

# Summit County Board of Health Meeting Minutes

Summit County Health Dept. Conference Room

Park City, Utah

**Monday, December 5, 2017**

Topic	Discussion	Action or Summary
<b>Attendance</b>	<p><b>Board Members Present:</b> Dorothy Adams- Chair, Kim Carson, Heidi Jaeger, Chris Ure, Marc Watterson, Gary Resnick, Liza Simpson</p> <p><b>Staff Present:</b> Dr. Richard Bullough-Director, Aaron Newman, Phil Bondurant, Cindy Keyes, Shelley Worley, Derek Siddoway, Melanie Heiarld, Cameron Mitchell</p>	
<b>Welcome and approval of minutes</b>	<p>The meeting was called to order at 4:00 p.m.</p> <ul style="list-style-type: none"> <li><b>Board Member Ure made a motion to approve the minutes for the November 6, 2017 Board of Health Meeting as written. Board Member Simpson seconded the motion. Motion passed 5-0.</b></li> </ul>	<p><b>Summary:</b></p> <ul style="list-style-type: none"> <li><i>The minutes for the November 6, 2017 Board of Health meeting were approved as written.</i></li> </ul>
<b>Public Comment</b>	<ul style="list-style-type: none"> <li>No Public Comment was made.</li> </ul>	
<b>UALBOH Update</b>	<ul style="list-style-type: none"> <li>Chair Adams stated there was no UALBOH meeting last month.</li> <li>The National conference will be in August in Raleigh, North Carolina.</li> </ul>	<p><b>Action or Summary:</b></p> <ul style="list-style-type: none"> <li><i>National conference will be August 7-10.</i></li> </ul>
<b>Directors Report</b>	<ul style="list-style-type: none"> <li>Dr. Bullough stated the Health Department is on budget for 2017. One unanticipated significant expense is a backup energy system for the vaccine refrigerator and freezer for the new Kamas building. The cost is expected to be about \$6000. They are looking for alternatives.</li> </ul> <p>Board Member Simpson asked why the funding for the backup system was cut from the building plan. Dr. Bullough answered that the Kamas building was way over budget and several non-primary structural features were cut. The wiring and generator for the backup system were pricey. The alternative is about one-third of the original cost.</p> <ul style="list-style-type: none"> <li>The Summit County Council adopted the Mental Wellness Strategic Plan. The immediate priorities were presented by Aaron Newman. There has been a request made that will be discussed in the Budget Hearings for some of the immediate priorities. Mr. Newman shared the first year of full implementation of the plan will cost \$667,970. The County is being asked for \$238,000, which is about 32% of full implementation for the first year. The critical priorities would cost \$126,000 to implement. The number one priority is \$70,000 for a mental health practitioner for the East side of the county. The QPR (Question, Persuade, Refer) training program, which is the only suicide prevention program recognized by the CDC (Center for Disease Control) is the next critical priority. The goal is to have 60% of all parents in the county trained in QPR within the first three years. \$15,000 is being requested for a Spanish mental health program which has been proven effective for reaching out to the Spanish speaking community. About \$30,000 is being requested for marketing and advertising and prevention materials, as well as the Mental Wellness Summit.</li> </ul> <p>Money for the Mental Wellness Strategic Plan implementation is also coming from Park City Municipal, the county School Districts, institutional support (Valley Behavioral, etcetera), non-profits (Park City Community Foundation, Connect, Christian Center, etcetera) and fundraising.</p> <p>Board Member Watterson asked if the current Mental Wellness Plan addresses having more providers that can prescribe medication for mental health concerns. Mr. Newman answered that they are working with the big three (Valley, University Health Care, IHC) to get the psychiatric APRNs to the county for their internships, which are 4000-6000 hours. They are also looking to recruit psychiatrists at conventions being held in the area. And they are</p>	<p><b>Action or Summary:</b></p> <ul style="list-style-type: none"> <li><i>The Health Department is on budget for the year, with the extra expense of \$6000 for a backup energy system for vaccines.</i></li> <li><i>The Summit County Council adopted the Mental Wellness Strategic Plan and the budget request has been made to support the Plan.</i></li> <li><i>The Communities That Care Program is evolving at an impressive pace.</i></li> <li><i>The Health Department is fully staffed, with the new addition of Trevor Hale to Environmental Health and the food program.</i></li> <li><i>Dr. Bullough is on the Governance Committee working on the minimum performance standards of Utah Department of Health and local Health Departments and how they work together.</i></li> </ul>

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	<p>working with Park City and the county to create incentive packages for psychiatrists to move here.</p> <p>The Board of Health will provide guidance and recommendations for funding from the County in the future. Requests for funding for the Mental Wellness Strategic Plan will be separate from the Health Department budget requests. Grant funding is anticipated to become a large source for the Mental Wellness Strategic Plan budget. Funding requests for the plan implementation are being done strategically from each resource, where it makes the most sense.</p> <ul style="list-style-type: none"> <li>• The Communities That Care project is evolving at an impressive pace. As the program is implemented, there will be several grant opportunities available.</li> <li>• The Health Department is fully staffed. Trevor Hale was introduced as a new employee for Environmental Health and the food program.</li> <li>• Dr. Bullough is on the governance committee. There is an oversight committee on which local Health Departments can participate to oversee how Utah Department of Health and local Health Departments communicate and work together, how funding is allocated, etcetera. There is a lot of work to be done. The focus now is to set expectations of what everyone’s roles and responsibilities are. Minimum performance standards are being discussed. Dr. Bullough will give an update to the Board annually.</li> </ul>	
<p><b>BOARD ORIENTATION</b></p>	<ul style="list-style-type: none"> <li>• Cameron Mitchell, the Local Health Officer’s Executive Director shared the Board Orientation. UALBOH lists educating Boards of Health members as one of its three goals.</li> <li>• The differences between Public Health and medicine were listed as the population versus the individual and prevention versus treatment, with community versus patient processes. The goal of public health is a healthy community. The increase in life expectancy is mainly due to public health initiatives.</li> <li>• States are responsible for public health. The Local Health Department Minimum support standards are available. There is a new Health Board manual that Mr. Mitchell will get to the Board as soon as they are ready and he covered a summary of what is listed in the manual. There are thirteen Boards of Health in Utah, with the county governing bodies being responsible for Health Department programs in each of their jurisdictions.</li> <li>• The functions of the Boards of Health are to establish policies, regulations and rules; clearly define organization by a mission statement; conduct a Community Health Needs Assessment; long-term budgeting and planning; regularly evaluate program accomplishments; hires and provides oversight of Local Health Officer; engage with the progress of financial resources; and community relations. The Chart of Responsibilities was shown for Board members, the Health Officer and Staff.</li> <li>• Board of Health governance was discussed. Improvements to Health Departments can always be made. A dynamic Board is engaged in partnership with the Health Officer. Governance means establishment of policies and monitoring those policies, including a balance of power and accountability to enhance the prosperity and vitality of the community. Governance is the job of the Board of Health and the Health Department. Board Members can accomplish governance through focus and intent. The responsibilities of the Board Members include attendance, keeping informed, contributing skills, listen respectfully, participate in decisions, advocate for public health, get informed of people’s needs, understanding roles and responsibilities, work with the Health Officer, make tough decisions, follow through and be visionary.</li> <li>• The three principles to keep in mind are: a governing Board will only be as effective as its individual members; Board members will respond to the level of expectation; the Board depends on hard work and dedication.</li> </ul>	<p><i>Summary:</i></p> <ul style="list-style-type: none"> <li>• <i>Board Orientation was shared by Cameron Mitchell.</i></li> </ul>

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<b>FEE SCHEDULE DISCUSSION</b>	<ul style="list-style-type: none"> <li>• The last fee schedule change was in December 2014. Fees have been valid for three years. The cost of putting an employee in the field should be represented by the fees. A breakdown of the cost of putting an employee in the field has been determined. The Summit County Hourly Employee Cost Breakdown was shown and discussed. The average cost to put an employee in the field for the next three years is \$78.95, which is on par with Health Departments across the state. The average is for all field staff. The County should not be in the business of subsidizing for the interests of business owners in the community. There are some services in the community that are free. The business owners should be paying for luxuries. Health Promotion and Environmental Health fees are based on the same platform. Chair Adams stated that if all Health Departments followed this process then the fees for services provided would be fair and be true to what it really costs for the services. Board Member Simpson stated the fees make sense.</li> <li>• After three years of data, the fees are going up or down based on cost of services. Most of the unchanged fees are mandated by State Code and cannot be modified. A log of the fees is being created. The average percent of change for the fees by program was discussed. This is the first cycle of a data-driven fee schedule, so the increase is reflective of the actual cost of services. There is an after-hours inspection fee upcharge of \$55 an hour. Mr. Bondurant feels comfortable with the increase of 31% for fees for mass gatherings. With implementation of these fees, Environmental Health could potentially be self-funded within the next two to three business cycles.</li> </ul> <p>Board Member Jaeger asked in what area the biggest pushback will most likely be. Mr. Bondurant answered that the inspectors will most likely get comments about the fees. Some people may believe that the proposed fee schedule is a combined effort with the County to increase revenue. This is false. There is data behind the fee increases. The restaurant association has been apprised of the proposed fee increases. Wastewater, swimming pools and food will be the areas most affected.</p> <ul style="list-style-type: none"> <li>• Mr. Bondurant proposed that if the fee schedule is adopted in January then the proposed fees should not go into effect until February 1, 2018. That way everybody can pay their 2018 fees under the old fee structure and no one will be surprised about what their fee is and will have a year to prepare for the new fees. Board Member Simpson stated there should be commentary made about how thoughtful, deliberate and robust this process has been.</li> <li>• Chair Adams stated there is additional revenue that has been identified and asked if Environmental Health is guaranteed to keep that revenue. Mr. Bondurant answered no. They are not prepared to take on the responsibility of handling the money. The conversation needs to shift towards additional money and additional staff for Environmental Health and additional revenue needs to be shown.</li> <li>• The permit process and plan review for Health Promotion was discussed. The fees for a Tobacco Specialty Shop were discussed, as well as the Diabetes Prevention Program.</li> <li>• Dr. Bullough stated that the fees were reviewed by Attorney Dave Thomas, who stated all fees must be approved through the Board of Health. Carolyn Rose will prepare the Clinical Fee Schedule for review at a later time.</li> </ul>	<p><i>Summary:</i></p> <ul style="list-style-type: none"> <li>• <i>The proposed fee schedule changes for Environmental Health and Health Promotion were discussed.</i></li> <li>• <i>The Board voted to begin the thirty-day public comment period for the Fee Schedule.</i></li> </ul>

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	<ul style="list-style-type: none"> <li>• <i>Board Member Simpson made a motion to begin the thirty-day public comment period for the Fee Schedule. Board Member Watterson seconded the motion. Motion passed 7-0.</i></li> </ul>	
Adjourn	<ul style="list-style-type: none"> <li>• The meeting adjourned at 6:16 p.m.</li> <li>• <i>Board Member Watterson made a motion to adjourn. Board Member Jaeger seconded the motion. Motion passed 7-0.</i></li> </ul>	<i>Summary:</i> <ul style="list-style-type: none"> <li>• <i>The next regular meeting will be Monday, January 8, 2018.</i></li> </ul>