



PUBLIC HEALTH BOARD MEETING
735 S 200 W, Blanding, Utah 84511. Conference Room
March 09, 2026 at 12:00 PM

AGENDA

Virtual Meeting Notice

Public Health Board Meeting, Monday, March 9 · 12:00 – 2:00pm, Time zone: America/Denver
Google Meet joining info, Video call link: <https://meet.google.com/pfj-vrzp-ymy>
Or dial: (US) +1 513-480-5097 PIN: 843 298 953#
More phone numbers: <https://tel.meet/pfj-vrzp-ymy?pin=3329574898175>

CALL TO ORDER

1. Board Chair - Ron Skinner, Board Vice-Chair - Sylvia Zhonnie, Board Members - Lois Young, Suzette Morris, Steven Hiatt, Revina Talker, County Commission Representative - Jamie Harvey, Public Health Director - Mike Moulton, Business Manager - Joell Lambdin

APPROVAL OF MINUTES & AGENDA

2. Approval of the SJPH Board Meeting Minutes from 2/23/2026 - Chairman Skinner

PUBLIC COMMENT

EXECUTIVE SESSION

3. Enter a closed session to discuss the character, professional competence, or physical or mental health of an individual or individuals.

BUSINESS ACTION ITEMS

4. Motion for a decision to be made by the San Juan County Board of Health, as a result of the discussion during the executive session, to be presented to the Board of County Commissioners for ratification.

INFORMATIONAL/RECOGNITION ITEMS

5. Presentation of the revised bylaws to be reviewed by the board at the next board meeting.

FINANCIAL UPDATE

6. Financial Update - Joell Lambdin (Business Manager)

7. Personnel Update - Joell Lambdin (Business Manager)

DIRECTOR'S REPORT

8. Update on recent contract amendments to multiple 5-year contracts - Mike Moulton (Public Health Interim Director)

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


Feb 23, 2026


SJ Public Health Board Meeting

Invited Sylvia Zhonnie Steve Hiatt Jamie Harvey Ron Skinner Revina Talker
Joell Lambdin Mike Moulton Lois Young Dennis Shumway Mitchell Maughan
Tranner Sharpe

Attachments  SJ Public Health Board Meeting

 SJ Public Health Board Meeting - 2026/02/23 11:54 MST - Recording

 SJ Public Health Board Meeting - 2026/02/23 11:54 MST - Chat

 SJPH Board Meeting Agenda Packet_2-23-2026.pdf

Summary

The public health board meeting, attended by Ron Skinner (Chair), Sylvia Zhonnie (Vice-chair), Lois Young, Steve Hyatt, Revina Talker, Mike Moulton, Trainer Sharpe (HR Director), and Mitchell Maughan (County Attorney), included the approval of previous meeting minutes and the ratification of Suzette Morris and Lois Young's four-year term reappointments. The board discussed a contract with Dennis Shumway about the Division of Drinking Water to test for PFAS chemicals for four water providers and reviewed a potential 100% covered state grant for GIS mapping to update archaic septic records, for which Dennis Shumway committed to checking on the status of testing in areas like Bluff and Montezuma Creek. The board adopted a San Juan Public Health dress code policy and a visitor and security policy aimed at maintaining professionalism and securing sensitive information, and participants reviewed and approved proposed amendments to the board's bylaws, including changes to officer term lengths, electronic meeting rules, and the board's composition.

Details

- **Meeting Commencement and Attendance:** The meeting of the county public health board began on February 23rd, 2026, at 12:03 PM, located at 735 South 200 West, Blanding, Utah. Board members in attendance included Ron Skinner (Chair), Lois Young, Steve Hyatt, Revina Talker (virtual), Mike Moulton (Public Health Director), and Mitchell Maughan (County Attorney). It was noted that Jamie, another commissioner, was absent due to a lack of response to the calendar invite, and two other members were at national conferences.
- **Approval of Previous Meeting Minutes:** The board reviewed the minutes from the last meeting, and a motion was made by Lois Young to accept them. The motion was seconded, leading to the approval of the minutes.
- **Public Comment and Board Member Reappointments:** There was no public comment as no one was present, with the process for public comment—including a three-minute time limit—being briefly outlined. Following this, it was reported that the San Juan Board of Commissioners had ratified the health department’s reappointment of Suzette Morris and Lois Young for a four-year term to the Health Board.
- **PFAS Chemical Contract for Water Testing:** The board discussed a contract proposed by Dennis Shumway about the Division of Drinking Water to help water providers, specifically Monticello, Lasal, Rock Ranch, and Wilson Arch, to test for PFAS chemicals. The state approached the health department after some individual water systems needed help, and the proposed budget was approximately \$3,000 for sampling those four systems twice a year. This contract was viewed as an opportunity to build relationships with larger treatment centers and would bring in revenue for the health department.
- **Concerns and Future Actions Regarding PFAS Testing:** A question was raised about whether testing had already been conducted in Bluff, as the state has been trying to get all systems tested within the last six to twelve months. Dennis Shumway is committed to checking with the coordinating gentleman about Bluff and other areas like Montezuma Creek and Monument Valley, and will look into additional local systems to have the information readily available for public inquiries. Revina Talker mentioned that NCOA might already be handling water checks for the tribe.
- **GIS Mapping Grant for Septic Systems:** Dennis Shumway introduced a potential 100% covered state grant to update the health department's archaic septic

records, which are currently only stored on paper. The grant would fund GIS mapping to create an overlay that would track septic systems by parcel number, and it could also cover the cost of transmitters used to locate tanks on site. The goal is to update the septic database to be up to the 21st-century standard.

- **Grant Details and Personnel for GIS Mapping:** The GIS grant is estimated to be worth potentially hundreds of thousands of dollars and may last a couple of years, though the dollar amount and details (such as whether it is upfront or reimbursement) are not yet known. The grant funding would cover the salary of a person who is skilled in GIS mapping to work part-time on the project, and this person would be included in the contract. The board was informed that this proposal is for informational purposes only, as the final proposal will not be written until March, and a deferral until the next meeting for the final proposal was mentioned.
- **Board Motion to Enter Closed Session:** Steve Hyatt proposed an emergency closed session to discuss personnel matters. Following the motion, a roll call vote was conducted to approve the closed session, which passed with a consensus of the present board members.
- **Review of Proposed San Juan Public Health Dress Code Policy:** The board reviewed the San Juan Public Health dress code policy, which was created to promote a professional, inclusive, and comfortable environment. The policy was developed because the county's general policy was too vague, and the department needed a more specific dress code to maintain a professional appearance when dealing with the public. Acceptable attire includes clean, fitted casual slacks, skirts of appropriate length, and closed-toe shoes, while unacceptable attire includes overly revealing clothing, graphic wear, or athletic wear, unless approved for specific roles.
- **Discussion and Approval of the Dress Code Policy:** The need for the policy arose because hiring new staff resulted in varied interpretations of "business appropriate" attire, necessitating spelled-out expectations to address a few staff members who were dressing inappropriately. Public-facing staff are required to wear their San Juan public health name badges. Sylvia Zhonnie commented that the policy is a good fit for a healthcare facility and motioned to approve the policy, which was seconded and passed.
- **Review of Proposed Visitor and Security Policy:** The board reviewed a proposed visitor policy intended to respect client privacy and secure sensitive information,

following issues with excessive, frequent visits from staff members' children, which created a liability. Visitors, such as family or friends, must remain at the employee's desk or in the kitchen area and should not be in clinical areas or hallways. It was agreed that the wording should be changed from "at your desk" to "in our office" to avoid exposing confidential information on the desk, and the kitchen area serves as a designated break and seating area for visits.

- **HIPAA Violations and Security Measures:** The visitor policy emphasizes device security by requiring screens to be locked when leaving workstations, and protected health information (PHI) must be cleared from the workstation. The policy strictly prohibits sharing the back door access code with non-staff members, including children or spouses. Possible federal penalties for HIPAA violations, ranging from \$100 up to a million dollars for willful neglect, are included in the policy.
- **Policy Amendments and Employee Training:** Mike Moulton sought approval to elaborate on "children and excessive frequent visits" in the policy, noting that excessive is defined as a daily occurrence, which is problematic for job performance. Sylvia Zhonnie recommended adding a website reference for the penalties and ensuring employees go through yearly HIPAA and PII training, which the department already initiated last month. The policy was approved by motion with the recommended corrections and additions.
- **Review of Bylaws (Article 1):** The board began reviewing the bylaws, using a document provided by County Attorney Mitchell Maughan, which highlighted proposed additions in red. In Article 1, Section 1, Mitchell Maughan proposed editing code correctly to 26A-1-101, et seq. Further definition of et seq was needed, which means that what follows includes the subsequent sections. In sections 1.1 and 1.2, it was proposed to replace existing code references with Utah Code Title 26A-1-101, et seq.
- **Bylaws Review and Procedural Suggestion:** Sylvia Zhonnie recommended that, for future draft reviews, any proposed changes to the bylaws should strike out the original text and indicate the replacement in a different color to clearly show what is being replaced. Ron Skinner agreed to use this protocol for future meetings, and the board continued to review sections. Section 1.5 Utah Code annotated sections 26A-1-101 through 26A-1-133 were reviewed and revised to reflect the correct code.

- **Bylaws on Board Membership and Terms:** The board reviewed Section 1.6, confirming the board shall consist of seven members, and Section 1.7, stating that board members shall serve four-year terms. It was noted that the process for tracking and notifying members about the expiration of their terms needs to be improved, as members like Lois Young and Suzette Morris were unaware their terms were ending. Ron Skinner stated he will get the information to Joell Lambdin to publish in the newsletter. Article II, section 2.1, confirmed that the role of the board is to adopt and implement policy regarding public health, and its purpose is to evaluate, advise, and recommend policies and procedures of operation.
- **Review of Board Functions and Code Amendments:** The discussion covered proposed changes to the administrative code section 2.3, suggesting that the word "administrative" be removed because "code" is sufficient. The board's specific functions were reviewed, including establishing policies, adopting budgets, and overseeing compliance with minimum performance standards. The importance of reporting annually to the county governing body and municipalities on health status and department operations was also emphasized.
- **Clarification of Annual Reporting to the Community:** Following the review, a clarification was sought regarding the requirement to "report" to the community, which Ron Skinner explained as updating city councils, or other relevant bodies, on the health department's status and activities. Sylvia Zhonnie confirmed that this outreach, including going to chapter houses, has been an ongoing effort.
- **Addition of Powers and Duties Section:** Attorney Mitch Maughan proposed adding a new section 2.4 detailing the board's powers and duties as outlined in Utah Code Annotated section 26A-1-114. Ron Skinner advised all members to review the specified code section for a better understanding of the board's responsibilities.
- **Composition of the Board and Representation:** Article 3, section 3.1, outlined the composition of the board, which must consist of influential citizens residing within San Juan County. Specific representation includes one person from the County Commission, one from Blanding City, one from Monticello City, and one from Bluff City, along with three at-large members approved by the board and ratified by the County Commission. The at-large positions aim to represent the interests of several unincorporated areas, and the addition of Red Mesa, Utah, to this list was requested and accepted.

- **Membership Terms and Termination Policies:** Section 3.2 established that no board member shall be on the health department's payroll, and the health director serves as a non-voting member. Section 3.3 addresses termination, which can occur via resignation or after three consecutive absences, with recommendations for termination of elected body appointees going to the appropriate governing body. Sections 3.4 and 3.5 address filling board vacancies and the process for filling expired terms.
- **Review of Officer Election Cycle:** The board reviewed section 4.1 regarding the election of officers, which currently states elections will be held at the first meeting of the calendar year. Ron Skinner proposed changing the term length for officers from one year to two years to allow more time for learning and familiarity with the role. It was decided that Chairman Skinner would present this change to Mitch Maughan for review and updated language.
- **Review of Meeting Logistics and Public Health Director Title:** Section 4.2 covers regular and special meetings, noting that regular meetings must occur at least once every three months, and special meetings require three days' notice. The group discussed Section 4.6, which allows the Director of the Department of Health to serve as the secretary, and proposed changing the title to "public health director or local health officer" to ensure consistency with current terminology.
- **Proposed Changes to Electronic Meeting Rules:** The board reviewed section 4.4 on electronic meetings, including the requirement for a quorum to be physically present and the approval process for electronic meetings if fewer than a quorum is present. Concerns were raised regarding the conflicting language of needing a physical quorum to approve an electronic meeting, leading to a proposal to amend the language so that a quorum consists of four members, regardless of whether they are physically or virtually present. Section 4.4 A and Section 4.4 B state that members of the public are not entitled to request electronic meetings or to monitor or participate from remote locations. The board agreed that Mitch Maughan should review the wording to clarify the board's intentions regarding public access. Additionally, the term "anchor location" was deemed confusing, and the "designated location" was proposed and adopted as a replacement.
- **Revising Liability and Attendance Requirements for Electronic Meetings:** During the discussion of section 4.4 E, the requirement that the board "must" provide facilities for the public to monitor electronic meetings was challenged. A proposal was made to change the language to state that the board "will make every reasonable good faith effort to provide" the necessary facilities to mitigate

potential liability. The board also discussed the need for at least two members to be physically present at the designated location for electronic meetings, and it was agreed to have Mitch Maughan integrate this requirement with section A.

- **Approval of Amendments and Next Steps:** The board reviewed Section 7 and discussed adding Section 7.2, which proposes that any reference to statutes, rules, or citations will be automatically amended when the original text is amended, which was accepted as a good addition. The board formally approved the proposed changes with the identified corrections to be made, with Chairman Skinner tasked to meet with Mitch Maughan to finalize the revisions. A motion was made and seconded to approve the changes.
- **Scheduling of Future Meetings and Commissioner Engagement:** Before the meeting was closed due to a lack of a quorum, the board discussed the next meeting dates, including a meeting on the 9th to finalize preparations for the 13th. There was a recognized need to involve Commissioner Lori Maughan in the discussions regarding a corrective action response requested by the state by the 13th. Ron Skinner stated they would inform Commissioner Maughan of the meeting on the 9th to welcome their ideas.

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-1-101, et seq.
- Section 1.2 The Board is established and governed by County Ordinance 2018-01, and under authority of Utah Code Ann., Title 26A-1-101, et. seq.
- 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-1-101-through 26A-1-133, 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 regard 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 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 on 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.

Section 2.4 Powers & Duties. The Board shall have all the powers and duties outlined in Utah Code Annotated, Section 26A-1-114 and shall be subject to any restrictions set forth in said Section.

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, Red 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.

Board members will elect officers biannually at the first meeting of the calendar year. If an officer's term ends before completion, the Board shall elect another member to serve for the remainder of that term. However, if the officer continues to serve on the Board for an additional term, they may complete their elected term.

If an Officer chooses to step down as of such duties after completing one year the Board shall elect another member to serve for the remainder of that term.

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 using telephone, video conferencing, internet-based meeting platforms, or other real-time electronic communication technologies that allow all participants to hear and communicate with one another simultaneously.
- If a quorum of the Board is physically present at a meeting location, other Board members may participate electronically without prior approval.
- If fewer than a quorum of the Board is physically present at the meeting location, the meeting may still be conducted electronically if approved by a quorum of the Board. Any Board member may request that a meeting be conducted electronically, and such approval may be granted at the meeting in question.
- B. Electronic Board meetings shall originate from the location in which Board members would meet if the meeting were not being held electronically (the designated location).
- C. For any electronic Board meeting, the Board will make every reasonable good faith effort to provide space, facilities and equipment at the designated 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.
- D. 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., Section 52-4-207. The notice will include a description of electronic means to be used to connect remote Members to the Board meeting.
- E. 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.

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 Public Health Director 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 Public Health Director. 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.

Section 7.2 Any reference to statutes, rules or citations will be automatically amended when the statute, rule or citation is amended.

RESOLVED BY THE SAN JUAN COUNTY BOARD OF HEALTH, STATE OF UTAH, this _____ day of _____ 2026.

Ron Skinner, Chairperson
San Juan County Board of Health

Mike Moulton, Interim Director/Health Officer
San Juan County Public Health Department

San Juan County Commission