



PUBLIC HEALTH EMERGENCY BOARD MEETING

**735 S 200 W, Blanding, Utah 84511. Conference Room
December 04, 2024 at 5:30 PM**

AGENDA

Virtual Meeting Notice

Google Meet joining info

Video call link: <https://meet.google.com/yqd-unqs-yqu>

Or dial: (US) +1 321-529-9549 PIN: 906 635 324#

CALL TO ORDER

PUBLIC COMMENT

APPROVAL OF AGENDA

FOLLOW UP ITEMS

ADMINISTRATIVE COMMUNICATIONS

1. Director's Report by Grant Sunada, Public Health Director
2. Discussion and Nomination of Interim Health Officer and Public Health Director, led by Ron Skinner, Board Chair
 - Public Presentation of Needs and Qualifications
 - Closed Personnel Discussion and Decision
3. Consideration and Approval of Process to Recruit and Hire Replacement Health Officer and Public Health Director, led by Ron Skinner, Board Chair
 - Public Presentation of Infrastructure and Policy Needs
 - Closed Discussion of Personnel Concerns and Decision

CONSIDER UPCOMING AGENDA ITEMS

CONFIRM FUTURE MEETING TIME & LOCATION

Proposed Date & Location: January 16, 2025 at 735 S 200 W (Large Conference Room), Blanding, UT 84511

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****

History and Bylaws of the Board of Health

The Tooele County Board of Health was established February 9, 1982. Their terms are voluntary and are not compensated. Currently, Tooele County has 9 members who are appointed by governing officials, and have jurisdiction in all unincorporated and incorporated areas of the county. An employee of the health department may not be a member. The first public health and local boards of health legislation was a bill passed by Congress in 1850. This bill was to form the National Board of Health. According to the History of Tooele County, this bill was passed in response to a proclamation issued by President Zachary Taylor calling for “A national day of prayer on August 3, 1849 to end the epidemic”, which had been plaguing the nation since 1833. In 1896 Dr. Martha Hughes Cannon, a State Legislator sponsored a bill to establish the Utah Board of Health. Under this legislation, the Tooele County Commissioners established the Tooele County Health Department (TCHD), and the Local Board of Health (LBH) in 1981. The LBH was to consist of at least five, but not more than twelve members. One member of the LBH was to represent the Tooele County Commission. Other members were appointed to represent Tooele City, Grantsville City, and the other incorporated municipalities located within Tooele County. The LBH began functioning February 9, 1982. The Utah State Department of Health Building was named after Dr. Cannon. It is called the Cannon Building. The LBH has the power to adopt rules, regulations, and standards, which have the effect of law. Once the LBH was established, an Inter Local Agreement between Tooele County Commission and the Tooele County Health Department was signed on March 9, 1982. Tooele County agreed to be the financial agent for the health department and provide personnel necessary to accomplish the purpose of the health department. Health Department Employees were to be considered County Employees for the purpose of salary and personnel administration only. The employees of the health department are under the direction of the LBH and the local health officer. He acts in the capacity as a county department head and administers the county’s personnel policies and procedures with respect to the county personnel assigned to the health department. This was an important part of the agreement so that all decisions regarding the health and safety of Tooele Residents would be made without any political prejudice.

Interim Health Officer Appointment Description

This appointment and designation authorizes and delegates the following powers, duties and all other powers and duties required by State, Federal and local ordinance under the guidance and direction of the Board of Public Health:

1. Succeed to all powers and discharge all duties and perform all functions that by existing law are conferred upon or required to be discharged or performed by the Local Health Officer, or the Board of Public Health;
2. In the absence or disability of the Local Health Officer, or if there is a vacancy in that office, the Board shall appoint an acting Health Officer for a temporary period not to exceed one year. The appointment shall be ratified by the County executive of the County; to prescribe standard operating procedures consistent with the law and countywide policies for the direction of the department, the conduct of its employees, the distribution and performance of its business, and the custody, use and preservation of the records, papers, books, documents and property pertaining to the Department of Public Health;
3. To approve travel and subsistence expenses necessary for employees of the Department, as actually and necessarily incurred in the performance of their official duties when absent from their places of residence;
4. Serve as the official Public Information Officer for Public Health and act as consultant to and official Public Information Officer spokesman for the Board of Public Health and County elected officials upon consultation with those officials and/or the County Executive in the County, Cities and Towns in which the department has jurisdiction; and
5. To promote and enforce all Federal, State and local public health laws, ordinances, codes, rules and regulations in the department's areas of jurisdiction.



SAN JUAN COUNTY JOB DESCRIPTION

| | |
|-----------------------------------|-------------------------|
| Job Title: Public Health Director | Step: |
| Department: Health Department | Grade: |
| Effective Date: November 2014 | Safety Sensitive |
| Revision Date: June 2016 | FLSA Status: Non-Exempt |

General Purpose

Chief Executive and Administrative Officer of San Juan County Public Department.

Supervision Received

Works under the general direction of the San Juan County Administrator and is advised by the Public Health Board.

Essential Functions

- Promotes and protects the health and wellness of the people within the County.
- Reports to and receives policy direct from the local Public Health Board.
- Develops and proposes policies for board consideration.
- Advises the department with regard to policy development as those policies impact upon the mission, purpose and capacity of the local health department.
- Coordinates public health services in the County.
- Directs programs assigned by statute to the local health department, including administering and enforcing state and local health laws, regulation, and standards.
- Directs the investigation and control of diseases and conditions affecting public health. Including all aspects associated with epidemics, infection, communicable and other diseases.
- Makes periodic report to locally elected officials regarding health problems in the communities.
- Oversees proposed budget preparation. Presents the budget to the Public Health Board and the responsible body of elected officials for review and approval.
- Makes staffing decisions within the department including hiring, training, performance evaluation, scheduling of work load, and retention of assigned personnel.
- Makes maintenance and purchasing decisions for equipment, tools, and supplies within the department.
- Coordinates assignments with local health services providers, Medical Examiner, State Health Laboratory, division of the Department of Health, Family Health Services, Community Health Services, Department of Environmental Quality, and Department of Agriculture and Food.
- All other General Performance Standards for Local Health Department Administration as outlined by Utah Administrative Code R380-40-6 www.rules.utah.gov/publicat/code/r380-040.htm

Required Skills, Knowledge and Abilities

- Ability to maintain cooperative working relationships with those contacted in the course of work activities.

- Ability to communicate effectively verbally and in writing.
- Ability to maintain files, records, and reports.
- Knowledge of health laws and regulation affecting local health departments. Causes and methods of controlling epidemics, infectious, and communicable diseases and conditions affecting public health.
- Knowledge of modern office practices and procedures.
- Skill in word processing, spreadsheets, data processing, and basic programs.
- Skill in reading, writing and basic math.
- Ability to coordinate multiple tasks efficiently.
- Skill in analytical problem solving.
- Knowledge of and sensitivity to Native American culture and customs prevalent in the County.
- Ability to work with Navajo Nation, and Ute Mountain Ute Tribe in coordinating public health services.

Physical Demands

- Typically sit at a desk or table. Regularly walk, stand, or stoop. Occasionally lift, carry, push, pull or otherwise move objects weighing up to 30 pounds.
- Use tools or equipment requiring a high degree of dexterity.
- Regularly drives a motor vehicle
- Work for sustained periods of time maintaining concentrated attention to detail.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Working Conditions

Work is performed in an office, library, computer room or other environmentally controlled room. Work potentially exposes incumbent to contagious or infectious diseases or hazardous chemicals. Work is occasionally performed outdoors in hot, cold, or inclement weather.

Education and Experience

As outlined in Utah Administrative Code R380-40-5. Local Health Officers

- (1)(a) A local health officer who is a physician shall:
- (i) be a graduate of a regularly chartered and legally constituted school of medicine or osteopathy;
 - (ii) be licensed to practice medicine in the state of Utah; and
 - (iii) be board certified in preventive medicine or in a primary care specialty.
- (b) A local health officer who is not a physician shall:
- (i) have successfully completed a master's degree in public health, nursing or other health discipline related to public health, public administration, or business administration from an accredited school; and
 - (ii) have at least five years of professional full-time experience in the practice of public health, of which at least three years were in a senior administrative capacity.

Licensing and Certification:

Incumbent must possess a valid State of Utah Driver's license.

***This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

San Juan County Board of Health

Meeting Minutes

March 4, 2021

735 S 200 W, Blanding Utah

Digital Attendance: <https://meet.google.com/zof-bjxt-iuf>

Join by Phone: (US) +1 409-999-3134 PIN: 378 753 011#

The following individuals were present for all, or portions of the meeting:

Board Chair: Logan Monson

Board Member: Debbie Benally

Board Member: Gary Suttlemyre

Board Member: Suzette Morris

County CAO: Mack McDonald

Interim Director of Health: Mike Moulton

Business Manager: Carver Black

Environmental Health Director: Ronnie Nieves

The following individuals were absent for the entire meeting:

Board Member: Lois Young

Board Member: Dr. Phillip Smith

Board Member: Commissioner Willie Grayeyes

- 1. Welcome and Call to Order:** Chairperson, Logan Monson, called the meeting to order at 12:16 p.m.
- 2. Minutes Approval:** Motion was made by Gary Suttlemyre to approve the minutes of 4 Mar 2021. The motion was seconded by Suzette Morris and passed unanimously.
- 3. Departmental Updates:** Mike Moulton gave updates on each department. Health Promotion has an upcoming health fair and is more involved as COVID cases are declining. WIC patients are beginning to see our nurses and have their visits in person again. He also gave an update on COVID-19 vaccinations and cases and presented the numbers as of May 5. San Juan Public Health had administered 2,214, UNHS had administered 10,436 vaccines, San Juan Clinic had administered 400 vaccines, and Main Street Drug and Boutique had administered 37 vaccines.
- 4. Financial Report:** Carver Black presented an expenditure report for the calendar year to-date. COVID-19 costs continue to be the majority of the expenses for the department. January through March had total revenues of \$259,665.83 and total expenses of \$255,211.37, resulting in total operations of a positive \$4,454.46.
- 5. Appointment of Interim Health Officer:** Mike Moulton was recognized as serving as Interim Health Officer since Director Bengé's departure. Gary and Logan expressed concern about hiring a permanent Health Officer as soon as possible. Mack McDonald stated that organizational structure was being looked at, and that the county was awaiting a response from the attorney. Gary expressed concern that the county was taking on responsibilities that belong to the Board of Health, as it is the Board's job to review applications and hire a qualified Health Officer. Logan

asked if the job listing was still posted and if any applicants have received a response. Mack mentioned that the position was no longer being advertised and was unaware if the applicants had received a response. He stated that he would check with the Human Resources Generalist. Logan Monson requested from Mack that the Board be given the applications so that the Board could review them. Gary agreed. No definitive answer was received, but Mack stated that he would like to receive an answer on restructuring the department before the applications are reviewed by the Board. Logan expressed concern that a lack of communicating with and interviewing applicants in a timely manner would cause the department to lose the applicants. The Board would like to move forward, but the county's possible plans for restructuring the department is causing delays. Logan stated that an Interim Health Officer needs to be appointed regardless of what happens with a permanent director. **Motion was made by Gary Suttlemyre to appoint Mike Moulton as Interim Health Officer for the San Juan Public Health Department. The motion was seconded by Suzette Morris.**

Logan Monson – Aye
 Debbie Benally – Aye
 Gary Suttlemyre – Aye
 Suzette Morris – Aye

The motion was passed unanimously.

- 6. Consideration and Approval of Maternal and Child Health FFY 2021 Amendment 2:** The amendment increases the funding amount for this contract by \$17,776. The new total funding amount is \$32,320 of federal funds. **Motion was made by Gary Suttlemyre to approve the amendment and was seconded by Suzette Morris.**

Logan Monson – Aye
 Debbie Benally – Aye
 Gary Suttlemyre – Aye
 Suzette Morris – Aye

The motion was passed unanimously.

- 7. Consideration and Approval of COVID Community Partnership Project Amendment 1:** The changes to this contract include: amending the amount from \$27,158.40 to \$51,147.80, the termination date is extended to July 31, 2021, and the Special Provisions has been updated/amended. **Gary Suttlemyre motioned to approve the stated amendment. Debbie Benally seconded the motion.**

Logan Monson – Aye
 Debbie Benally – Aye
 Gary Suttlemyre – Aye
 Suzette Morris – Aye

The motion was passed unanimously.

- 8. Consideration and Approval of Tobacco Contract FY21-FY25 Amendment 1:** The CDC grant periods (section III, part B, items 1 & 2) have been updated. **Gary Suttlemyre motioned to approve the Tobacco Contract FY21-FY25 Amendment 1. Debbie Benally seconded the motion.**

Logan Monson – Aye
 Debbie Benally – Aye
 Gary Suttlemyre – Aye
 Suzette Morris – Aye

The motion was passed unanimously.

- 9. Bluff Mask Mandate Request:** Mike Moulton described the request that had been made by the Bluff mayor to impose a mask mandate in the city. Mack McDonald, County CAO, was writing a letter to her. Mike mentioned that as the requirements had been met on Tuesday for the State of Utah, and that Bluff could no longer impose a mandate but that the mandate was not justified with the COVID cases in the first place.

- 10. Review and Discuss Implementation of HB 94:** HB 94 is legislation that went into effect on May 5, 2021. HB 94 or Microenterprise Home Kitchen Amendments, grants authority to the health departments to issue Microenterprise Home Kitchen Permits and to limit the number of said permits. A discussion was opened, and it was decided that the department would look into whether or not the law required public health departments to offer the permits or if it was just an option. A decision will be made at a later date.

- 11. Review and Revise Fee Schedule for Adoption in 2021:** The Vital Records Fee Schedule was presented to the board as it was passed by the Utah Legislature. The new fee schedule will be effective beginning July 1, 2021. **Action was taken contingent upon a response from the county attorney regarding a public hearing. Gary Suttlemyre motioned to approve the Vital Records Fee Schedule for 2021. The motion was seconded by Suzette Morris.**

Logan Monson – Aye
 Debbie Benally – Aye
 Gary Suttlemyre – Aye
 Suzette Morris – Aye

The motion was passed unanimously.

Another fee schedule was presented to the board reflecting changes in the environmental and tobacco fees. The fee for Swimming Pool Annual permits was increased from \$100 to \$200, but the sampling fee for swimming pools was removed. The \$200 fee will compensate for the removal of the sampling fee. The \$30 water sampling fee for wells will remain at \$30, but will be a self-service item. The \$30 will cover shipping and lab fees. A new item will be added for the health department to do the sample. The fee will be \$80 plus a travel surcharge. The travel surcharge will be reduced from the prior schedule to reflect the federal mileage reimbursement rate for 2021. The fee was changed to charge all applicantes \$0.56 per mile (round trip) based on the mileage from the San Juan Public Health office in Blanding. Previously the fee was only for applicants more than 15 miles from Blanding/Monticello. The surcharge was clarified. Tobacco fines were updated to match S.B. 189, effective May 5, 2021. Third Tobacco Retail Permit violations will be brought to the Board. **Action was taken contingent upon a response from the**

county attorney regarding a public hearing. Suzette Morris motioned to approve the Vital Records Fee Schedule for 2021. The motion was seconded by Suzette Morris.

Logan Monson – Aye

Debbie Benally – Aye

Gary Suttlemyre – Aye

Suzette Morris – Aye

The motion was passed unanimously.

- 12. Review and Revise Bylaws of the San Juan County Board of Health:** Logan Monson reviewed a few items with the Board. He mentioned that the current Bylaws state that board members will serve for four-year terms. However, state code states that the board members shall serve for three year terms. Logan recommended the change to be compliant with state code. However, there was no motion to approve change. It will be discussed at a later date.
- 13. Friends of Public Health Award Nominations:** Every year the board nominates a recipient of the Friends of Public Health Award. The Board discussed options and nominated Utah Navajo Health Systems to receive the award for their significant impact on the health of county residents, especially regarding the effort their employees have made to handle COVID-19. UNHS has vaccinated over 10,000 people.
- 14. Board Member Comments:** No comments or concerns were expressed by the Board.
- 15. Public Comments:** None were received.
- 16. Next Meeting, Date, and Agenda Items:** June 17 at 12:00 p.m. If needed a public hearing will be held at this date based on the response of the county attorney's office.
- 17. Adjournment:** Motion was made by Gary Suttlemyre to adjourn the meeting at 1:51 p.m. Suzette Morris seconded the motion, and the motion was passed unanimously.



BOARD OF COMMISSIONERS WORK SESSION MEETING

117 South Main Street, Monticello, Utah 84535. Commission Chambers

August 17, 2021 at 9:00 AM

MINUTES

The public will be able to view the meeting on San Juan County's Facebook live and YouTube channel

Audio Link: <https://www.utah.gov/pmn/files/750749.MP3>

Video Link: <https://www.youtube.com/watch?v=X77ISOTpbuY>

CALL TO ORDER

Time Stamp 1:50 (audio) 1:50 (video)

ROLL CALL

Time Stamp 2:10 (audio) 2:10 (video)

PRESENT

Willie Grayeyes
Bruce Adams

Commissioner Maryboy joined in the last few minutes before we entered into executive session.

AGENDA ITEMS

Mack reviewed the agenda.

1. Discussion about San Juan Counseling and San Juan County Public Health

Mack presented on the possible combination of San Juan Counseling and San Juan County Public Health. Mack reviewed the different revenue and expenses between Public Health and San Juan Counseling. Mack expressed that having them combined could help keep the Commissioners updated on what is going on more with the mental health of the county.

Commissioner Adams spoke on the matter and recommended keeping things as they are and just hire someone from our application pool to replace the Public Health Director, he believes it would be best to have them separate.

EXECUTIVE SESSION

- 2. Make a Motion to Enter Into A Closed Executive Session to Discuss The Character, Professional Competence, or Physical or Mental Health of an Individual As Permitted Under UCA 52-4-205.

Time Stamp 1:04:11 (audio) 1:04:11 (video)

Motion made by Commissioner Maryboy, Seconded by Adams.

Voting Yea: Grayeyes, Maryboy, Adams

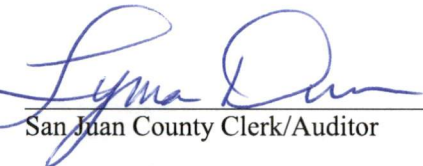
ADJOURNMENT

The Board of San Juan County Commissioners can call a closed meeting at any time during the Regular Session if necessary, for reasons permitted under UCA 52-4-205

All agenda items shall be considered as having potential Commission action components and may be completed by an electronic method **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**

APPROVED: 
 San Juan County Board of County Commissioners

DATE: 9/7/21

ATTEST: 
 San Juan County Clerk/Auditor

DATE: 9/7/21