

TOOELE COUNTY BOARD OF HEALTH MEETING

March 24, 2026 at 6:00pm
151 N. Main Street Tooele, Utah

PRESENT:

Board: Maresa Manzione, Brittany Skinner, Radine Murphy, Mike Wells (virtually), Mat Jackson, Anthony Howes, Sheldon Birch

Absent: Cheryl Damas, Erik Stromberg

Staff: Grant Sunada, Taylor Palmer, Tracy Beckett, Jamie Zwerin, Ericka Jordt, FeliAnne Hipol (virtually)

Public: none

TOPIC	DISCUSSION/FINDINGS	RECOMMENDATIONS/ ACTIONS
<p>1.Welcome</p> <p>Oath of Office for New Members (Action Item)</p> <p>Recognition of Outgoing Board Members (Information Item) <i>Mat Jackson</i></p>	<p>Mat called the meeting to order at 6:00 p.m. and welcomed everyone. New members introduced themselves. Grant introduced new employee FeliAnne Hipol who joined the meeting virtually. FeliAnne was hired as a Data Scientist. She has strong experience working as a community health worker and has been involved in multiple community projects while working towards a Doctorate in Public Health. Her knowledge of data analysis skills will greatly benefit our community.</p> <p>Mat administered the Oath of Office for Radine Murphy to represent Wendover, Brittany Skinner to represent Grantsville and Maresa Manzione to represent Tooele.</p> <p>No outgoing members were present so they will be recognized at a later meeting.</p>	<p>Brittany, Maresa and Radine accepted the Oath of Office and became official members of the board.</p>
<p>2.Public Comments</p>	<p>No public comments were made.</p>	
<p>3.Vote to Approve January 27, 2026,</p>	<p>Mat entertained a motion to approve January 27, 2026 Minutes.</p>	<p>Sheldon made a motion to approve the minutes as presented, Anthony</p>

<p>Meeting Minutes (Action Item) <i>Mat Jackson</i></p>		<p>seconded the motion, and all voted in favor.</p>
<p>4.Board Member Assignment Reports (Information Item) <i>Mat Jackson</i></p>	<p>Matt presented a list of member assignments compiled by Grant and himself. Matt explained these assignments are for board members to become more familiar with the divisions, programs, and resources of the Health Department. He encouraged members to attend a division meeting or community event at least twice a year. Board members should coordinate attendance of a meeting or activity with the Health Officer or Deputy Director who oversees that Division. Matt asked that members provide feedback and engage with staff but not feel the need to direct or takeover. This method was discussed and encouraged at the National Association of Local Boards of Health conference last year.</p>	
<p>5.Health Officer’s Report Legislative Update Infectious Disease Update Upcoming Events Staffing Update Wendover Meeting Attendance (Information Items) <i>Grant Sunada</i></p>	<p>Legislative Update: Grant shared a 2026 Legislative Session Recap. Twelve House and six Senate public health bills passed. Minimum Performance Standards funding in Dept. of Environmental Quality and Dept. of Health Human Services (DHHS) were both protected. Some general discussion was held on the following:</p> <ul style="list-style-type: none"> ○ HB22S02- Vintage Vehicle Amendments ○ HB36-Gold Medal Schools ○ HB147S03-Government Form Submission Amendments ○ HB172S01- Food Safety Manager Certification Amendments ○ HB199-Health Data Amendment ○ HB179S03-Milk Amendments ○ HB379S02- Child Care Provider Prep Amendments ○ HB531S03-Scarification Amendments ○ SB217S01-Local Food Amendments ○ SB234S02-Rule Making Amendments ○ SB251-LHD and DEQ Coordination ○ Nicotine and Related Bills <p>Upcoming: Bill review DEQ and DHHS, Interim preparation, discussion around future funding. Sheldon spoke to what he knows about Kratom and SB45-Kratom Adjustments.</p>	

Grant shared a handout titled Director's Report Feb.-March 2026.

- Staff are currently working on the Annual Report. The report should be ready to present to this board at the next meeting on May 7th and communities.
- Grant, some staff members and youth attended the Community Anti-Drug Coalitions of America (CADCA) held in Washington DC last month. The conference was directed towards substance-abuse prevention coalition training. The youth presented to Representative Malloy in a very impactful way.
- A meeting was held with the University of Utah regarding the Community Health Assessment (CHA).
- Jamie and Grant met with a consulting firm to review County employee job descriptions as part of a salary analysis; it has been several years since this was last done.
- Grant met with the Chamber of Commerce and proposed collaborating together on the Community Health Assessment process.
- We recently hosted the Local Health Officer's meeting, this meeting is rotated throughout the state and held every other month. Grant acknowledged Jamie and Ericka for their help with the meeting as Grant was out due to illness.
- Grant presented to the Council of the Confederated Tribes of the Goshute Reservation along with Environmental Health Director Taylor Palmer, Health Strategist Sione Ma'u and Wendover Prevention Specialist Deeanna Croasmun. They also met with the Tribal Public Works staff to build collaborations. This was a very insightful meeting, and they plan to have ongoing communications to build a strong partnership.

