



PUBLIC HEALTH BOARD MEETING

**White Mesa Community Center 19 S. Willow St, White Mesa, UT 84511, USA
September 15, 2025 at 12:00 PM**

AGENDA

Virtual Meeting Notice

Public Health Board Meeting

Monday, September 15 · 12:00 – 2:00pm

Time zone: America/Denver

Google Meet joining info

Video call link: <https://meet.google.com/djt-uajr-oux>

Or dial: (US) +1 929-324-9764 PIN: 944 847 344#

More phone numbers: <https://tel.meet/djt-uajr-oux?pin=5717135390770>

CALL TO ORDER

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

APPROVAL OF MINUTES

2. Approve meeting minutes from July 30, 2025
3. Approve today's agenda

PUBLIC COMMENT

DIRECTOR'S REPORT

4. Update and brief presentation on COVID-19 - Dr. Leisha Nolen, Epidemiologist, Utah Department of Health and Human Services
5. Today's Director's Report will be given by our Health Promotion & Education Director, Rebecca Benally. She will give us an update on the department's current health promotion activities.

INFORMATIONAL/RECOGNITION ITEMS

6. Current Staff Vacancies:

Health Educator - Zoe John has resigned, and we do *not* plan to fill her position at this time.

WIC Director - Katie Knight has resigned. We are currently seeking a replacement for her position.

Administrative Assistant / Vital Records Clerk - Chante Lee has resigned. We are currently seeking a replacement for her position.

Director of Nursing - Toni Nieves has just submitted her resignation. We will need to fill her position as soon as possible.

7. Discussion to review the Board of Health By Laws to prepare for further discussion and possible updating.

BUSINESS ACTION ITEMS

8. Official Communication - Board Chair, Ron Skinner

CONFIRM FUTURE MEETING TIME & LOCATION

Discuss and 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****

Jul 30, 2025

Public Health Board Meeting

Invited [Jamie Harvey](#) [Mike Moulton](#) [Suzette Morris](#) [Ron Skinner](#) [Revina Talker](#)
[Steve Hiatt](#) [Sylvia Zhonnie](#) [Tyler Ketron](#) [Lois Young](#) ~~[Chante Sherrow](#)~~

Attachments [Public Health Board Meeting](#) [07.30.25 Agenda.pdf](#)

[Packet - Public Health Board Meeting 07.30.25.pdf](#)

Meeting records [Transcript](#) [Recording 2](#) [Recording](#)

Summary

The San Juan County Public Health Board, comprising Board Chair Ron Skinner, Vice Chair Sylvia Zhonnie, Board Members Steve Hyatt, Revina Talker, Suzette Morris, Public Health Director Mike Moulton, and Business Manager Tyler Ketron, convened to discuss several key issues. The board approved an amended agenda that included finalizing the future board meeting schedule and having a program director attend future meetings, with Mike Moulton confirming a director would be present at the next meeting to report on their program. Discussions also covered the refilling of vacant positions, the ongoing search for a Public Health Director, and a planned visit from the State Health Department to understand local health department challenges.

Ron Skinner and Mike Moulton also addressed persistent issues with the health department's heating and air conditioning system, noting the need for a long-term replacement plan due to costly repairs and the discontinuation of parts, with the board directing further discussions with county commissioners for funding. Tyler Ketron explained the complex, contract-based payroll system for health department staff, and the board approved various contract amendments, adopting Sylvia Zhonnie's suggestion for a more detailed agenda format for financial items. Mike Moulton presented the annual report, discussed updating board

membership information, and the board decided against including member pictures in future reports.

Furthermore, the board voted to support pursuing a graywater system program in San Juan County, clarifying logistics and minimal workload impact, and addressing funding for environmental health services, including increased DEQ funding and successful fee collections. Dennis Shumway detailed various inspection activities, including the first-time comprehensive inspection of all public pools and spas, and efforts to ensure certified pool operators, as well as waste management and recycling initiatives. Lastly, the board discussed returning to bi-monthly meetings, with members agreeing to review the bylaws before the next meeting, tentatively scheduled for September 15th, and clarified agenda submission protocols.

