

Meeting Minutes from the TriCounty Board of Health Regular Meeting

March 26, 2025

LOCATION

TriCounty Health Department - 133 S 500 W - Vernal

ATTENDEES

Kirk Benge, Darrin Brown, Bruce McKee, Raima Colledge, KayCee Asay, Rob Grove, Joe Hadlock, Sydnee Lamb, Tara Stubbs, Randy Asay, Tracy Killian, Willis Lefevre, Shanna Wheeler, Irene Hansen, Jodi Tinker, Keith Goodspeed, Kim Harding, Dr. Sterling Haws.

VIRTUAL ATTENDEES

Maddy George, Kristi Rasmussen, and Jessica Castleton.

EXCUSED

Dr. John Mathis.

AGENDA

Call to order

12:00 p.m.

Approval of Jan. 22, 2025 Minutes

Kim Harding motioned to approve the Jan. 22, 2025 minutes. Randy Asay seconded the motion. The Motion passed unanimously.

Utah Geologic Survey - Study Results overview

Kristi Rasmussen and Jessica Castleton of the Utah Geological Survey presented a study on the TriCounty area. The purpose behind the study is to turn the results into a map which can be utilized to help property owners avoid the high costs associated with constructing sand lined trench systems and also avoid the cost of unnecessary drilling of wells. The hope is that this will improve the affordability of improving properties in Western Duchesne County.

Narcan Training and Success Stories

TriCounty Health Department's Health Promotion Supervisor, Tara Stubbs, presented Naloxone (Narcan) training and an overview of some of the successes we have seen with our Narcan and Syringe Services programs to the board.

Approval of Check Register

Bruce McKee reported the check register for December 2024 through January 2025. He provided a more detailed digital account of the expenses as well as an abridged paper copy for board members' perusal.

Shanna Wheeler made a motion to accept the check register as presented. Jodi Tinker seconded the motion. The motion passed unanimously.

Financial Report

- Bruce McKee presented the financial report which included a review of all expenses from January 2025 to March 18, 2025; all bank accounts, health department cash and cash equivalents, federal and state revenue vs total expenditures and the operational budget report.

Policy Review

Kirk Benge presented proposed changes to policy 535 - Employee Recognition. The suggested updates referred to practices for acknowledging employees for years of service in 5 year increments, employees who are retiring, and recognition for employees selected as Employee of the Quarter.

It was suggested by multiple board members that the employee of the quarter attends the next board meeting for acknowledgement.

Irene Hansen made a motion to approve the policy change. Kim Harding seconded the motion. The motion passed unanimously.

Adoption of 2025 Employee Compensation Plan

Raima Colledge presented an employee compensation plan for the board's consideration. The plan includes a full-time position pay scale, pay scale based on position, and a wage offer calculator.

Kim Harding made a motion to adopt the plan as presented. Irene Hansen seconded the motion. The motion passed unanimously.

New Contracts

Director Kirk Benge went over new and amended contracts.

DHHS

- STD Disease Intervention Services - 2019 Amendment 9
- COVID-19 Health Disparities and Advancing Health Equity Amendment 3
- UDHHS Business Associate Agreement - Amendment 1

DHHS & UDAF

- Information Sharing Agreement - UDHHS & UDAF
- Utah Zoonotic Influenza Interagency Response Plan

2024 Annual Report

Kirk Benge presented the digital version of the 2024 Annual Report to the board.

Annual Conflict of Interest & Open Meetings Training

Kirk Benge directed board members' attention to the updated conflict of interest form and asked that they fill it out and return it before the meeting's end. He also reminded members to complete their annual open meetings training and to turn in their certificate of completion to TriCounty's Public Information Officer, Sydnee Lamb.

Additional Updates & Discussion

- Save the dates:
 - UALBOH Annual Symposium - April 8-9 at Thanksgiving Point

- o NALBOH Annual Conference - Savannah, Georgia on October 6-8, 2025
- o Board Retreat - TBD

Adjourn

Irene Hansen made a motion to adjourn the meeting at 2:20 p.m. Kim Harding seconded. The motion passed unanimously.

Board members were invited to stay and participate in the annual Open and Public Meetings Act Training held by Loren Anderson.

Tracy Killian, Jodi Tinker, Sterling Haws, Randy Asay, Kim Harding, and Irene Hansen stayed and completed the training.

A handwritten signature in black ink, appearing to read "John Mathews". The signature is fluid and cursive, with a large, stylized 'J' at the beginning.