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.

Jamie shared a staffing update

New Hire Update-

- Amanda Stanley was recently hired as a Public Health Nurse to replace Liz Heap who was promoted to the Director of Nursing. Amanda was previously a traveling nurse and is excited to now be working in the community in which she lives.
- FeliAnne Hipol was recently hired as a Data Scientist. She brings a unique combination of data analysis skills and community engagement experience.

- Darrin Lowe and Joey Quintana were both recently hired as drivers for the Meals on Wheels program.

Open Positions-

- ¾ Transportation Driver
- Full Time Driver

Grant provided a report on measles cases in Tooele County as of March 23, 2026.

Tooele County Summary as (as of 1:30 pm 03/23/2026)

- Total Tooele County laboratory confirmed measles cases: 16 (all confirmed cases have completed their contagious period)
- Total Tooele County pending laboratory results: 2
- Current Hospitalizations: 1
- Total Hospitalizations: 5
- Total state cases: 445 (as of 03/17/2026)
- Case investigation and contact tracing are ongoing.

Local Updates/Actions

- Unvaccinated students exposed to measles are excluded from school for 21 days following their last exposure.
- Community outreach: Expanding education efforts for community members and local businesses.
- Message to be sent to county employees regarding measles.
- Testing information: TCHD does not conduct measles testing. Measles testing is available through primary care providers within the Mountain West Medical Center clinics. Community members experiencing symptoms should contact their healthcare provider prior to arrival for instructions and to help prevent potential exposure to others.
- We remain in close communication with local schools, Mountain West Medical Center, and clinics.

Brittany questioned the exclusion process for those exposed. Grant explained that some Health Officer's chose not to implement an exclusion period, but he chose to in order to protect our children. Since we have a high immunization rate if it is a vague or unknown

	<p>exposure then students would not need to be excluded but if the exposure was in class, on a bus or sports team that is a higher risk, so exclusion for 21 days is required for those who are not vaccinated. Grant stressed the importance of calling ahead before going in to be tested. Due to increased measles risk in Utah, the Utah Dept. of Health recommends infants aged 6-11 months receive an early, extra dose. There is no harm in getting a 2nd dose or booster.</p> <p>Ericka asked the group to respond to her with confirmation of attending the next meeting in Wendover on May 7th, if a hotel room is requested and if bringing a partner to dinner by April 16th. Ericka will secure hotel rooms and make arrangements for dinner. The meeting will be held at the Community Center.</p>	
<p>6.Environmental Health Update</p> <p>Variance Request Form</p> <p>Proposal to Amend Environmental Health Fee Schedule</p> <p>(Action Items)</p> <p><i>Taylor Palmer</i></p>	<p>Taylor presented a newly created form titled Application for Variance Request. The form will be used when a request is made to vary from a regulation for unique or controversial situation. Variances have been requested and approved in the past but very seldomly. This form will formalize the process for documentation and requires signatures from the Health Officer or Environmental Health Director. Taylor provided an example of a recent variance that was approved.</p> <p>Taylor presented a proposal to update the Environmental Health Fee Schedule with the following change:</p> <ol style="list-style-type: none"> 1. Change GRAMA Request fee FROM \$25 TO compilation x wage. Taylor explained that his staff recently received a request for an environmental search that includes multiple parcels and would require a great deal of time to complete. The fee of \$25 would not suffice the time needed to complete the request. This proposed fee is the same fee calculation that Tooele County uses. Most requests can be completed in less than 15 minutes, but this fee will help recoup costs for larger requests. Taylor added that his staff is currently working on digitizing their records so in the future record requests can be completed expeditiously. <p>Mat felt the Variance Request Form is solely an information item and not an action item so there was no vote needed for the form. Matt entertained a motion to approve the proposed fee change to the Environmental Health Fee Schedule.</p>	<p>Maresa made a motion to approve the proposed fee change, Anthony seconded the motion, all voted in favor.</p>

