



PUBLIC HEALTH BOARD MEETING

1478 E Hwy 162 Montezuma Creek, Utah 84534 (North Conference Room)

April 22, 2025 at 12:00 PM

AGENDA

Google Meet joining info

Video call link: <https://meet.google.com/rju-qdoi-cnv>

Or dial: (US) +1 240-734-0345 PIN: 878 890 445#

More phone numbers: <https://tel.meet/rju-qdoi-cnv?pin=6128484883774>

CALL TO ORDER

1. ROLE CALL

Board Chair Ron Skinner, Board Vice-Chair Sylvia Zhonnie, Board Member Suzette Morris, Board Member Steve Hiatt, Board Member Lois Young, Board Member Revina Talker, County Commission Representative Jamie Harvey, Public Health Director Mike Moulton, Business Manager Tyler Ketron

APPROVAL OF MINUTES & AGENDA

2. Approve Meeting Minutes from February 13, 2025

3. Approve Today's Agenda

PUBLIC COMMENT

BUDGET UPDATE

4. Expenditure Summary - Tyler Ketron (Business Manager)

5. COVID-19 Funding Cuts - Tyler Ketron

INFORMATIONAL / RECOGNITION ITEMS

6. DRAFT Survey to gather community input and improve outreach strategies related to the White Mesa Mill

7. Hiring Needs - Mike Moulton (Interim Director)

8. Administrative Communications and updating of the current contact information for board members - Ron Skinner (Chairman)

DIRECTOR'S REPORT

BUSINESS ACTION ITEMS

CONFIRM FUTURE MEETING TIME & LOCATION

ADJOURNMENT

In compliance with the Americans with Disabilities Act, persons needing auxiliary communicative aids and services for this meeting should contact the San Juan County Clerk's Office: 117 South Main, Monticello or telephone 435-587-3223, giving reasonable notice



PUBLIC HEALTH BOARD MEETING
735 S 200 W, Blanding, Utah 84511. Conference Room
February 13, 2025 at 12:00 PM

MINUTES

CALL TO ORDER

The meeting was called to order at 12:12 pm by *Board Vice-Chair* Sylvia Zhonnie,

1. Roll Call 12:12 PM

Board Vice-Chair Sylvia Zhonnie, *Board Member* Suzette Morris, *Board Member* Steve Hiatt, *Board Member* Lois Young, *County Commission Representative* Jamie Harvey, *Public Health Director* Mike Moulton, *Administrative Assistant/Recorder* Chante Sherrow, *Business Manager* Tyler Ketron and *Environmental Health Director* Dennis Shumway

APPROVAL OF MINUTES

2. Approve Meeting Minutes from December 4, 2024

- Lois Young- to discuss the last sentence of the Tooele County History and Bylaws and include it on the next meeting agenda

Motion to approve: Suzette Morris

Seconded: Lois Young

Approved: by all

Jamie Harvey abstains and will review them later

Approve Today's Agenda

Approval of agenda

Motion Lois

Second Steve

Approved by all

PUBLIC COMMENT

INFORMATIONAL/RECOGNITION ITEMS

3. Recognize Mike Moulton as the Interim Public Health Director

- Jamie comments that he has reached out to DHHS Utah and is planning an in-person meeting with Mike and Ron, and is extending the invitation to board members to come and make connections with DHHS. Hoping to get a complete list of state contracts and grants in place and their reporting requirements. Wants to discuss the job description for the public health director. He wants to discuss the possibility of changing the education requirement for the Public Health job description. Steve and Lois agreed with Jamie's approach and offered more discussion about the value of experience as well. Steve proposed changing it from a master's to a bachelor's degree or several years of direct administrative experience in public health. Sylvia recommended that Mike, Lois, Steve, and any other board member that has any recommendations, to prepare and send their thoughts to Ron in preparation for further discussion at the upcoming meeting.

4. Current Open Positions

- Nursing Director: Held interviews with 2 candidates, made a decision, and forwarded that decision to human resources to send the offer letter.
- Children with Special Health Care Needs Care Coordinator: In-house hiring with one of our nurses. Awaiting paperwork.
- Front Desk Assistant: No traction. Do have the funds to have full time, but it will be part time.

5. Administrative Communications - Ron Skinner

- Move to next meeting because Ron was not in attendance

6. Presentation: Dennis Shumway, Environmental Director

- Short-term lodging annual registration fee
- We're offering a service to tourism
- 300-450 nightly rental establishments in San Juan County (Airbnb and hotels)
- Funds to go to the environmental department and hire front desk help to help issue permits.
- Is this something to pursue, and would the board support it?

Move to the next meeting under the business action items

7. Contracts Review

- Mike reviewed contracts that were amended.
- Sylvia -Boards are entitled to know what the amendments are and to discuss it.

8. Follow Up Items (Discussion) Move forward to the next meeting with bulletins

9. Consider Upcoming Agenda Items

- Suggested job language for the Public Health Director
- Administrative Communication

10. Propose Locations and Times for Future Meetings

- Montezuma Creek UNHS Conference Room on Tuesday April 22nd
- Jamie Harvey excused at 1:18 (dropped connection)
- Sylvia will check availability and get back with Mike and Ron.