Details

- **Meeting Commencement and Agenda Approval** Ron Skinner called the San Juan County Public Health Board meeting to order at 12:06 pm at 735 South 200 West, Blanding, Utah, on July 30, 2025. Attendees included Board Chair Ron Skinner, Vice Chair Sylvia Zhonnie, Board Members Steve Hyatt, Revina Talker, Suzette Morris, Public Health Director Mike Moulton, and Business Manager Tyler Ketron, Environmental Director Dennis Shumway, and Human Resources Director Tranner Sharpe (00:00:00). The board first reviewed and approved the minutes from the April 22nd meeting (00:03:35) Motion to approve: Steve Hiatt, Second: Suzette Morris, Vote: Unanimous. Sylvia Zhonnie then proposed two additions to the day's agenda: a discussion to finalize the future board meeting schedule and a request for program directors (Health Promotion, WIC) to attend future meetings and report on their current activities (00:05:58). Mike Moulton indicated that program directors would be present at the next meeting, as he had already posted the agenda and had not given them enough time to prepare for the current meeting (00:07:26). The amended agenda was subsequently approved (00:08:33) Motion to approve: Sylvia Zhonnie, Second: Steve Hiatt, Vote: Unanimous.

- **Administrative Communications and Vacant Positions** Mike Moulton provided an update on three vacant positions within the department ([00:08:33](#)). He explained that the Children with Special Healthcare Needs Coordinator position, previously held by Bridget Horrocks, was refilled by Latanya Charlie after Ms. Horrocks left for another job. Ms. Charlie then moved into the Children with Special Healthcare Needs position, and the front desk clinical assistant role was filled by another applicant ([00:09:50](#)). The Nursing Director position remains vacant, but an offer was expected to be made to a candidate by the end of the day after a second interview. This position is critical as it is a minimum performance requirement ([00:11:17](#)).
- **Public Health Director Vacancy** Mike Moulton discussed the ongoing vacancy for the Public Health Director position, noting that while he applied, he does not meet the statutory education requirements. Other applicants met the education criteria but lacked the five years of public health experience, including three years in an administrative capacity, mandated by statute ([00:11:17](#)). Ron Skinner inquired about the status of the current candidate who meets all statutory requirements. It was decided that a three-person board panel, with HR representative Tranner Sharpe, would conduct a virtual first-round interview with this candidate, who is located in Tonalia/Tuba City, with a required in-person second interview ([00:12:55](#)). Ron Skinner agreed to work with county HR to coordinate schedules for the board members and Commissioner Harvey for the interview, with Monday being a preferred day for some members ([00:15:07](#)).
- **State Health Department Visit** Ron Skinner announced that the State Health Department, including Heather Borski and David Litvack, would visit on August 5th from 9:00 AM to 10:00 AM at the Hideout in Monticello, UT ([00:17:12](#)) ([00:20:18](#)). The purpose of the visit is to discuss the current status of the San Juan County Public Health Department and address rumors, as well as to understand the unique demographics and challenges of the area. Board members Sylvia Zhonnie and Steve Hyatt indicated their availability to attend ([00:18:13](#)). Ron Skinner emphasized the need for the state officials to understand the local context, including the volunteer nature of the board and the challenges of geographic distances, which differ significantly from urban areas like Salt Lake ([00:20:18](#)).
- **Health Department Building Issues** Mike Moulton reported that the health department's air conditioning and heating system has been largely non-functional since 2023, with sporadic repairs that do not last ([00:22:39](#)) ([00:27:37](#)). The unit, a high-tech system manufactured in Japan, has experienced

persistent problems with valves and computer boards, leading to costly repairs totaling between \$18,000 and \$20,000 over the last 3 years ([00:25:25](#)). Ron Skinner and Mike, the Public Health Director, made the decision to send staff home due to extreme temperatures (85-89°F) in the offices, which was supported by the county attorney and commissioners after initial pushback ([00:22:39](#)). The system was surprisingly fixed quickly after staff were sent home ([00:23:37](#)).

- **Long-Term Plan for Building Systems** Mike Moulton informed the board that parts for the current system will no longer be made after 2025, necessitating a long-term replacement plan ([00:27:37](#)). Bids to replace the entire air conditioning and heating system for the public health wing and the entire building complex range from \$1.2 to \$1.5 million ([00:28:51](#)). While conversations about a long-term plan have stalled since the recent repair, the board directed Ron Skinner and Mike to pursue further discussions with the county commissioners regarding funding and a comprehensive solution for the safety and functionality of the building. They noted that operating with portable heaters in winter poses a fire hazard and an OSHA violation ([00:30:01](#)).
- **Personnel Funding and Unique Payroll System** Mike Moulton clarified the differences between the administrative assistant (full-time) and the clinical assistant (part-time) positions, explaining that their duties overlap in some areas like vital records and WIC intake, but the part-time role also supports the cancer screening program ([00:33:31](#)). Tyler Ketron and Tranner Sharpe explained that funding for these positions, and indeed for all health department staff, is drawn from multiple contracts based on the specific work being performed, leading to a unique and complex payroll system with various job codes for different activities. This ensures that time spent on specific programs is billed to the relevant contract ([00:35:56](#)).
- **Contract Approvals and New Agenda Format** Mike Moulton presented numerous contract amendments for approval, noting that most were renewals for the new fiscal year and had already been approved by the board of commissioners ([00:39:54](#)). To improve clarity for the board, Sylvia Zhonnie suggested that future agendas for funding items should include the contract name, dollar amount, and contract period. Mike Moulton agreed to implement this new format to make it easier for board members to review financial information without having to print extensive packets ([00:48:54](#)).
- **SJPH Annual Report** Mike Moulton presented the San Juan Public Health (SJPH) annual report, which is a minimum performance requirement for health

