

**CENTRAL UTAH BOARD OF HEALTH  
MEETING MINUTES**

November 29, 2016

6:00 pm

The meeting was open to the public and was advertised as such.

**Board Members Present:**

Scott Bartholomew, Comm., Sanpete Co.  
Will Talbot, Comm., Piute County  
Gordon Topham, Sevier County Comm.  
Clinton Painter, Comm., Juab County  
Jim Withers, Chair, Comm., Millard Co  
Dr. David Crimin, Sevier County

James Kallin, Millard County  
LaNeeta Sudweeks, Sevier County  
Stanley Wood, Comm., Wayne County  
Marianne Barton, Sanpete County  
Kecia White, Juab County  
Cleve Christensen, Millard County

**Staff to the Board:**

Nathan Selin, Interim Health Officer/  
Environmental Health Dir.  
Dixie Sorensen, Secretary

Susan Hilderbrand, Nursing Director  
Russell Anderson, Management Service Dir.

**Excused:**

Dr. Tyler Sorensen, Sanpete County

**List of Public Attended:**

See Attached.

**Minutes**

Scott Bartholomew made the motion to accept the minutes from the October 20, 2016 meeting; Will Talbot seconded and the motion passed unanimously.

**Health Office Report:**

**Cost of Living Adjustment:** The proposed Calendar Year 2017 budget includes a 2.5% Cost of Living Adjustment (COLA). The annual cost for this COLA will be about \$46,000.00. With the increase in contracts from the Utah Department of Health and other revenues, the Health Department is in fairly good financial shape. Dr. David Crimin made the motion to approve the 2.5% COLA for employees. Clinton Painter seconded and the motion passed with Gordon Topham abstaining.

**Merit Increases:** Also included in the proposed budget is merit increases for select employees for a total of about \$15,000.00. Merit increases are based on evaluations done by the management staff. The Department uses a step and grade pay scale and this will give selected employees a one-step increase. Gordon Topham made the motion to approve the suggested merit increases. Stanley Wood seconded and the motion passed unanimously.

**Policies and Procedures:** The current Policies and Procedures are in the process of being updated. The new Policies will include a grievance procedure. Sevier County Attorney Dale Eyre will review the policies and they will be presented at a later meeting.

**Health Officer Hiring Procedures:** (See attached). The Health Department will soon be recruiting for a new health officer. Information from Utah Statute 26A-1-110 regarding local health departments and R380 regarding Local Health Department Minimum Performance Standards were distributed; along with a recruitment bulletin and job description. This position previously has been advertised in local and statewide newspapers; and at Workforce Services

online site. With the changes to R380-40 it has narrowed the recruitment field for health officers. Board members are encouraged to become familiar with the information so recruitment can begin.

**Board of Health Materials:** The Board of Health binder that was previously distributed to board members has been updated and distributed to current board members. As items included in the binder are updated, the information will be distributed to board members at the next meeting. Because a new Health Officer will need to be appointed, evaluations of his/her job performance and conduct was discussed. The discussion included employees evaluating the Health Officer as well as Board Members. It was decided to make sure that these types of evaluations are legal and can be used.

### **Community Health Services Report:**

**Communicable Disease:** See attached. It was reported that there has been one case of influenza that has been hospitalized. No other information is available on this case.

**Early Intervention Report:** This program is for children from birth to age 3 years who have developmental delays, disability or special needs. Currently there are 85 children active in the program. This program makes a big impact on these children and their families helping them to get resources needed to care for them. At the State level, there have been discussions about moving this program from the Department of Health to the Department of Education. This move was decided against at this time. Not all local health departments administer the Early Intervention program.

### **Health Education Report:**

About three (3) years ago, Juab County started and was successful with "Community Night Out". This year, it was expanded to include other communities. In Juab County, over 600 people participated. In Richfield the focus was on "Family Meal Time" with over 550 attending. New Horizon's Crisis Center provided a potato bar buffet for dinner and other community partners contributed items for Taco Soup for participants to take home and prepare. In Delta, the focus was on "Physical Activity", showing different activities for families to do at home. About 350 participants were expected with over 650 showing up. In the Mt. Pleasant area, the focus was on "Mental Health" with about 150-200 people participating. The subject matter was a much more serious topic but it brought the communities together to talk about the problems seen in the area. All of these events take community support and efforts, including volunteers. It was discovered that if the county commissions are involved in the planning of these events, there is better participation throughout the communities.