<p>7.Financial Update Financial Report Year End Budget Report Budget Adjustment (Action Items) <i>Tracy Beckett</i></p>	<p>Tracy presented the TCHD Actual vs. Budget Two Months Ended Feb.28, 2026 (16.7% of the year)</p> <p>REVENUE- As of February 28, total operating revenue is approximately \$675,440, representing 13.5% of the annual budget. Total revenues, including other revenue sources, are \$761,790, or 10.0% of budget. Revenue is below the year-to-date benchmark in part because payment for February grant billings has not yet been received as of month end, so a portion of grant revenue will be recognized in a subsequent period. Also, at this point in the year, Health Tax Levy revenue, interest income, and fund balance appropriation have not yet been received, which is typical and will have a significant impact on the department’s overall revenue position as the year progresses.</p> <p>EXPENSES- Total expenses through February are approximately \$972,175, representing 12.7% of the annual budget. Overall expenditures remain below the 16.7% year-to-date benchmark, reflecting generally conservative spending early in the fiscal year.</p> <p>NET POSITION- As of February 28, the department is reporting a net operating difference of approximately (\$210,385). This variance is primarily related to the timing of revenue recognition, including delayed receipt of February grant reimbursements and other revenues typically received later in the fiscal year.</p> <p>Tracy presented the Financial Report Year End Totals for 2025 (100% of the Year)</p> <p>REVENUE-At year end, total operating revenue was approximately \$4.96 million, representing 97.5% of budget. Contracts and grants finished slightly above budget at 100.3%, while fees for services came in at 92.0% of budget. Total other revenues were approximately \$1.93 million, or 60.6% of budget. This lower percentage is primarily due to no fund balance appropriation being needed or used during the year. Other revenue categories performed well overall, including interest income at 254.4% of budget and Health Tax Levy at 108.6% of budget. The total revenues for the year were \$6,885,175, or 83.3% of the total budget.</p> <p>EXPENSES- Total department expenses for 2025 were approximately \$6.70 million, representing 81.0% of budget. Overall expenditures remained below budget across the department. A significant reason the department ended the year under budget was that the carpet replacement and painting projects originally planned for 2025 were deferred. These items had been budgeted with the expectation that the fund balance would be used; however, due to the uncertainty surrounding federal grant funding and the shifting of financial outlook</p>	<p>Maresa motioned to approve the Financial Report as presented, Radine seconded the motion, all voted in favor, motion passed.</p> <p>Radine motioned to approve the Year End Report as presented, Mike seconded the motion, all voted in favor, motion passed.</p> <p>Maresa made a motion to approve the Budget Adjustment as presented, Brittany seconded the motion, all voted in favor, motion passed.</p> <p>Sheldon had to leave the meeting before these items were presented so he was unable to vote.</p>
---	---	--

related to COVID-era funding changes, the department took a cautious approach and postponed those projects. This reduced year-end expenditures for 2025. Program areas generally ended the year within budget, with **WIC at 98.0%, Dental Health at 95.6%, and Environmental Health at 87.3%** of budget. Several other departments also ended the year under budget, contributing to overall expenditure savings.

NET POSITION-As of year-end, the department reported a **positive operating difference of approximately \$186,862**. This favorable result reflects careful expense management, strong performance in several revenue categories, and the decision to delay certain planned facility improvement costs until there was greater certainty regarding available funding.

Tracy presented a Budget Increase Request 2026 County Budget. A request is presented to the board for a **proposed fiscal year 2026 budget increase of \$550,000** to address priority facility, communication, and staffing needs. The requested increase is for:

Facility Improvements -\$400,000 total

Painting and carpeting throughout the Health Department Building = **\$385,000**

Remodel of the front reception desk area in Environmental Health = **\$15,000**

Community Health Assessment Communication Support - \$15,000

Funding to assist with communications and public engagement efforts related to preparation for the **Community Health Assessment (CHA)**

Staffing and Compensation Adjustments- \$135,000

Funding for a **new Public Information Officer (PIO) position**

Funding for a **salary adjustment for the Financial Coordinator** to reflect increased duties and responsibilities.

Funding for a new **Dental Assistant**, ¾ time

Grant explained the Health Department is in need of a dedicated and focused Public Information Officer. Currently our Health Promotion Director also serves as our PIO. Jamie added that our previous PIO created a communication matrix, but staff were stretched to thin to dedicate necessary time and effort to communicate messaging.

The Dental Assistant position is not new or additional, it is a replacement position that we had budgeted for and filled previously but due to federal funding cuts we did not continue to fill this position when it was vacated, now that funding is looking more secure, we feel

	<p>confident in filling it once again. This position is also needed to help the influx of clients due to the expansion of Medicaid services.</p> <p>Grant added that any areas of the building that are not showing significant carpet wear will not be replaced, instead a carpet similar to the existing will be used.</p> <p>Jamie explained that the budget increase request will now be presented to the County Council.</p> <p>Mat entertained a motion to accept the financial reports and budget increase request as presented.</p>	
<p>8.Board Member Comments and/or Concerns</p> <p><i>Board Members</i></p>	No comments or concerns were shared.	
9.Meeting Adjourn	Mat entertained a motion to adjourn the meeting at 7:10pm.	Brittany motioned to adjourn, all were in favor.

Attachments: Proposed Change to Environmental Health Fee Schedule, Application for Variance Request, Calendar of Events March-April. 2026, Director’s Report Feb.-March 2026, Staffing Update, Financial Report Two Months Ended Feb. 28, 2026, Financial Report Year End Totals for 2025, Budget Increase Request, 2026 Legislative Session Recap