DIRECTOR'S REPORT

Mike: Discussed the ongoing in the office

Suzette: Getting familiar with contracts

Sylvia: To have department state accomplishments

BUSINESS ACTION ITEMS

Sylvia: to have all action items separate from the information item

CONFIRM FUTURE MEETING TIME & LOCATION

- Montezuma Creek UNHS Conference Room on Tuesday April 22nd
- Jamie Harvey excused at 1:18 (dropped connection)
- Sylvia will check availability and get back with Mike and Ron.

ADJOURNMENT

Motion: Steve Hiatt at 1:27 pm

Second: Lois

Approved: All

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San Juan County
Expenditure Summary - Public Health
24 San Juan County MBA - 01/01/2025 to 03/31/2025
25.00% of the fiscal year has expired

Item 4.

	March	2025	2025		%
	Actual	Year-to-Date	Budget	Expended	Used
Operations					
Expenses					
Transfers Out					
910 Transfers Out	0.00	2,620.84	40,010.00	37,389.16	6.55%
Total Transfers Out	0.00	2,620.84	40,010.00	37,389.16	6.55%
Total Expenses	0.00	2,620.84	40,010.00	37,389.16	6.55%
Total Operations	0.00	2,620.84	40,010.00	37,389.16	6.55%

San Juan County
Expenditure Summary - Public Health
25 Health Fund - 01/01/2025 to 03/31/2025
25.00% of the fiscal year has expired

Item 4.

	March Actual	2025 Year-to-Date Actual	2025 Budget	Expended	% Used
Operations					
Revenues	3,387.00	17,289.21	2,268,810.00	2,251,520.79	0.76%
Expenses					
Wages and Benefits					
110 Wages and Salaries	22,348.99	106,086.02	744,510.00	638,423.98	14.25%
120 Fringe Benefits	178.14	1,093.46	56,750.00	55,656.54	1.93%
121 Tax Benefits	1,801.01	5,587.58	0.00	(5,587.58)	0.00%
132 Retirement Benefits	4,396.43	21,678.88	117,150.00	95,471.12	18.51%
134 Health Insurance	12,289.93	37,887.35	244,260.00	206,372.65	15.51%
139 Other Benefits	0.00	0.00	3,530.00	3,530.00	0.00%
Total Wages and Benefits	41,014.50	172,333.29	1,166,200.00	993,866.71	14.78%
Operating Expenses					
210 Subscriptions	297.00	2,653.00	10,270.00	7,617.00	25.83%
220 Public Notices	0.00	0.00	10,620.00	10,620.00	0.00%
230 Travel Expenses	650.00	4,611.94	86,390.00	81,778.06	5.34%
240 Office Expenses	0.00	19.12	10,160.00	10,140.88	0.19%
241 Postage	0.00	184.40	1,850.00	1,665.60	9.97%
242 Software Maintenance	0.00	1,872.78	3,840.00	1,967.22	48.77%
250 Equipment Operation	0.00	2,250.00	0.00	(2,250.00)	0.00%
251 Gas, Oil and Grease	0.00	467.49	0.00	(467.49)	0.00%
260 Buildings and Grounds	0.00	3,164.64	0.00	(3,164.64)	0.00%
270 Utilities	0.00	2,110.47	0.00	(2,110.47)	0.00%
280 Telephone	75.00	281.90	1,310.00	1,028.10	21.52%
310 Professional and Technical	188.92	2,406.82	167,530.00	165,123.18	1.44%
330 Employee Education	60.00	2,650.00	348,830.00	346,180.00	0.76%
480 Special Department Supplies	0.00	4,612.85	14,900.00	10,287.15	30.96%
610 Miscellaneous Supplies	0.00	240.07	0.00	(240.07)	0.00%
615 Contracts	0.00	0.00	242,360.00	242,360.00	0.00%
620 Miscellaneous Services	0.00	414.32	9,900.00	9,485.68	4.19%
740 Capital Outlay	20,500.00	20,500.00	0.00	(20,500.00)	0.00%
980 Intergovernmental Charges	0.00	1,034.90	0.00	(1,034.90)	0.00%
Total Operating Expenses	21,770.92	49,474.70	907,960.00	858,485.30	5.45%
Transfers Out					
910 Transfers Out	0.00	2,620.84	172,710.00	170,089.16	1.52%
Total Transfers Out	0.00	2,620.84	172,710.00	170,089.16	1.52%
Total Expenses	62,785.42	224,428.83	2,246,870.00	2,022,441.17	9.99%
Total Operations	(59,398.42)	(207,139.62)	21,940.00	229,079.62	-944.12%

<u>Contract</u>	<u>Health Disparities</u>	<u>EED COVID-19</u>	<u>PPP COVID-19</u>
Original End Date	5/31/26	7/31/26	7/31/26
Actual End Date	3/24/25	3/24/25	3/24/25
Planned 2025	\$101,988.64	\$783,300.11	\$5,695.00
Spent 2025	\$11,997.24	\$32,261.20	\$0.00
Cut Balance	\$132,486.66	\$1,978,729.67	\$5,695.00