



PUBLIC HEALTH BOARD MEETING
735 S 200 W, Blanding, Utah 84511. Conference Room
January 22, 2026 at 12:00 PM

AGENDA

Virtual Meeting Notice

Public Health Board Meeting
Thursday, January 22 · 12:00 – 2:30pm
Time zone: America/Denver
Google Meet joining info
Video call link: <https://meet.google.com/siv-ayfq-kpg>
Or dial: (US) +1 385-645-7926 PIN: 394 890 258#
More phone numbers: <https://tel.meet/siv-ayfq-kpg?pin=8018414899101>

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

2. Approval of Minutes From Last Meeting - Chairman Skinner

PUBLIC COMMENT

INFORMATIONAL/RECOGNITION ITEMS

3. Status Update on the MPS Audit Response - Mike Moulton

DIRECTOR'S REPORT

4. Staffing Vacancies & Updates - Mike Moulton

BUSINESS ACTION ITEMS

5. Consideration and proposed action on the status of current Board Members whose terms have expired.
6. Election of SJC Board of Health Chairperson and Vice Chairperson for Calendar year 2026

FINANCIAL UPDATE

7. Introduction and Brief Financial Update by Business Manager - Joell Lambdin

CONFIRM FUTURE MEETING TIME & LOCATION

Discuss and set the 2026 Board of Health Meeting Schedule

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

Dec 17, 2025

Public Health Board Meeting Minutes

Details

- **Meeting Procedures and Agenda Approval** San Juan County Public Health Board meeting officially started at 12:12 on December 17th. The board members present included Board Chair Ron Skinner, Vice Chair Sylvia Zonei, Lois Young, Susette Morris, Steve Hyatt, Commissioner Jamie Harvey, and Public Health Director Mike Moulton. The board approved the minutes following a motion by Steve Hyatt and a second by Lois Young. They also approved the agenda with a motion from Lois Young and a second from Susette Morris.
- **Budget Update and Staffing Challenges** Mike Moulton provided a budget update, noting that the public health budget hearing has not yet occurred due to the recent resignation of Tyler Ketron, the business manager, in October. Mike Moulton explained that managing the budget and state contracts is overwhelming for them, so the health department intends to contract with Tyler to assist until a replacement is hired. Lyman W. Duncan, working on the county side, reported that the 2026 budget is approximately 80–85% complete, using actual data from 2025, and requested additional revenue contracts and spending numbers from division heads for travel and training.
- **Budget Submission Deadline and Future Fiscal Planning** Lyman W. Duncan informed the board that they are meeting with the commissioners the next morning to work toward a balanced budget, with submission to the commission and public scheduled for December 30th at 6 p.m. Mike Moulton promised to provide the requested numbers by the end of the day or the next morning. Lyman W. Duncan also emphasized the importance of understanding the business manager's operational steps (daily, weekly, monthly, quarterly, and annual) to support the new hire and ensure strong data for the public health department and county accounting records in preparation for the April/May audit.
- **Minimum Performance Audit Results** Mike Moulton moved the discussion to the minimum performance audit results from DH HS, which began in early March. The purpose of the audit was to address concerns about the use of federal funds, staff changes, the adequacy of internal controls over sub-awards and expenditures, and compliance with Utah administrative code R380-40. Mike

Moulton mentioned that the outstanding balance to a department regarding reimbursement was resolved during the review, and no issues were found regarding compliance with minimum performance standards for local health departments.

- **Audit Finding 1: Revenue Requirements** Finding number one highlighted that San Juan County contributed only \$240,000, or 49%, of the required minimum amount of \$491,000 for the health department in the 2024 audit year. This shortfall resulted in the San Juan Public Health Department relying on federal funding for key, mandated staff positions (health officer, registered nurse, environmental health scientist, and business manager) that should be county-funded. Commissioner Harvey acknowledged that the county was unaware of the state statute requiring this funding match and pledged to work with the commission to adjust the allocated amount to meet the \$525,056 minimum requirement, urging the board to follow up on match requirements consistently.
- **Staff Compensation and Retention** A board member raised concerns about underpaid positions leading to high staff turnover and asked if wage increases would be discussed. Commissioner Harvey confirmed that they are working with the HR director, Tranner, to establish appropriate autonomy for the department head to align salaries with market demands, especially if the required county funding (closer to 100% rather than 49%) is met. Commissioner Harvey asked the board to issue a formal directive to them to pursue these funding and wage adjustments with the commission.
- **Response to Audit and Commissioner Harvey's Role.** The board was reminded that the county is charged with preparing a written response to the audit findings, with a deadline extended to January 9th. Commissioner Harvey stated that their role is to advocate for the board's decisions regarding funding compliance and salary adjustments to the commission. Mike Moulton noted that the state is supportive and wants the health department to succeed despite the challenges of simultaneous staff transitions and the audit.
- **Audit Finding 2: Inconsistent Leadership.** The board decided to continue reviewing the audit findings. Finding number two identified that the San Juan Public Health Department's inconsistent leadership undermines operations, citing high turnover in the health officer position—three health officers in nine years, none serving a full four-year term, and the department currently operating without a full-time local health officer. The finding also highlighted that each health officer hired has been an external candidate without prior local health officer experience.

- **Local Health Officer Retention and Qualifications** Skinner reported that the health department experiences high turnover due to new hires leaving for career advancement after gaining experience, highlighting the need for a long-term candidate with deeper local roots. The department has used the same interim director, Mike Moulton, who does not meet the necessary educational requirements for a long-term hire, leading to potential negative impacts on efficiency and culture. Moulton presented a recommendation to consider options that provide increased incentive, such as increasing the salary or revising the administrative code R380-40-5 to broaden the candidate pool and create an exception to position requirements.
- **Administrative Rule Revision Proposal.** It was indicated that the county attorney could assist in writing a proposed exemption to the administrative code R380-40-5. Mitchell Maughan agreed to write the proposal. Harvey clarified that the rule is an administrative rule of the Department of Health, making it more flexible than state statute, and the department will likely review any proposed revision.
- **Current Applicant Status and Board Strategy** Mike Moulton noted that a previous applicant reapplied and a new applicant submitted their information, but the screening process requires specific criteria, including a master's degree in certain disciplines and five years of public health experience, with at least three years in an administrative capacity. Harvey presented two paths for the board: proceed with interviews for current qualified candidates, or immediately tackle the administrative rules to seek an exception for a long-term internal candidate like Mike Moulton. A motion was made to pursue the second option: working with the attorney to look for a provision and exception to bring Mike Moulton into the position due to his experience and effort.
- **Local Health Officer Qualifications and Executive Session** Concerns were raised about whether pursuing a change to the qualifications would take too much time, but the need to shift the qualifications to fit the needs of a rural county was also emphasized. A board member suggested that Mike Moulton is qualified in ways that would make the team successful, even if they don't meet the current rule. The motion to pursue the rule change was seconded. Another motion was made to go into an executive session to discuss the position and proposal without Mike Moulton present to allow for objective discussion due to potential conflict of interest, which was seconded and carried.
- **Audit Findings and Response Plan** Mike Moulton briefly covered the final two audit findings before the executive session. Finding three concerned inadequate

documentation for the revenue monitoring and annual cost allocation plan process, which needs to be fixed with documented work instructions. Finding four involved a discrepancy in an amended April 2024 month-end report related to tobacco contracts, resulting in overbilling the state from the wrong contract, which requires correcting the paperwork and refunding one contract from the other. Lyman W. Duncan and Vicki Kuykendall confirmed they would start generating a response to the audit findings.

- **Executive Session Began at 1:12 PM**
- **Executive Session Ended at 2:07 PM.** Ron Skinner requested time to go over the bylaws with Mitchell Maughan, stating that it would take at least an hour. The board subsequently made a motion, seconded and approved, to move the review of the bylaws to another date as soon as possible, with the attorney present.
- **Presentation on Environmental Health Director Salary and Funding.** The proposal aims to increase the salary to the state average, which would create a financial surplus for the department, as the funding comes from dedicated state and contracted revenue, eliminating the need for county supplementation.
 - Dennis highlighted key accomplishments such as achieving national certification, standardizing food inspection, and reducing public costs by eliminating an hourly fee for well-water sampling. The board approved the proposal, and Commissioner Harvey offered to directly amend the line item in the final budget.
- **Scheduling Future Meetings and Staffing Updates** Skinner asked each board member to send them a time and date for an executive session in January and a date for another general board meeting in January, with Mitchell Maughan also wanting to report back in January. Mike Moulton provided an update on staffing needs, reiterating the need for a permanent health officer and a business finance manager, noting that the business manager position has been offered to a candidate.
- **New Employee Introductions** Sylvia had requested that new employees be brought in for introductions. Mike Moulton facilitated the introduction of new staff members: Marta, an administrative assistant; Devynn, a clinical assistant who also helps with WIC; Latanya, the nurse care coordinator for children with special healthcare needs; Autumn, an RN as the Nursing Director; and Sheila Monson, the WIC Coordinator. Following the introductions, the meeting was adjourned with a motion by Susette and a second by Lois.

Director's Report

1/22/2026

Staffing Vacancies & Updates:

- /Public Health Director/Health Officer:
 - Currently waiting for a response from DHHS on the proposed appointment of Mike Moulton as the Local Health Officer with a provision that he attains the required education requirements within the next 4 years.

- Business (Finance) Manager:
 - Joell Lambdin accepted the position and is doing a great job at getting the department back on track with the finances and other administrative support.



Mike Moulton
Interim Executive Director / Health Officer

Rebecca Benally, MEd
Health Promotion Director

Dennis Shumway
Environmental Health Director

Michael Nielson, D.O.
Medical Director

Item 5.

Local Board of Health Members

NAME	APPT TYPE	EMAIL	PHONE	DATE OF APPT	TERM END	Position
Revina Talker	at large	rtalker@unhsinc.org	970-529-0076	Feb, 2022	Feb 2026	
Ron Skinner	Monticello City rep	ron@monticelloutah.org	435-230-5976	June 2022	June 2026	Chair
Stephen Hiatt	Blanding City rep	shiatt@unhsinc.org		July 2024	July 2027	
Lois Young	Bluff Township rep	visionpool@gmail.com	206-437-1121	Jan 2019	Jan 2023	
Suzette Morris	at large	suzettermorris17@gmail.com	385-249-4717	Aug 2021	Aug 2025	
Jamie Harvey	County Commission rep	jharvey@sanjuancounty.org	435-485-8513	Jan 2023	Dec 2027	
Sylvia Zhonnie	at large	szhonnie9@gmail.com	435-459-1938	Feb 2023	Feb 2027	Vice Chair
Michael Nielson	Medical Director	mnielson@sanjuanhealth.org	435-587-5054			NOT a board member

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

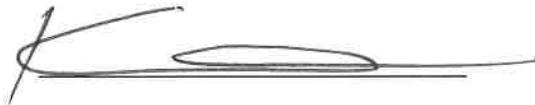
Section 7.1 These bylaws may be amended by a majority vote of the Board of Health and ratified by the County Commissioners.

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.