departments ([00:50:26](#)). He noted that the report was a "combined effort" of the entire department staff, who compiled it while he was on vacation to meet a tight deadline. Mike Moulton also discussed the need to update the board membership information on the website and provide current contact details to the Utah Association of Local Boards of Health, acknowledging that the website may not be fully up-to-date ([00:53:04](#)).

- **Annual Report Discussion** Mike Moulton opened the floor for questions regarding the annual report. The board decided against including board member pictures in the next report, opting to stick with names only, unless a photographer could be secured ([01:00:26](#)).
- **Graywater System Proposal** Dennis Shumway presented information on graywater systems, explaining that San County has not yet opted into the state's program despite growing public interest, especially in areas like Moab and Spanish Valley ([01:01:34](#)) ([01:05:05](#)). Dennis clarified that these systems, which divert shower, bath, and washing machine water for outdoor irrigation, must be designed by a licensed engineer and would undergo a similar approval process to septic systems ([01:02:33](#)). The board then voted to support pursuing the graywater system program, with three members in favor and one abstaining ([01:14:31](#)). *There was a motion to approve Dennis moving forward with the process of San Juan County opting into allowing gray water systems. Motion: Steve Hiatt, Second: Ron Skinner, Vote: 3 yes, 1 abstain (Sylvia - *duly noted*).*
- **Graywater System Logistics and Impact** Steve Hiatt addressed concerns about the graywater system's impact on municipal planning and current plumbing. Dennis clarified that existing homes would require replumbing, allowing for diversion valves to switch between graywater use and the sewer/septic system ([01:05:05](#)). Dennis also confirmed that the health department does not have jurisdiction over Navajo tribal health departments, which manage similar systems on the reservation ([01:05:55](#)). Dennis assured the board that implementing the program would add minimal workload to his plate, estimating one to three new systems per year ([01:14:31](#)).
- **Graywater System Maintenance and Renewal** Sylvia inquired about renewal frequency and potential fees associated with graywater systems. Dennis clarified that while there shouldn't be additional fees, he would confirm details regarding continual monitoring and any five-year renewal requirements ([01:15:39](#)). He emphasized that system maintenance would be the homeowner's responsibility, similar to septic systems ([01:17:50](#)).

- **DEQ Funding and Environmental Health Services** Dennis Shumway provided an update on environmental health services, highlighting a successful effort to equalize DEQ funding for San County, increasing it from \$62,000 to \$86,000 to match other health departments statewide ([01:21:06](#)). Dennis also reported on increased fee collections from pool and food establishment permits, attributing this to the implementation of temporary food event permits required by cities for event booth approvals ([01:22:10](#)).
- **Inspections and Public Health Accomplishments** Dennis Shumway detailed various inspection activities, including septic system installations and multiple visits for inspections, as well as school cafeteria and restaurant reviews ([01:24:19](#)). He noted that all 19 public swimming pools and spas in the county have been thoroughly inspected for the first time on record, with the assistance of Sarah Cheshire from DHHS, ensuring compliance with safety and operational standards ([01:25:28](#)). Dennis also mentioned ongoing efforts to address a non-compliant pool at Pack Creek, working with the HOA to encourage voluntary upgrades ([01:27:48](#)).
- **Certified Pool Operators and Miscellaneous Inspections** Dennis Shumway reported that all public pools in the county will soon have certified pool operators (CPOs), a significant achievement as many previously lacked them ([01:30:12](#)). He also outlined miscellaneous inspections for facilities like homes for disabled adults and participation in the used oil inspection program at landfills and businesses ([01:31:13](#)).
- **Waste Management and Recycling Efforts** Dennis Shumway addressed inquiries about waste management, confirming that standard landfill procedure involves covering debris with sand to prevent vector problems and aid decomposition ([01:32:31](#)). He also shared that the local landfill is pursuing a grant to initiate a recycling program in San County, acknowledging the high costs and logistical challenges of recycling in remote areas ([01:33:49](#)).
- **Meeting Schedule and Bylaws Review** The board discussed their meeting frequency, with several members suggesting a return to bi-monthly meetings as per the bylaws, rather than monthly ([01:39:19](#)). It was decided that board members would review the bylaws before the next meeting to discuss potential amendments and ensure consistency in their operations ([01:41:48](#)).
- **Next Meeting Logistics** The board tentatively scheduled their next meeting for September 15th at noon, to be held at the Hideout in Monticello ([01:46:31](#)). They

