

TOOELE COUNTY BOARD OF HEALTH MEETING

May 2, 2024

112 S. Moriah Avenue, Wendover, Utah

Zoom: <https://us06web.zoom.us/j/82167726890>

PRESENT:

Board: Neil Critchlow, Anthony Howes, Mat Jackson (virtual), Pam Bennett, Christian Pantelakis

Absent: Erik Stromberg, Nando Meli, Linda McBeth, Mike Wells

Staff: Jeff Coombs, Jamie Zwerin, Brad Gillies, Ericka Jordt, Bryan Slade, Tracy Beckett, Peter Clegg, Deeanna Croasmun, Amy Hoftiezer

Public: None

TOPIC	DISCUSSION/FINDINGS	RECOMMENDATIONS/ ACTIONS
Welcome- Chair	Anthony called the meeting to order at 7:05 p.m. and welcomed everyone. Roll call was taken. Board members and staff introduced themselves.	
Approve March 27, 2024. Meeting Minutes	Anthony entertained a motion to approve the March 27,2024 meeting minutes.	Neil made a motion to approve the March 27, 2024 meeting minutes, Mat seconded the motion, all voted in favor, motion approved.
Board Member Assignment Reports (Information Item)	Anthony reported on the recent UALBOH symposium he attended, there were many great presentations. He noted that at the symposium Jeff was awarded Health Officer of the Year. The group commended Jeff for his dedication to our community and to the Health Department. The Salt Lake Health Dept. gave a presentation on whether their Board of Health is representative of the community they serve. Anthony asked the group if they felt this board is adequately representing Tooele County. Jeff shared a handout of the bylaws and went over Section 3.1 – Composition of Board describing term limits and how each position is determined and represented. If this board would like to recompose, they could propose a	

	<p>change to the bylaws, then the new composition would be presented to the Tooele County Council to ratify the change. The group discussed changes they would like to see such as including Lakepoint and Erda, more representation from our ethnic, youth and minority communities. It was agreed that part of the challenge in filling these positions is getting people to want to serve on the board. Jeff added that the county resolution establishes that the board consists of 9 voting members, if they would like to add additional voting members the county resolution would need to be amended.</p>	
<p>Health Officer's Report Minimum Performance Standards Attestation (Action Item)</p>	<p>Jeff presented the Minimum Performance Standards to the group. He explained this is an annual requirement and is required by state rule R-380-40. Jeff provides proof that the Health Department has met all the requirements, the board needs to review the documentation and then sign the attestation document. Jeff suggested that Anthony, board chairperson could meet with Jeff at a later date to review all of the documents and then sign off attesting the standards have been met if the board agrees or if the board wants, they can each review the documents at this meeting if they would like before having Anthony sign.</p>	<p>Christian made a motion to assign Anthony to review the documents and sign the attestation provided by Jeff that the Minimum Performance Standards have been met by Tooele County Health Department, Pam seconded the motion, no discussion and all voted in favor.</p>
<p>Annual Report (Information Item)</p> <p>Jeff Coombs</p>	<p>Jeff shared a copy of the 2023 Annual Report with the group. He explained that this year's report is a more condensed report with a focus on the types of services offered and the number of each service provided. The report shows the 2023 Revenue and Expenditures, a community snapshot report comparing our county with the state and other relevant data. The report directs the reader to tooelehealth.org to read in full the Community Health Improvement Plan, Community Health Assessment Database and the Community Health Improvement Plan Database. Jeff explained that this summarized report is concise and informative and is similar to how other counties in the state are now reporting their information. He commended Jamie Anderson for producing the report and employees who contributed numbers and information for their programs.</p>	
<p>Staffing Update (Information Item)</p> <p>Jamie Zwerin</p>	<p>Jamie gave a staffing update since the last meeting. Karin Shields starts May 6th as an Activity Specialist. Brad Gillies is retiring; his last day is May 31st. The group thanked Brad for his years of service with TCHD. Jamie announced that Tracy Beckett, Aging Services Finance Manager has agreed to take over Brad's duties so she will handle the finances for both Health & Aging Services. A new position, titled Financial Specialist, has been created that will assist Tracy; this position will be filled before the end of the month. Jeff and Jamie thanked Brad for his outstanding work over the years, he has been a tremendous asset to</p>	

	<p>TCHD and the community. He has been involved with the Homeless Coalition for several years including the Point in Time Count completed annually and coordinating providing dinner to our underserved population several times a year at the Methodist Church.</p>	
<p>Financial Update</p> <p>Financial Report (Action Item)</p> <p>Year End Report (Action Item)</p> <p>Budget Adjustment (Action Item)</p> <p>Brad Gillies Tracy Beckett</p>	<p>Brad summarized the Financial Report- Ended March 31, 2024 (25% of year).</p> <p>Revenue-Operating revenue was about \$1,000,000 or about 22% of the annual budget. Payments for state contracts and grants were about \$695,000 or about 20% of the budget. However, contract payments from the State for March had not been received as of the end of the month. Fees for services were about \$378,000 or about 28% of the budget. The receipt of fees for some services is seasonal.</p> <p>Expenses-Operating expenses were about \$1,600,000 or about 21% of the annual budget. All departments were under budget.</p> <p>Net Operating-Net operating shortfall for the three months was about \$509,000, or about 18% of what was budgeted for the year. This shortfall is covered by the other budgeted sources including a County contribution of about \$455,000 for the year and about \$1,300,000 from the health tax levy. The 2024 budget also includes about \$1,000,000 to be used, if necessary, from the Department’s accumulated fund balance.</p> <p>Brad summarized the following Financial Report – Year Ended December 31, 2023. Brad added that this report has been presented to the group twice before as preliminary reports, but this final report includes all adjustments and numbers have been verified.</p> <p>REVENUE- Operating revenue was about \$5,700,000 or about 108% of the annual budget. Payments from state contracts and grants were about \$4,200,000 or about 15% of the budget. Fees for services were about \$1,400,000 or about 91% of the budget.</p> <p>EXPENSES- Operating expenses were about \$7,500,000 which was about right at the annual budget. Most departments were under budget. WIC was over budget by about 36%. This was due to an increase in food voucher usage by the clients. These voucher costs are covered by grant funding and contribute to contract and grant revenues being over budget.</p>	<p>Neil made a motion to accept the Financial Report Ended March 31, 2024 as presented, Christian seconded the motion, all voted in favor, motion passed.</p> <p>Christian made a motion to accept the Financial Report- Year Ended Dec. 31, 2023 as presented, Neil seconded the motion, all voted in favor, motion passed.</p>

	<p>NET OPERATING- Net operating shortfall for the year was about \$1,800,000 or about 82% of what was budgeted This shortfall was covered by other budgeted sources, most notably a County contribution of about \$455,000, just over \$1,000,000 from the health tax levy, and about \$250,000 from interest earned. About \$74,000 of the budgeted \$795,000 was used from the Department’s accumulated fund balance.</p> <p>Brad explained how the county invested funds and we received interest income from these funds.</p> <p>Brad proposed the following budget adjustments: WIC Infrastructure Funding and PPPHEA Expansion COVID Flex Funding. Brad noted that repairs to the WIC office were already in process due to the damage the building received from flooding due to a storm. Funds were used last year to make improvements to the Wendover office.</p> <p>A proposal was presented to use \$150,000 of the \$155,782 we have received from the WIC program for office infrastructure improvements including equipment and office workspace upgrades and improvements to client examination rooms. The remaining \$5,782 of the funding will be used for our Peer Counseling program.</p> <p>A second proposal was presented to use available COVID Flex funding to outfit two Mass Casualty Incident (MCI) trailers. The purpose of the MCI is rapid delivery of supplies for decontamination, personal protection, treatment of life threats and incident management supplies. Two trailers will be stocked with supplies with one trailer being in Tooele and the second trailer located in Wendover. This will be completed in conjunction with Tooele County Emergency Services. The estimated cost will be about \$24,000. Jeff noted having these trailers stocked and ready to use before an emergency occurs will be more efficient than having to load them after an event has already happened. We are working on this project in conjunction with Mountain West Medical Center and Tooele County Emergency Services. Bucky Whitehouse with Emergency Services will be in charge of keeping the trailers stocked, rotating and replacing the supplies.</p>	<p>Christian made a motion to amend the budget with the two proposed adjustments for WIC and PPPHEA, Pam seconded the motion, all voted in favor and the motion passed.</p>
<p>Environmental Health Update Report on Fee Comparison (Information Item)</p>	<p>Bryan was asked to compare fees charged by TCHD with other counties in the state and found that most amounts were similar. The State has asked that all health departments charge the same amount for meth decontamination permits of \$400, we currently charge \$350. They also have asked that all counties charge a uniform fee of \$350 for tier 1 and \$500 for tier two food trucks beginning January 1, 2025. TCHD has not increased fees for restaurants for about 10 years now, if we doubled our fees, they still would be less than</p>	

Bryan Slade	<p>what most other counties charge. Bryan suggested increasing the fees gradually. We currently are the second lowest in the state for septic system permit fees; we charge \$350 and of that \$40 for each permit goes to the state for training. Bryan will present fee increase proposals at the next meeting. Bryan and Neil discussed property size requirements for septic systems.</p>	
<p>Prevention Services Update Communities That Care Wendover Coalition (Information Item) Peter Clegg Deeanna Croasmun</p>	<p>Peter and Deeanna presented on the Wendover Prevention Group. The presentation covered the history and focus of the group as well as recent data & findings and their goals and strategies. They also explained what the SHARP survey is and how the survey is administered to 6th-12th grades in Wendover, UT AND West Wendover, NV. to create a combined community profile. They also talked about the Community Center and how important it is to the community. They recently had banners made that state alcohol is not permitted inside the building and the determinants of underage drinking. They talked about the partnerships they have created and the impact they have had on the community. Some recent community activities include Sober New Year's Eve Party, Family Dinner Night and Family Activity Night, Donuts with Dads & Muffins with Moms, Community Thanksgiving Dinner. The group asked questions and commended the group for their work in the community.</p>	
<p>Aging Services Update Wendover Open House (Information Item) Amy Hoftiezer</p>	<p>Amy reported that the Older Americans Act requires that each area agency create an area plan annually. The plan includes information on accomplishments for the past year, highlights, opportunities, relationships, outreach, advocacy, and partnerships. Amy added that Tooele County is unique in that our Health Dept. is combined with our Aging Services whereas most counties do not combine their services. Amy noted that a monthly dinner and activity is held in Wendover and participation is increasing. Aging Services offers virtual appointments to work with clients who are homebound, including to provide them with home delivered meals.</p> <p>An invitation was given to the group for an Open House on May 14th from 2-5pm at the Wendover office. A representative from each division from Health & Aging Services will be on site.</p>	
Board Member Comments and/or Concerns	<p>Christian commended Deeanna for her work in the Wendover community. She asked if funds could be used to create an office space for Deeanna. Jeff responded it is more of a logistics issue than a funding issue, but they will look into this, Peter suggested purchasing</p>	

	cabinets where some of Deeanna's items could be stored. Jamie explained the office is not solely for WIC, it is used for all health services.	
Public Comments	No comments were given.	
Executive Session-Closed Personnel Discussion	At 8:59 employees were excused, and the Executive Session began.	
Meeting Adjourn		

Attachments: 2023 Annual Report, What is the SHARP survey? Aging Services Annual Area Plan, 2024 Budget Adjustments May 2, 2024, Financial Report Year Ended December 31, 2023, Financial Report Three Months Ended March 31, 2024.