### **Environmental Health Report & Emergency Services Report:**

**Laboratory Audit:** In the Sevier County office, there is a water lab that performs bacteriological tests on drinking water. They also test swimming pool water to ensure that it is safe to swim in. Communities are required to conduct a monthly bacteriological test on public water systems. Swimming pools are also required to be tested on a monthly basis as long as they are open. Every other year, the lab is audited by the Utah Department of Health. Zacharia Kearney is the current lab supervisor and has been reviewing the Standard Operation Procedures (SOP) manual. No significant problems were found but a few minor items are being improved. The Health Department is considering expanding the testing available through the water lab.

**Flu Shoot-Out Exercises:** See attached. All areas except Delta held Drive-through flu shoot-out exercises. These exercises are held to train public health employees and agency partners in case of an emergency. The focus this year was for the local health department office employees to coordinate and set up the clinic. They also coordinated the volunteers needed for this clinic. Just over 1000 flu shots were given throughout the area

## **Management Services Report:**

### **Financial Report:**

This report is with 91.67% of the year completed. Revenue for Immunizations is at \$105.04% and contracts are at 93.50%. Vital Statistics has decreased over the last several years. Total Self-Generating funds are at \$108.52%. Revenues are at 96.11% before WIC food dollars are added and 92.59% after they are added. Several categories will need to be adjusted during the Public Hearing. The Fringe Benefits category in Expenditures will need to be adjusted along with Travel and Conference, Workshops and Registration. This is due to a new program, Parents as Teachers (PAT) contract that began July 1, 2016. Expenditures are at 97.99% before WIC funds are added and at 91.67% after WIC funds are added.

Because the budget is prepared based on the Calendar Year and the State's and Federal's budget have different beginning dates, the Health Departments budget is a best guess of what is expected based on prior budgets and expectations. Adjustments to the 2016 Calendar Year budget will need to be completed.

### **Public Hearings for Calendar Year 2016 and 2017 Budgets:**

Gordon Topham made the motion to open a Public Hearing to adjust the Calendar Year 2016 and to discuss the Calendar Year 2017 proposed budgets. Will Talbot seconded and the motion passed unanimously.

The Calendar Year 2016 budget needs to be amended to show the fund increases due to additional programs and grants. The total Budget amount for Calendar Year 2016 was \$5,816,920.00 and it needs to be adjusted to \$6,418,985.00.

For Calendar Year 2017, the total proposed Budget amount is at \$6,433,842.00. This is slightly more than for 2016.

No public comment was made.

Clinton Painter made the motion to adjourn the public hearing and return to the regular meeting. Stanley Wood seconded and the motion passed unanimously.

Gordon Topham made the motion to open the Calendar Year 2016 and make the proposed adjustments to the total budget from \$5,816,920.00 and increase it to \$6,418,985.00.

Kecia White seconded and the motion passed unanimously.

Scott Bartholomew made the motion to accept the proposed Calendar Year 2017 budget of \$6,433,842.00. James Kallin seconded and the motion passed unanimously.

### **UALBH:**

Will Talbot is the new Board representative for the Utah Association of Local Boards of Health (UALBH). He has not been contacted in regards to any scheduled meetings.

### **Election of Vice Chair:**

For the Central Utah Board of Health, the chairperson and vice chairperson terms are for one year. At the end of this year, Jim Withers' term as Chairperson of the Board will be completed and Vice Chairperson Clinton Painter will become the new Chairperson. A new Vice Chairperson needs to be elected. Nominations were opened. Stanley Wood nominated Will Talbot for Vice Chairperson. Scott Bartholomew seconded. Will Talbot was elected for Vice Chairperson for 2017.

### **Executive Session:**

James Kallin made the motion for the Board to go into Executive Session. Will Talbot seconded and the Board entered the session at 7:25 p.m.

The meeting resumed at 8:10 p.m.

Scott Bartholomew noted that the Board has received voting results from all member Counties. All six counties voted to terminate Mr. Costa and rescind their ratification of his appointment as Health Officer.

Because of this, Scott Bartholomew made the motion to terminate Bruce Costa's employment as Health Officer and all benefits as of November 29, 2016. James Kallin seconded and the motion passed unanimously.

Dr. David Crimin made the motion to accept the proposed job classification changes for Central Utah Public Health Department Step and Grade pay scale. Clinton Painter seconded and the motion passed unanimously.

**Next Meeting:**

The next meeting will be Thursday, February 16, 2017 at 6:00 p.m.

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Clinton Painter, Chairperson

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Date