also discussed the possibility of holding a future meeting in White Mesa, with Suzette offering to coordinate with Tyler to assess internet connectivity and venue suitability ([01:47:44](#)).

- **Agenda Submission Protocol:** A discussion ensued regarding the submission of agenda items. It was clarified that while state statute requires posting agendas 24 hours prior to a meeting, a few days' notice is appreciated for presenters to gather meaningful information ([01:49:07](#)). Motion to adjourn was made by: Suzette Morris, Second: Sylvia Zhonnie, Vote: Unanimous.

Suggested next steps

- The group will preview the bylaws before the next meeting to discuss them.
- Dennis Shumway will pursue the graywater system up to the commission and then ask the state to allow the health department to opt into this system.
- Dennis will come to the city council to explain the graywater system to them.
- Dennis will find out if there is a fee involved with the graywater system and if there is continual monitoring required, and will keep the board updated.
- Mike Moulton will put the bylaw review on the agenda for the next meeting.
- Mike Moulton will send out an email about the decision for the next meeting.
- Suzette Morris will work with Tyler to check if the internet connection is good in White Mesa for the meeting.

BYLAWS

OF THE SAN JUAN COUNTY BOARD OF HEALTH

ARTICLE I

Authority, Name and Structure

- Section 1.1 The San Juan County Health Department is organized as a county health department pursuant to Utah Code Ann., Section 26A-1-103.
- Section 1.2 The Board is established and governed by County Ordinance 2018-01, and under authority of Utah Code Ann., Title 26A, Sections 26A-1-101 through 26A-1-127.
- Section 1.3 The Board shall act as the Local Health Authority as defined in the Utah Local Health Department Act
- Section 1.4 The name of the Board shall be the San Juan County Board of Health, hereinafter called Board.
- Section 1.5 The Board shall adopt and implement through policies and procedures, where applicable, Utah Code Ann., Sections 26A-1-127 through 26A-1-127, as well as the articles specified in these Bylaws. The Board shall adopt and implement written procedures to determine the general public health policies as required by Utah Code Ann., Section 26A-1-109(8).
- Section 1.6 The Board shall consist of seven members.
- Section 1.7 After initial appointments, Board members shall serve for four (4) year terms. Members appointed to fill vacancies shall hold office until the expiration of the terms of their predecessors.

ARTICLE II

Purpose and Function

- Section 2.1 The role of the Board is to adopt and implement policy in regards to public health.
- Section 2.2 The purposes of the Board shall be to evaluate, advise, and recommend policies and procedures of operation for the San Juan County Health Department to promote the general health of all citizens of the county.

Section 2.3 Specific functions of the Board include, all activities identified in Utah Administrative Code (26A-1-109), (26A-1-110), (26A-1-111), and Utah Administrative Rules R380-40 which include:

- A. Establish policies and regulations as necessary.
- B. Adopt an annual budget.
- C. Monitor revenue and expenditures.
- D. Oversee compliance of the local health department with the Minimum Performance Standards (R380-40).
- E. Assure a process of ongoing planning,
- F. At least annually evaluate the performance of the Local Health Officer.
- G. Report at least annually to the county governing body and municipalities the health status and operation of the Local Health Department.
- H. Assure an annual independent financial audit is conducted and review and accept the health department's audit findings.

ARTICLE III

Composition of Board

Section 3.1 The Board shall be composed of influential citizens with experience, abilities and points of view that will contribute to the effective management of San Juan County Health Department. All members of the Board shall reside within San Juan County.

The following representation shall consist of:

- A. One (1) person representing San Juan County Commission, approved by the Commission.
- B. One (1) person representing Blanding City, appointed by Blanding City
- C. One (1) person representing Monticello City, appointed by Monticello City
- D. One (1) person representing Bluff City, appointed by Bluff City.
- E. Three (3) members selected and approved by the Board and ratified by the San Juan County Commission, with a goal of representing the interests of the communities of Aneth, Montezuma Creek, Oljato, Monument Valley, White Mesa, and/or other unincorporated areas of the county.
(One person may be able to represent more than one of the above listed groups, if appropriate.)

Section 3.2 No member of the Board shall be on the payroll of the Health Department. The Health Director shall be a non-voting member of the Board.

Section 3.3 Membership on the Board may be terminated by resignation. Termination of a Board member's position will be considered by the Board after three (3) consecutive absences.

Recommendations for termination of elected body appointees will be made by the Board to the appropriate body.

Section 3.4 Vacancies of Board of Health positions shall be filled by nomination and approval by the Board, and ratification by the County Commission.

Vacancies of elected officials shall be filled by recommendation and approval of the respective governing councils.

Section 3.5 Expired terms of Board appointees shall be filled by the nomination and appointment by the Board and ratified by the Commission.

If an elected official is appointed a member of the Board, the expiration of said official's elective term of office shall serve to terminate that person's term on the Board.

Article IV

Conducting Business

Section 4.1 Officers of the Board shall consist of the chairperson, vice chairperson, secretary and such other officers as may be determined by the Board members.

Election of officers will be held in first meeting of the calendar year by Board members. Officers elected in the first annual meeting shall take office immediately.

Section 4.2 Regular meetings of the Board shall be held not less than once every three (3) months, at a time and place designated by the Board.

A. Special meetings may be called by the chairperson, the Director, or by majority of the members by giving three (3) days written or oral notice, or in case of emergency, as soon as possible after the members of the Board have been notified.

B. All meetings will be conducted by the chairperson or vice chairperson. In the absence of both officers, meetings may be conducted by the Secretary of the Board or an acting-chairperson, designated by the chairperson.

Section 4.3 A quorum shall be constituted by a majority of the voting members of the Board. A quorum shall consist of four (4) voting Board members. No proxies are permitted.

Section 4.4 Electronic Meetings

Meetings of the Board of Health may be held electronically in accordance with the following requirements:

A. Electronic Board meetings may be conducted by telephone, telecommunication, computer conference, or video conference. So long as a quorum of the Board is

physically present for a meeting, other members of the Board may participate in the meeting electronically without a formal approval process. If fewer than a quorum of the Board is physically present at a Board meeting, any member of the Board may request the electronic Board meeting and the meeting must be approved by a quorum of the Board. Approval may occur at the Board meeting in question.

- B. Members of the public are not entitled to request electronic meetings of the Board or to monitor or participate in Board meetings from remote locations.
- C. Electronic Board meetings shall originate from the location in which Board members would meet if the meeting were not being held electronically (the anchor location).
- D. In any electronic Board meeting, at least two members of the Board must be physically present at the anchor location.
- E. For any electronic Board meeting, the Board must provide space, facilities and equipment at the anchor location so that interested persons and the public may attend and monitor the open portions of the meeting including the comments made by members participating in the meeting from remote locations.
- F. Notice of each electronic Board meeting will be provided to the public at least 24 hours prior to the electronic meeting and in accordance with the requirements of Utah Code Ann.' 52-4-207. The notice will include a description of electronic means to be used to connect remote Members to the Board meeting.

Section 4.5 Voting: All questions at a meeting of the Board shall be decided by majority vote of the quorum of the members present or in attendance electronically who are entitled to vote. Each voting member shall be entitled to one vote.

Section 4.6 The Director of the Department of Health may serve as secretary to the Board and may assign certain functions to department staff members. Records will be kept in the office of the Director of Health. The secretary shall attend or be responsive to all meetings of the Board, and preserve in the books of the Board true minutes of the proceedings. The minutes of the meetings shall be sent to the members of the Board along with notice of the next regular meeting at least one (1) week before said meeting

ARTICLE V

Standing Committee

Section 5.1 Ad hoc committees may be called at the discretion of the Board by recommendation of the Department of Health with Board approval.

ARTICLE VI

Scope of Authority

Section 6.1 All decisions derived from the function of the Board which is not in conflict with State and County law shall be public policy and law and in full force in effect.

ARTICLE VII

Amendments

Section 7.1 These bylaws may be amended by a majority vote of the Board of Health and ratified by the County Commissioners.

RESOLVED BY THE SAN JUAN COUNTY BOARD OF HEALTH, STATE OF UTAH, this

7th day of March, 2019.

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Kd Perkins, Chairperson
San Juan County Board of Health

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San Juan County Commission

Attest:  _____

Kirk Bengé, Health Officer
San Juan County Public Health Dept.

