>73% of the annual budget</b>. This is slightly below the 83% benchmark but remains consistent with typical year-end cycles, as most grant programs run one month behind in billing and reimbursement.</p> <p>Additional revenue-including interest earnings, rental income, and county contributions-totals approximately <b>\$691,000</b>. Health Tax Levy revenues are expected to increase in November as property tax payments are received. Once those funds are posted, we will have a clearer indication of any fund balance needed to meet year-end expenditures.</p> <p>EXPENSES</p>	<p>Christian motioned to approve the Financial Report as presented, Mike seconded the motion, all voted in favor, motion passed.</p>

	<p>Operating expenses through October total approximately <b>\$5.4 million</b>, or <b>66% of the annual budget</b>. Departments continue to manage their budgets responsibly and remain under or near their year-to-date spending targets.</p> <p>The Dental Clinic is running slightly above projected levels due to recent Medicaid program changes that now allow billing for preventive services in addition to emergency services previously offered. This has increased the number of clients being seen and increased our costs in this program.</p> <p>NET POSITION</p> <p>As of October 31, the department is reporting a <b>net operating shortfall of approximately \$1,066,830</b>. This variance is typical for this point in the fiscal year, as significant portion of tax levy has not yet been received. A portion of the department's fund balance is designated to offset temporary revenue gaps and ensure uninterrupted delivery of services.</p> <p>OTHER</p> <p>In September, the department received additional funding for the WIC program, resulting in a <b>\$25,000 increase to the FY2025 WIC budget</b>. These funds support program operations, including staff salaries, travel and training needs, and essential supplies required to maintain high-quality WIC services.</p>	
<p>9.Board Member Comments and/or Concerns</p> <p><i>Board Members</i></p>	<p>Jolene mentioned she is seeing an increase in pop-up food pantries in her community and asked about the regulations. Taylor replied that they may have pre-packaged food items and produce though it is questionable whether home grown eggs meet standards and no home prepared goods should be provided. Jolene also mentioned that Ace Disposal asked her to republish a list of things citizens can and cannot throw away in their trash including sharps. Taylor answered that according to state law people can dispose of sharps in a hard container. Mat suggested educating Ace Disposal on the law. Jolene recently attended the Youth Council think tank where they discussed the biggest issues facing youth in Tooele County. She mentioned the Rocky Mountain Power Foundation has twelve to fifteen grants available for safety and health; the deadline to apply is December 15th.</p> <p>Mat commented that as we welcome Cheryl to the board, it is a reminder of term limits. He stated Tooele County has an ordinance that the board members can only serve two consecutive terms which effects Mike Wells at this time. If any of the board members have questions about where they are in term, they may contact Grant, Jamie or Ericka. Ericka has</p>	

	<p>kept excellent records. Jamie pointed out that the State Code is a three-year term versus Tooele County's four-year term. Grant stated this will be Mike's last official meeting. He invited Mike to return for the next meeting to be thanked formally.</p> <p>Cheryl spoke on the Homeless Veteran's Council. They are planning to host a day in Salt Lake City to help provide homeless veterans with information to get a place to stay, haircuts and other resources. She stated maybe homeless veterans in Tooele County could be provided with transportation to attend, Mat asked for a flyer with more information.</p>	
<p>10.Closed Session Health Officer Annual Review</p> <p><i>Mat Jackson</i></p>		<p>Cheryl made a motion to adjourn the public meeting and go into a closed session, Jolene seconded, all voted in favor.</p> <p>Christian made a motion to accept Grant's self-evaluation and for Mat to match the scores, Cheryl seconded, all voted in favor.</p>
Meeting Adjourn	Mat entertained a motion to adjourn the meeting at pm.	Mike, Cheryl and Christian motioned to adjourn.

Attachments: