



PUBLIC HEALTH BOARD MEETING

**1-BFP East Conference Room Blanding Family Practice Community Health Center, 910 S 300 W,
Blanding, Utah
June 20, 2024 at 12:00 PM**

AGENDA

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

The meeting will take place and be broadcast from 1-BFP East Conference Room in the Blanding Family Practice Community Health Center at 910 S 300 W, Blanding, Utah.

People may join virtually at this Video call link: <https://meet.google.com/gar-tkvc-pit> Or dial: (US) +1 231-769-0837 PIN: 320 055 912#

CALL TO ORDER

APPROVAL OF MINUTES

1. March 2024 San Juan County Board of Health Minutes

PUBLIC COMMENT

BUDGET UPDATE

INFORMATIONAL/RECOGNITION ITEMS

DIRECTOR'S REPORT

2. May 2024 Monthly Report by Grant Sunada, Public Health Director
3. 2023 Annual Report by Grant Sunada, Public Health Director (and Public Health team, as needed)

BUSINESS ACTION ITEMS

4. Nomination of Chairperson and Vice Chairperson, Presentation by Grant Sunada, Public Health Director, and Ron Skinner, Board of Health Vice Chairperson
5. Consideration and Approval of Medical Reserve Corps Contract, Presented by Grant Sunada, Public Health Director
6. Monticello Cancer Screening Program Update by Grant Sunada, Public Health Director

7. Health Officer Annual Evaluation

BOARD MEMBER REPORTS

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



Board of Health Meeting

March 21, 2024

Noon

San Juan Public Health Department Conference Room

735 South 200 West

Blanding, UT 84511

ATTENDEES

Vice Chair Ron Skinner

Grant Sunada

Suzzette Morris (Virtual)

Commissioner Jamie Harvey

Lourdes long

Sylvia Zhonnie (Virtual)

Yikanee Sampson (UNHS Nurse Director)

Lois Young

Darrel Williams (UNHS Vice Chair Health Board)

Revina Talker (Virtual)

Approval of Minutes

Motion made by Sylvia Zhonnie

Seconded Lois Young

All in favor

Approval of Agenda:

Motion to approve Lois Young

Second Suzette

All in favor

No Public Comments

Informational/ Recognition Items

Recognizing Lourdes Long from Neighboring Local Health Department

- Presented a letter from Gwen Anderson, the family Service coordinator from Southeast Public Health. Lourdes worked with some of their families who were Navajo to bridge cultures.
- Community Update:
 - Lois-Bluff has opened an emergency food bank in addition to the food pantry. Once a week there is a two-hour window for people who need food. It's been a good experience and serving a lot of people.
 - Syliva- Red Mesa is doing gardening to teach the community gardening skills.

Budget Update

- Evergreen Contracts- Some of the contracts are starting to be called Evergreen contracts where they are ongoing. This doesn't necessarily mean that funding will always be there that will be negotiated or notified through a memo
- Environmental Fee Schedule- Was Approved by the county commissioners at the end of 2023. Originally proposed incremental increases but the commission decided to jump year 3. We will be sending out notices through a list of businesses or restaurants to notify them of the fee changes.
- Grant asked if any board member would volunteer to build a relationship with schools. Follow up on next meeting.

Director's Report

San Juan Public Health February 2023 Month report:

- Environmental Health- Working with other health departments on a training process. Department of Environmental Quality, and neighboring Health departments for that. And then later today, I'll negotiate who will be the actual supervisor for the licensure process because the licensee agency requires that there be a specific supervisor.
- Went over recent, and upcoming events and program activities.

Business Action Items

- Director's Annual Evaluation
 - Board requested guidance from Human Resources and report at the next meeting

Future Meeting Time and Location

- Montezuma Creek, Utah Navajo Health System, June 20, 2024, Noon to 2pm
- All in favor

Adjournment



**Director's Report
May 2024**

Recent & Upcoming Events:

- May 1 - Canyonlands Youth Center Hogan Ground Breaking Ceremony
- May 2 - San Juan Public Health Staff Meeting - Welcome, Dennis Shumway!
- May - UNHS Women's Health Fair attended by the Health Promotion, WIC, Children with Special Healthcare Needs, Parents as Teachers, Monticello Cancer Screening Programs
- May 6-7 - Zoe John, Tobacco Retail Site Visits
- May 8-10 - Mike Moulton, Utah Emergency Management Conference (SG)
- May 8 - Tyler Ketron, Public Health Finance Officer Quarterly Meeting (Davis)
- May 8 - Grant Sunada, San Juan County Administrative Meeting
- May 9 - Utah Navajo Health System, Women's Health Fair
- May 10 - Southeast Utah Environmental Health Site Visit/Training
- May 10 - Utah Indian Health Advisory Board - San Juan Public Health Presentation (Montezuma Creek)
- Blanding Breastfeeding Class - 1st Wednesday of the month at Noon
- May 12-16 - Utah Wastewater Level 1 Certification (Vernal)
- May 14, 7pm - Monticello City Council Meeting - Department of Energy Presentation and Cancer Screening Program Presentations
- May 15 - Grant Sunada and Rebecca Benally, Utah Health Equity Executive Group Role & Responsibilities Retreat (Provo)
- May 30-31 - Utah Association of WIC Administrators (Kamas)
- June 4-6 - Incident Command System 300 – Responding to Expanding Incidents, St. George, Utah
- June 9-14 - Council of State and Territorial Epidemiologists Conference, Pittsburgh, PA
- June 10 - Staff training and survey on Health Equity
- June 12-14 - Utah Prevention Summit, Bryce Canyon
- June 20 - San Juan County Board of Health Meeting
- June 21 - Navajo Nation Public Health Emergency Preparedness meetings with state, chapter house, and local health department PHEP representatives, Window Rock, AZ

Mission: To protect and promote the health of all families and communities we serve – including rural, underserved, and tribal – through compassionate support, education, connecting to resources, creative partnerships, healthy environments, and preventing disease and injury.

Program Activities:

- Epidemiology
 - June 2024: Monthly County Epidemiology Meeting – Long COVID Training: Diagnosis, Treatment, Disability, Surveillance and Provider and Community Education
 - Biweekly COVID Report will evolve to become a monthly County Infectious Disease Report
 - Helping gather content for San Juan Public Health Annual Report
- Environmental Health
 - Wastewater Training levels 1-2 complete
 - May 7-8 - Dennis Shumway, Restaurant Inspection Training (Moab)
 - May 22-23 - Pool Inspection Training (Moab)
 - Applied for the Environmental Health Scientist-in training licensure
 - Updated septic and swimming pool inspection form
 - Worked with Jones and DeMille and Southeast HD conducting on-site septic inspections
- Health Promotion
 - Building locally tailored health equity framework for San Juan County
 - Rebecca & Zoe will conduct a staff survey to identify strengths, health inequities and health disparities. The survey consists of 112 questions.
 - Completing Quarterly and annual reports for 18 contract grants
 - Zoe John gradually taking over the Tobacco Prevention grants
 - Tobacco use and attitudes survey conducted at community event – 180 surveys completed, only 3 smoked, full report coming soon
 - Rebecca & Zoe-Tobacco Retail Inspection 19 stores
 - Rebecca & Zoe-Tobacco 2 Compliance Checks-18 stores completed for the fiscal year.
 - Rebecca-attended the Health Equity Executive Meeting
 - Rebecca-attended the Canyonlands Youth Center Groundbreaking event
 - Rebecca attended and promoted healthy active living information at the Moccasin 5K Run in White Mesa.
 - Rebecca attended the Teddy Bear Clinic Planning Meeting
 - Rebecca attended the SJCPAC Steering Committee meeting to go over the bylaws
 - Rebecca attended the Utah Community Health Workers Association meeting
 - Rebecca met with UNHS Diabetes & Hypertension Coordinators/PH Nurses to coordinate continues partnerships for patient care, NDPP classes, etc.
 - Rebecca completed HEAL, Tobacco, Poison Prevention, Prevention Block Grant, Maternal Child Health & CHW Action Plan for next fiscal year (2024-2025).
 - Rebecca & Zoe volunteers for the Bluff Food Pantry-serving about 300 people.

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- Emergency Preparedness
 - Mike Moulton attended the annual Utah Emergency Management Association conference in St. George, May 8-9, to learn more about response practices from a state-wide perspective.
 - Mike Moulton, Tyler Ketron, Grant Sunada, and Brittney Carlson attended the Utah Public Health Preparedness & Response Conference in Provo, May 16-17.
 - Mike Moulton and Grant Sunada attending ICS 300 – Intermediate Incident Command System for Expanding Incidents, June 4-6, 2024 in St. George to fulfill Utah Public Health Minimum Performance Standards.
- Nursing
 - Parents as Teachers Program report submitted. New, tailored approach to nurse home visiting under development.
 - Cancer –
 - May 14, 7pm - Monticello City Council Meeting - Department of Energy Presentation and Cancer Screening Program Presentations
 - Cancer program status
 - 123 program applicants
 - 78 are from San Juan County
 - 106 are from Utah
 - 17 are out of state-AZ, SD, OR, TX, IN, CA, LA, CO, NV
 - 121 of total applicants received vouchers
 - Children with Special Healthcare Needs: Demand is slower during the summer months. Developing packet to deliver to existing families. Attending Prevention Summit in Bryce. Integrating clients with WIC program and vice versa. New clients from Monticello and Montezuma Creek.
 - Back-to-School immunization campaign under development
 - Preschool Development Grant – USU Community Health Worker position posted ([link](#))
 - WIC
 - Success Story: May 8th “Brittney and Katie were seeing WIC clients in Monticello. One of our WIC clients happened to be over income due to a raise her husband received. She was very appreciative of the WIC program and thanked WIC Staff over and over again and stated how much the WIC program helped her through that year of her family's life when she stayed home to be with her newborn baby. WIC Staff were also helping this family with a human-milk fortifier due to her baby not gaining weight as fast as she should have been. She told us as well that she had been talking with a friend of hers from another location that told her that she only went once to her WIC appointment and never wanted to go back because she felt so judged for being on the program. This mom stated to us that she never felt this way from San Juan WIC and that we were so

Mission: To protect and promote the health of all families and communities we serve – including rural, underserved, and tribal – through compassionate support, education, connecting to resources, creative partnerships, healthy environments, and preventing disease and injury.

inviting and friendly and non judgemental. WIC Staff were very glad that they were able to help this family during this time in their lives.”

Mission: To protect and promote the health of all families and communities we serve – including rural, underserved, and tribal – through compassionate support, education, connecting to resources, creative partnerships, healthy environments, and preventing disease and injury.



ANNUAL REPORT 2023



PREVENT. PROMOTE. PROTECT

Our mission is to protect and promote the health of all San Juan County residents by preventing illness and injury, establishing and promoting healthy environments, advocating policy based on scientific knowledge of issues relating to public health, promoting services that address personal health and well-being, informing and educating the community regarding issues of public health, and providing a committed, educated, and effective public health professional workforce.

Prepared By:

**San Juan Public Health
Department**

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MESSAGE FROM THE HEALTH OFFICER

Resilience as a

- Team,
- Partners, and
- Community

Rising Up Together



2023 brought unique challenges to our team. People close to us faced death, disability, and disrupted futures.

We saw this, too, among people we serve each day. Sometimes in the Women, Infants, and Children (WIC) Program. Sometimes as we presented health education in our communities. Sometimes among those confronting cancer. Sometimes among those getting routine permits for septic systems, food services, or water systems. Sometimes these challenges were the reason people sought out certificates in our Vital Records office.

We see the resilience in your eyes as you share your challenges and hopes. It inspires us to stick together and realize our mission to protect and promote the health of individuals and families all across San Juan County.

Here we highlights successes and challenges, along with plans to rise up -- securing a sustainable future for Public Health -- together with our partners, our communities, and you, so that we all may attain the best health possible.



Grant Sunada, PhD, MPH

Executive Director &
Health Officer

2023 BOARD OF HEALTH

MEMBERSHIP

- Trent Herring, Chair, Blanding
- Ron Skinner, Vice Chair, Monticello
- Jamie Harvey, Commissioner
- Suzette Morris, White Mesa
- Revina Talker, Monument Valley
- Lois Young, Bluff
- Sylvia Zhonnie, Montezuma Creek



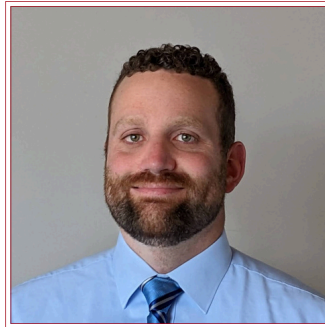
We thank Trent Herring for his leadership within our Board and his service to our community as our Chair from 2022 to 2023. He has stepped down from the Board due to taking the role as Blanding City Administrator.

According to San Juan County Ordinance 2018-01-A, the San Juan County Board of Public Health is “empowered to enforce all ordinances of the County and all applicable ordinances of the municipalities, and the laws, rules, and regulations and standards of the State of Utah, now in force or that may hereafter be enacted, which relate to the health, sanitation and environment of the County.”

DEPARTMENT STAFF



Ronnie Nieves
Environmental Health Director



Tyler Ketron
Business Manager



Brittney Carlson
Nursing Director, RN



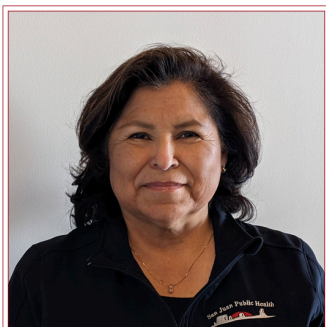
Katie Knight
Public Health Nurse, RN



Angela Kunz
Public Health Nurse, RN



Bridget Horrocks
Public Health Nurse, RN



Rebecca Benally
Health Promotion Director



Mike Moulton
Emergency Response
Coordinator

Lourdes Long
Childhood Care Coordinator

Jilian Walker
Receptionist

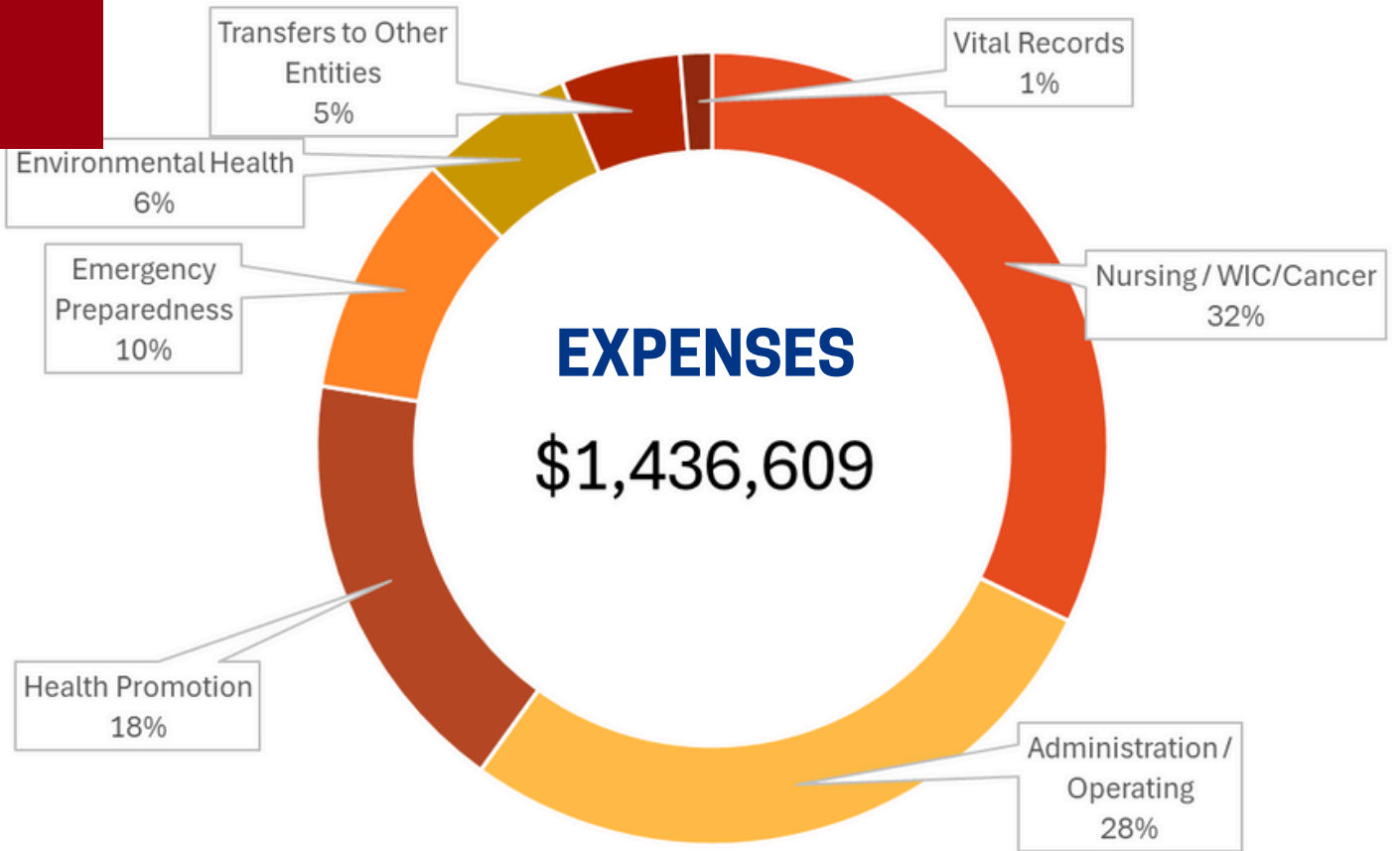
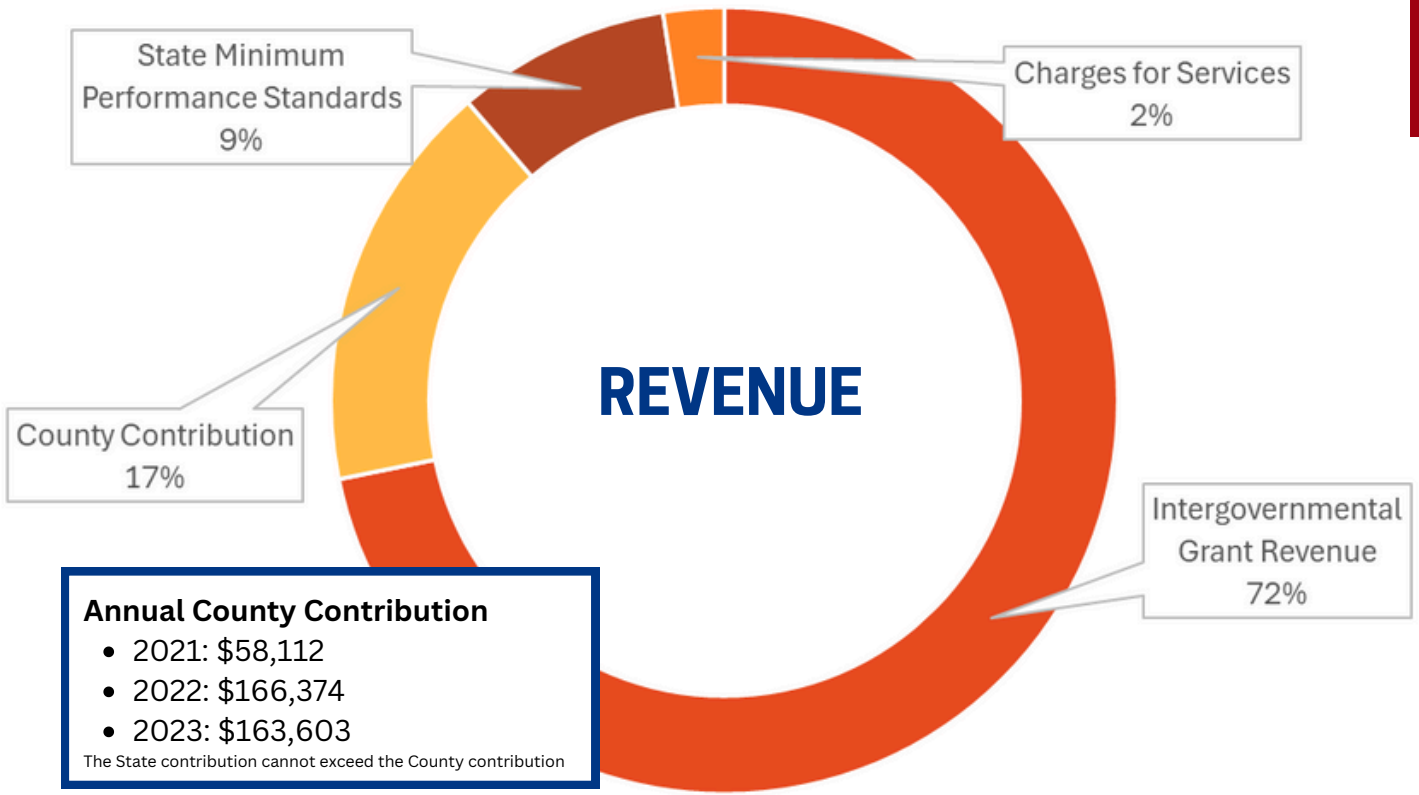


Chante Sherrow
Receptionist



Tisheena Yazzie
Epidemiologist

FINANCIAL SUMMARY



COMMUNITY HEALTH SNAPSHOT



- Access to Exercise Opportunities
- Primary Care Physicians
- Flu Vaccinations
- High School Completion
- Child Care Centers
- Dentists
- Mammography Screening
- Children Eligible for Free or Reduced Price Lunch
- Juvenile Arrests

- Excessive Drinking
- Insufficient Sleep
- Uninsured Children
- Unemployment
- Air Pollution
- Severe Housing Cost Burden

- Adult Smoking
- Adult Obesity
- Impaired Driving Deaths
- Sexually Transmitted Infections
- Limited Access to Health Foods
- Driving Alone to Work
- Long Commute
- Uninsured Adults
- Unemployment
- Children in Poverty
- Children in Single-Parent Households
- Injury Deaths
- Motor Vehicle Crash Deaths

Key to Symbols



Our community is performing **BETTER** than the state, and the difference is statistically significant.



Our community is performing **ABOUT THE SAME** as the state. Differences are not statistically significant.



Our community is performing **WORSE** than the state, and the differences is statistically significant.

County Health Rankings: <https://www.countyhealthrankings.org/health-data/utah/san-juan?year=2024>

EPIDEMIOLOGY DISEASE INVESTIGATIONS

During 2022, San Juan Public Health investigated 177 cases of the following diseases in San Juan County:

- Campylobacteriosis
- Chickenpox (Varicella)
- Chlamydia
- Coccidioidomycosis
- Cryptosporidiosis
- Gonorrhea
- Haemophilus influenzae
- Hepatitis C
- Influenza
- Lead poisoning
- Meningitis
- Norovirus
- Salmonellosis
- Streptococcal, Group A
- Streptococcal, Group B
- Syphilis

COVID-19 Statistics

Total Cases for Year 2023: 660

Jurisdiction

Utah Navajo Health System: 441

San Juan Public Health: 219

Approved Activities for COVID-19 Funding Extension

\$2,142,795.63 -- 2024-2026

- COVID-19 and related epidemiology
- Epidemiology conference & training
- Integrating COVID-19 mobile testing with WIC and other public health resources
- Long COVID-19 provider and public education
- Community health worker outreach
- Public information staff training
- Tuberculosis/COVID-19 training for Medical Director
- Contracts with marketing firm to tailor local educational materials
- Contract with data consultant to improve data related to COVID-19 risk/protective factors and hospitalizations

ENVIRONMENTAL HEALTH

Food Service - Protecting the citizens and visitors of San Juan County by enforcing food safety regulations is a primary role of San Juan Public Health.

The Environmental Health Director regularly inspects day-care facilities, swimming pools, hotels, and motels to help ensure our public is safe and protected from diseases and hazardous agents commonly spread in such facilities.

Food Handler & Food Service Permits		Health Inspections	
Food Handlers Permits	67	Septic System	41
Food Establishment Inspections	51	Public Pools Water Samples	30
Food Establishment Permits	42	School Inspections	9

- Environmental health activities were performed by contractors between August and December 2023 due to local staff being on medical leave.
- All environmental health activities are currently limited to off-reservation locations due to tribal sovereignty.
- A large portion (41%) of environmental health costs are covered by fees, local Public Health tax, and State Minimum Performance Standards funding.

GOALS:

1. Train and permit all establishments (restaurants and pools) in San Juan County to protect public health public health and maintain operating costs for environmental health inspections.
2. Explore collaborative environmental health agreements with tribal governments.

“Helping provide the Environmental Health needs of our diverse communities in San Juan County is extremely rewarding. Working one-on-one with individual community members, businesses, schools, and other government agencies creates a unified approach to the overall health of our local residents and visitors alike.”

Dennis Shumway
Environmental Health Director

WATER & ENVIRONMENTAL QUALITY



Drinking Water

San Juan Public Health's Environmental Director works with the State of Utah and the Department of Environmental Quality to inspect drinking water systems at public campground schools and municipalities in San Juan County ensuring regulations are followed and safeguarding the health of residents and visitors alike.



Waste Water

All septic wastewater systems in San Juan County are inspected and permitted by San Juan Public Health. In 2023 the Environmental Director conducted septic systems inspections, permit provisions, and recertifications. In addition to inspections, records of septic systems within the county are maintained and provided to residents upon request.



Water Quality

One of the many responsibilities of San Juan Public Health is monitoring water quality issues associated with specific public health concerns. Lakes, rivers, streams, ground water, standing water, etc. are monitored for possible problems associated with E. Coli, Harmful Algal Blooms and other public health concerns.



Air Quality

Works in conjunction with the Division of Air Quality to ensure compliance and address air quality issues.



Waste Management

In an effort to protect the public and the environment from exposure to contamination caused by the improper treatment, storage and disposal of waste. San Juan Public Health ensures compliance with waste management regulations including hazardous waste radiation control, solid waste, and used oil.



Response and Remediation

San Juan Public Health is in charge of protecting the public health of San Juan County's environment through investigating chemically contaminated sites to ensure proper cleanup. We coordinate with the Department of Environmental Quality who inspects underground gasoline and other storage tanks to ensure proper use.

HEALTH EDUCATION & PROMOTION

The process of enabling people to increase control over their health and improve their lifestyle through community partnerships, protecting the community, and minimizing health disparities.



PREVENTION SERVICES

Seat Classes	-	5
Seat Inspections	-	5
Seat Distributed	-	8
Prevention Program Classes	-	19
Tobacco Vendor Training & Compliance Checks	-	64

GOALS

- 5 quarterly site visits to La Sal school & community.
- Establish a partnership with Spanish Valley Clinic.
- Establish a partnership with Navajo Mountain. schools through quarterly visits.
- Sustain partnership with all the partners.

“I enjoy getting to know new people. I'm still very new to my work and I enjoy being able to work directly with the community. Being there to connect and provide resources is what motivates me. I want people to have access to vital needs.”

Zoe John, Health Educator



NURSING SERVICES

“I really enjoy working in the WIC program. I love that it helps families during the early years of a child's life. It is very helpful when families are trying to get their education and funds are low. I think it is awesome that it offers healthy foods, specifically fresh fruits and vegetables. I love helping new moms with breastfeeding problems and seeing them succeed. I feel the most joy when I am helping and serving others.”

Katie Knight, RN, WIC Director:

Number of clients served in 2023

WIC
307

CSHCN
13

Nursing Education Classes
36

Breastfeeding Support
25

TCM
13

394 Total Clients

What We Offer

Women, Infants, & Children (WIC)

WIC is a nutrition education program that supplies supplemental foods for pregnant, breastfeeding, and postpartum women, as well as infants and children up to age 5. Benefits include healthy foods, nutrition education, breastfeeding information, education and support, and referrals to other programs and services within your community.

Children with Special Health Care Needs (CSHCN)

CSHCN is a program designed to partner with families of children and youth with special health care needs to connect and coordinate services which may assist your child's development.

We assist families by creating care plans, exploring solutions to housing and financial issues, provide referrals to resources and support groups, and more.

Parents as Teachers Program

Parents as Teachers (PAT) is an evidence-based early childhood family support and parent education home-visiting model. Families may enroll in Parents as Teachers beginning with pregnancy and remain in the program until the child turns three.

7 Families were visited about 20 times each. This included nurse home visits and monthly social activities. Activity packets, including books and educational handouts, were dropped off monthly. The needs of the families were assessed and referred to resources as necessary

Breastfeeding Support

San Juan Public Health nurses offer monthly community breastfeeding classes. Individual breastfeeding help consultations are also available by appointment. There are no fees. Every pregnant or postpartum parent is eligible to participate.

Targeted Case Management (TCM)

TCM is a service that assists mothers and children (0 – 4yrs.) who are eligible to gain access to needed medical, social, educational, and other services. TCM services are a covered benefit for all Medicaid children.

TCM Home visits are scheduled for postpartum women and infants by a registered nurse. The home visit includes an initial intake assessment and teaching on safety, breastfeeding, nutrition, perinatal mood disorders, and other individualized health-related topics. Follow-up visits are provided on a case-by-case basis. The nurse will connect families to additional resources as needed.

CHILDREN WITH SPECIAL HEALTH CARE NEEDS PROGRAM



Families Served in CSHCN

13

CSHCN Community
Outreach Activities

9



MONTICELLO FREE CANCER SCREENING PROGRAM

In December 2023, San Juan County Public Health re-launched a life-saving program with funding to screen people who lived, worked, or went to school in Monticello prior to 2003.

The Monticello Victims of Mill Tailing Exposure (VMTE) Committee and the Monticello Free Cancer Screening Program is urgently raising awareness about the health risks of exposure to uranium mill tailings from the Monticello mine. Prolonged exposure to tailings has been linked to an increased risk of various cancers and other health issues. Current uranium milling and mining operations in the USA operate under highly stringent regulations. However, these safety regulations did not exist in the 1950s and 1960s for the Monticello Uranium Mill.

EMERGENCY PREPAREDNESS



This position and related activities ensure that San Juan Public Health fulfills the requirements for Utah Public Health Minimum Performance Standards.

Emergency Services

Emergency Training Completed by Staff - **30**

COVID-19 Home Test Kits Distributed - **848**

“I enjoy being a part of something that can benefit my community. I'm motivated by learning what can be accomplished when people lift where they stand.”

Mike Moulton, Public Health Emergency Response Coordinator

Mission And Vision Statement

San Juan Public Health works to protect and promote the health of all families and communities we serve - including rural, underserved, and tribal - through compassionate support, education, connecting to resources, creative partnerships, healthy environments, and preventing disease and injury.

OUR VALUES

W – We improve

E – Empower families and communities to make healthy decisions

C – Collaborate with community partners

A – Act on data we collect with communities

R – Respect the diversity of everyone we serve

E – Empathy and making a difference in all we do



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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.



Kd Perkins, Chairperson
San Juan County Board of Health



San Juan County Commission

Attest: 

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



UTAH DEPARTMENT OF HEALTH & HUMAN SERVICES CONTRACT

PO Box 144003, Salt Lake City, Utah 84114
288 North 1460 West, Salt Lake City, Utah 84116

2412304
DHHS Log Number

242701203
State Contract Number

1. **CONTRACT NAME:** The name of this contract is MRC STTRONG - San Juan Health Department FY25

2. **CONTRACTING PARTIES:** This contract is between the Utah Department of Health & Human Services (DHHS) and San Juan County (CONTRACTOR).

PAYMENT ADDRESS

San Juan County
735 S 200 W, Ste 2
Blanding UT, 84511

MAILING ADDRESS

San Juan County
735 S 200 W, Ste 2
Blanding UT, 84511

Vendor ID: 06866HL

Commodity Code: 99999

3. **GENERAL PURPOSE OF CONTRACT:** The general purpose of this agreement is to support the establishment of a Utah Medical Reserve Corps (MRC) unit and develop the overall readiness of an MRC volunteer program across the state of Utah with an emphasis on underserved areas, addressing the needs of at-risk individuals, and ongoing outreach.

4. **CONTRACT PERIOD:** The service period of this contract is 06/01/2024 through 05/31/2025, unless terminated or extended by agreement in accordance with the terms and conditions of this contract.

5. **CONTRACT AMOUNT:** The DHHS agrees to pay \$35,000.00 in accordance with the provisions of this contract. This contract is funded with 100% federal funds, 0% state funds, and 0% other funds.

6. **CONTRACT INQUIRIES:** Inquiries regarding this contract shall be directed to the following individuals:

CONTRACTOR CONTACT:

Grant Sunada
(435) 587-3838
gsunada@sanjuancounty.org

DHHS CONTACT:

Michelle Hale
(801) 419-8892
mhale@utah.gov

7. SUB – RECIPIENT INFORMATION:

UEI: WCVABP2FEVA2

Indirect Cost Rate: 0%

Federal Program Name:	Utah MRC STTRONG Elevated Project	Award Number:	6 U3REP230712-01-00
Name of Federal Awarding Agency:	ASPR Acquisition Management Contracts and Grants	Federal Award Identification Number:	U3REP230712
Assistance Listing:	Medical Reserve Corps Small Grant Program	Federal Award Date:	6/22/2023
Assistance Listing Number:	93.008	Funding Amount:	\$35000

8. REFERENCE TO ATTACHMENTS INCLUDED AS PART OF THIS CONTRACT:

Attachment A: Scope of Work

9. DOCUMENTS INCORPORATED INTO THIS CONTRACT BY REFERENCE BUT NOT ATTACHED:

- A. All other governmental laws, regulations, or actions applicable to services provided herein.
- B. All Assurances and all responses to bids as provided by the CONTRACTOR.
- C. Utah Department of Health & Human Services General Provisions and Business Associates Agreement currently in effect until 6/30/2028.

10. This contract, its attachments, and all documents incorporated by reference constitute the entire agreement between the parties and supersedes all prior written or oral agreements between the parties relating to the subject matter of this contract.

Intentionally Left Blank

Contract with Utah Department of Health & Human Services and San Juan County, Log # 2412304

IN WITNESS WHEREOF, the parties enter into this agreement.

CONTRACTOR

STATE

By: _____
Bruce Adams Date
County Commission Chair

By: _____
Tracy S. Gruber Date
Executive Director, Department
of Health & Human Services

Attachment A: Scope of Work
MRC STTRONG – San Juan Health 2024

Article 1

DEFINITIONS

In this agreement, the following definitions apply:

“MRC” means Medical Reserve Corps.

“MRC STTRONG” means the federal grant project named MRC State, Territory and Tribal Nations, Representative Organizations for Next Generation.

“Grantee” means Agreement or and legal name of the vendor as noted on Agreement Page One.

“Volunteer” means MRC volunteer.

Article 2

GENERAL PURPOSE

The general purpose of this agreement is to support the establishment of a Utah Medical Reserve Corps (MRC) unit and develop the overall readiness of an MRC volunteer program across the state of Utah with an emphasis on underserved areas, addressing the needs of at-risk individuals, and ongoing outreach.

Article 3

RESPONSIBILITIES OF GRANTEE

3.1.1 The Grantee shall build and sustain an MRC unit with capabilities which may include the following:

- (1) Expand workforce capacity as necessary to support volunteer management;
- (2) Build and sustain partnerships with public and private organizations to prepare for and respond to disasters and public health emergencies;
- (3) Recruit and retain volunteers;
- (4) Update volunteer management plans;
- (5) Provide training opportunities to volunteers;
- (6) Incorporate volunteers into response exercises; and
- (7) Develop leadership sustainability and continuity.

3.2 The Grantee shall have at least one MRC representative attend the annual MRC conference.

3.3 For reporting the Grantee shall:

- (1) submit a workplan and budget using DHHS provided templates, no later than July 30, 2025:

- (A) The Grantee shall notify DHHS in advance of any changes to workplan or budget once approved by DHHS;
- (2) submit a progress report on a quarterly basis using DHHS provided templates, as per the following schedule:

Activity Period	Due Date
June 1, 2024 – August 31, 2024	September 15, 2024
September 1, 2024 – November 30, 2024	December 15, 2024
December 1, 2024 – February 29, 2025	March 15, 2025
March 1, 2025 – May 31, 2025	June 15, 2025
- (3) submit an annual spending report and a tangible asset report for single item purchases of \$5,000.00 or greater, no later than August 15;
- (4) submit other data as requested by Administration for Strategic Preparedness and Response (ASPR); and
- (5) submit all programmatic and reporting requirements to DHHS via email at prepgrants@utah.gov.

Article 4
OUTCOMES

- 4.1 The desired outcome of this agreement is to build and develop readiness of MRC volunteers across the state to provide capacity for emergency response to the LHDs and community.
- 4.2 Performance Measures:

- (1) Number of new volunteers recruited; and
 - (2) Number of annual training sessions held for MRC volunteers; and
 - (3) Number of community events held annually.

4.3 Reporting: The Grantee shall provide quarterly progress reporting to DHHS as per the schedule in Section 3.3.2.

Article 5

FUNDING

5.1 Funding.

- (1) \$35,000 for the period June 1, 2024, to May 31, 2025.

5.2 This is a Cost Reimbursement agreement. DHHS agrees to reimburse the Grantee up to the maximum amount of the agreement for expenditures made by the Grantee directly related to the performance of this agreement.

Article 6

INVOICING

6.1 In addition to the General Provisions of the Agreement, the Grantee shall include a column in the Monthly Expenditure Report with the category title: MRC STTRONG.

6.2 The Grantee shall submit the final year-end Monthly Expenditure Report no

later than July 12, annually.

Article 7

MANDATORY DISCLOSURES

- 7.1 The Grantee shall disclose, in a timely manner, in writing to DHHS all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in §200.338 Remedies for noncompliance, including suspension or debarment. (See also 2 CFR part 180 and 31 U.S.C. 3321).

Article 8

LOBBYING RESTRICTIONS

- 8.1 The Grantee shall comply with 45 CFR Part 93. None of the funds made available through this award shall be used to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer, or employee of Congress, or an employee of a Member of Congress in connection with any of the following covered Federal actions: the awarding of any Federal agreement, grant, or cooperative agreement, the making of any Federal loan, and the extension, continuation, renewal, amendment, or modification of any Federal agreement, grant, loan, or cooperative agreement. Influencing or attempting to influence means making, with the intent to influence, any communication to or appearance before an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of congress in connection with any covered action.

Article 9

PUBLICATIONS

9.1 All Grantee publications, including research publications press releases other publications or documents about research that is funded by ASPR shall include the following two statements:

- (1) Specific acknowledgment of ASPR grant support, such as:
 - (A) "Research reported in this [publication/press release] was supported by ASPR Acquisition Management Contracts and Grants and DHHS of Health and Human Services Administration for Strategic Preparedness and Response under award number U3REP230712"; and
- (2) Disclaimer that says: "The content is solely the responsibility of the authors and does not necessarily represent the official views of DHHS of Health and Human Services Administration for Strategic Preparedness and Response".



**Monticello Cancer Screening Program
April-June 2024 Update
Funded by the Health Services and Resource Administration (HRSA)**

The Monticello Cancer Screening Program re-opened for applications on December 18, 2023.

	Up to April 2024	
Resident	Vouchers Processed	Bills Received
San Juan County	78	
Utah (Other)	23	
States: AZ, CO	7	
States: CA, NV, TX, LA, IN, OR, SD	8	
Total	116	18

Note: Billing companies take 3-4 weeks to process bills for clinical services.

From June 1, 2023 to December 18, 2023, San Juan Public Health (SJPH) staff worked to re-establish the Monticello Cancer Screening Program along with the following key partners:

- Monticello Victims of Tailings Exposure community members
- San Juan County healthcare providers
- Staff from state/federal agencies (Utah Department of Health and Human services, Utah Department of Environmental Quality, Environmental Protection Agency, and Department of Energy)

Contracted partners who charged time to the HRSA funding **before** the Program re-opened included the following:

Name	Hours	Activities
Dr. John Contreras and Research Assistant, Westminster University	50	Provided expertise to validate and verify epidemiological basis for risk definitions, cancer screening protocols, marketing messages, and other program details
Dr. Michael Nielson, SJPH Medical Director	4	Provided medical guidance to clarify and create Program Clinical Guidelines (Note: not charged to HRSA)

Staff time and activities charged to the HRSA funding **before** the Program re-opened included the following:

Staff Name & Title	Activities
Brittney Carlson, Nursing Director	Supervised all related staff, partnerships, and activities of the Program
Bridget Horrocks, Program Coordinator	Coordinated internal staff and external partner efforts; Developed Clinical Guidelines, Voucher Application, Application Checklist, Medical Provider Training
Tyler Ketron, Business Manager and Marketing Coordinator	Investigated and developed processes to facilitate timely, accurate, and trackable payment of vouchers to clinics who provide clinical cancer screenings (Note: Accounting work was charged indirectly to this and other grants along with other Business Manager duties); Coordinated targeted marketing efforts for Phase 1 of Program rollout.
Jillian Walker, Program Assistant	Assisted other staff in developing Program documents (e.g., application)

The Program had the following expenditures **before** the Program re-opened:

Activity	Description	Cost
Staff Time	Total based on hours listed in the previous table	\$6,397.68
Staff Benefits	Fringe, Retirement, and Insurance	\$1,672.49
Epidemiological Consultation	See Dr. John Contreras and Research Assistant above	\$1,000.00
Supplies	Printing of Monticello Cancer Case map	\$250.86
Marketing Software	Canva Team Subscription which allows for a library of advertisement resources and a program to present them professionally	\$300.00
TOTAL		\$9,621.03

~~~~~

| The Program <i>re-opened</i> on December 18, 2023 through the following activities:                                                                         |                                                                                                                                                                                                                                                                    |                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
|                                                                                                                                                             | Activity                                                                                                                                                                                                                                                           | Cost/Dates           |
| Marketing Phase 1                                                                                                                                           | Printing and sending marketing postcards to each Post Office Box in La Sal and Monticello between Christmas and New Year's holidays                                                                                                                                | \$492.63             |
|                                                                                                                                                             | Presentations at medical staff meetings of local healthcare organizations (Innovations, San Juan Health, and Utah Navajo Health Systems)                                                                                                                           | Staff time           |
|                                                                                                                                                             | Interview on local radio station, Red Rock 90.9FM with Monticello Mayor Bayley Hedgelin and Dr. Grant Sunada the week of December 20, 2023 ( <a href="#">link</a> )                                                                                                | Staff time           |
|                                                                                                                                                             | Marketing at community events (Monticello Santa Bazaar, Santa Drive Thru)                                                                                                                                                                                          | Staff time           |
|                                                                                                                                                             | Articles were printed in the San Juan Record January 2, 2024 ( <a href="#">link</a> ) and March 6, 2024 ( <a href="#">link</a> )                                                                                                                                   | Result of staff time |
|                                                                                                                                                             | Facebook advertisements                                                                                                                                                                                                                                            | \$245.00             |
| Goal: Contract with marketing firm to scale up reach and effectiveness of Program advertising and increase applications, vouchers issues, and vouchers paid |                                                                                                                                                                                                                                                                    |                      |
| Marketing Phase 2                                                                                                                                           | Submitted Request For Proposal to County                                                                                                                                                                                                                           | January 4, 2024      |
|                                                                                                                                                             | Posted Request for Proposal in San Juan Record, January 2024                                                                                                                                                                                                       | \$35.70              |
|                                                                                                                                                             | County negotiated with BWP and contract signed by BWP Marketing Firm                                                                                                                                                                                               | April 2, 2024        |
|                                                                                                                                                             | County notified San Juan Public Health that the marketing contract specifies that the County Executive Administrative Assistant will be overseeing the marketing campaign                                                                                          | April 17, 2024       |
|                                                                                                                                                             | Phase 2 Marketing launched at Monticello Rodeo                                                                                                                                                                                                                     | June 6, 2024         |
|                                                                                                                                                             | County notified Monticello Victims of Tailing Exposure Committee that there was never an intent to engage with them as part of the Monticello Cancer Screening Program or related marketing                                                                        | June 7, 2024         |
|                                                                                                                                                             | San Juan Public Health submitted revised budget request to the Health Services and Resources Administration (HRSA; funding agency) to increase the marketing contract budget to \$200,000. To be spent prior to July 31, 2024, the end of the current fiscal year. | June 18, 2024        |
|                                                                                                                                                             | 2024-2026 funding remains categorized as Construction                                                                                                                                                                                                              | June 2024            |

Staff and activities charged to the HRSA funding **after** the Program re-opened included the following:

| <b>Staff Name &amp; Title</b>                            | <b>Activities</b>                                                                                                                                                                                                                                                         |
|----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Brittney Carlson, Nursing Director                       | Supervised all related staff, partnerships, and activities of the Program                                                                                                                                                                                                 |
| Bridget Horrocks, Program Coordinator                    | Coordinated internal staff and external partner efforts; Answered clinical and insurance-related questions for clients;                                                                                                                                                   |
| Tyler Ketron, Business Manager and Marketing Coordinator | Coordinated targeted marketing efforts for Phase 1 of Program rollout. Facilitated payment of vouchers to clinics who provide clinical cancer screenings (Note: Accounting work was charged indirectly to this and other grants along with other Business Manager duties) |
| Jillian Walker, Program Assistant                        | Entering paper applications; Assisting with applications; Processing clinical bills                                                                                                                                                                                       |
| Rosa Vargas, County Executive Administrative Assistant   | Oversees marketing firm contract                                                                                                                                                                                                                                          |

The Program had the following expenditures **after** the Program re-opened until April 2024:

| <b>Activity</b> | <b>Description</b>                                | <b>Cost</b>       |
|-----------------|---------------------------------------------------|-------------------|
| Staff Time      | Total based on hours listed in the previous table | \$7,041.94        |
| Staff Benefits  | Fringe, Retirement, and Insurance                 | \$1,741.47        |
| Screening Costs | Clinical Payments (23 clinical encounters)        | \$3,580.19        |
| <b>TOTAL</b>    |                                                   | <b>\$4,317.82</b> |

## Health Officer Evaluation Template

### Performance Appraisal

Name:

Position:

Job Description/Responsibilities

Date:

Probationary:

Annual:

Other:

### *Performance Factors and Standards*

|                       |                       |                         |
|-----------------------|-----------------------|-------------------------|
| Below<br>Expectations | Meets<br>Expectations | Exceeds<br>Expectations |
|-----------------------|-----------------------|-------------------------|

#### **MAINTAINS FLEXIBILITY**

|                                                               |                          |                          |                          |
|---------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| Willingly accepts a variety of responsibilities.              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Adapts to new situations in a positive manner.                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Displays openness to learning and applying new skills.        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Works well with others to achieve organization's goals.       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is resourceful and generally seeks work process improvements. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Works well as a team player.                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Board of Health Comments:**

#### **CUSTOMER SERVICE**

|                                                                    |                          |                          |                          |
|--------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| Treats all customers with respect.                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Responds to customer needs within agreed time frame.               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Addresses conflicts and problem situations with patience and tact. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Board of Health Comments:**

**AVAILABILITY FOR WORK**

|                                                               |                          |                          |                          |
|---------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| Employee's attendance supports the expected level of work.    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Employee's presence can be relied upon for planning purposes. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Employee is a dependable team member.                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Board of Health Comments:****DEMONSTRATES CREDIBILITY**

|                                                                     |                          |                          |                          |
|---------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| Shares information with others when appropriate.                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Acts independently while keeping board of health informed.          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Performs work according to current guidelines and directives.       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Maintains personal appearance appropriate to job.                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Exhibits ability to secure and evaluate facts before taking action. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Board of Health Comments:*****Performance Factors and Standards***

|  | Below<br>Expectations | Meets<br>Expectations | Exceeds<br>Expectations |
|--|-----------------------|-----------------------|-------------------------|
|--|-----------------------|-----------------------|-------------------------|

**QUANTITY OF WORK**

|                                                   |                          |                          |                          |
|---------------------------------------------------|--------------------------|--------------------------|--------------------------|
| Work output matches the expectations established. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Employee completes all assignments.               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Employee consistently meets deadlines.            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Board of Health Comments:****QUALITY OF WORK**

|                                                 |                          |                          |                          |
|-------------------------------------------------|--------------------------|--------------------------|--------------------------|
| Work results satisfy organization's goals.      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Work is organized and presented professionally. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Work product is thorough and complete.          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Work product is free of flaws and errors.       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Board of Health Comments:**

**LEADERSHIP**

- Provides clear direction and purpose.
- Models ethical workplace behavior.
- Demonstrates influencing skills by setting goals.
- Empowers subordinates to achieve objectives.
- Acts to motivate, coach, and develop subordinates.

**Board of Health Comments:**

**MANAGEMENT**

- Organizes and distributes work among subordinates.
- Secures resources and audits their effective use.
- Communicates behavioral expectations and performance standards.
- Monitors, documents, and evaluates employee conduct & performance.
- Provides appropriate and timely feedback.

**Board of Health Comments:**

***Performance Factors and Standards***

Below                      Meets                      Exceeds  
Expectations              Expectations              Expectations

**WORK ENVIRONMENT**

- Maintains a safe and healthy workplace.
- Builds a team that reflects high morale, clear focus & group identity.
- Encourages and provides opportunities for subordinates to obtain and apply new skills and knowledge.
- Provides equal opportunity and protects the rights of all employees.

**Board of Health Comments:**

**OVERALL PERFORMANCE**

|                       |                    |                         |
|-----------------------|--------------------|-------------------------|
| Below<br>Expectations | Meets Expectations | Exceeds<br>Expectations |
|-----------------------|--------------------|-------------------------|

Next Evaluation Period    Annual        6 Months        Other

**SUMMARY COMMENTS**

**EMPLOYEE’S CERTIFICATION:** I have discussed my performance evaluation with my board of health. My signature does not imply that I agree. Copies of this appraisal may be kept by the employee and board of health and are on file with the Personnel Department. Please return original forms to the Personnel Department.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Board Chair Signature

### Goals and Objectives Review

Name:

Position:

Date:

#### RESULTS FROM PREVIOUS GOALS AND OBJECTIVES

1. Goal/Objective:  
Result:

2. Goal/Objective:  
Result:

3. Goal/Objective:  
Result:

4. Goal/Objective:  
Result:

**NEW GOALS AND OBJECTIVES** – Identify a minimum of two new goals for the upcoming performance period. These goals are intended to improve the employee’s skills and abilities. The board of health and employee need to make these goals together. It is understood that a follow up will take place during the next performance evaluation.

Goal #1

Action items/Steps

Measure of Success

Goal #2

Action items/Steps

Measure of Success



Goal #3

Action items/Steps

Measure of Success

Goal #4

Action items/Steps

Measure of Success

Employee Signature:

Date:

Board Chair Signature:

Date: