



MINUTES

SUMMIT COUNTY

Board of Health

QUINN'S BUILDING

650 ROUND VALLEY DRIVE, PARK CITY, UTAH, 84060

MONDAY, NOVEMBER 3, 2025

Meeting also conducted via Zoom.

NOTICE is hereby given that the Summit County Board of Health will hold their
monthly

meeting on the above date. The meeting will be held both in person and
electronically, via

Zoom. The physical location for this meeting is the Summit County
Health Department, Quinn's Building 650 Round Valley Drive, Park City, Utah
(All times listed below are general in nature, and are subject to change by the Board
Chair)

To participate and view the Board meeting live, join Zoom Webinar: 934 1635 7784

<https://summitcountyut.zoom.us/j/93416357784>

To listen by phone only dial: 1 (253) 205 0468

Board chair Michelle Downard started the board of health meeting at 4:02 PM.

Michelle Downard
Ilyssa Golding
Alissa Van Wie
Megan Holbrook
Megan McKenna
Deepani Jinadasa

Phil Bondurant
Kendra Babitz
Nancy Porter
Penci Carreno
Tabitha Allred
Amy Whelan
Katherine Wilson

Work Session

New Staff Introductions – Dr. Phil Bondurant

Attachment: Cover Page

Dr. Bondurant introduced Amy Whelan as the newest member of the Early Intervention Program, highlighting her extensive background in early childhood development and praising both her skills and personality. Amy Whelan expressed her excitement about joining the team, she shared her experience working in early intervention across multiple states and emphasized her passion for speech therapy and early language development. She recounted a touching moment with a young child learning to communicate, illustrating the rewarding nature of her work. Amy Whelan concluded by expressing her enthusiasm for serving families in the community. Board of health members welcomed Amy Whelan.

Public Health Accreditation Board (PHAB) Update – Penci Carreno

Attachment: Cover Page

Attachment: PHAB score.pdf

Penci Carreno, Health Administrative Coordinator, announced that the team has received feedback and recommendations from PHAB (Public Health Accreditation Board), which support moving forward with initial accreditation. The accreditation application is planned for February. While much of the documentation is in good shape, some areas such as the strategic plan and quality improvement require further work. Penci Carreno will meet with domain leads to review the feedback and will attend a required documentation-intensive mentor training on November 19th.

Board member Megan Holbrook complimented the team on their progress, noting the large amount of "green" indicators showing readiness. She then asked for clarification about the one area that was marked as not ready specifically, the accountability and performance management domain and expressed curiosity about what challenges remain in that space. Penci Carreno replied.

Dr. Bondurant emphasized that the significant, department-wide effort led by Penci Carreno to prepare for PHAB accreditation. He praised Penci Carreno's leadership and noted Tabitha Allred's, Health Educator, valuable support. The team successfully organized input from 13 leaders and their staff, resulting in a strong report. Dr. Bondurant explained that while some areas are marked "red," such as the strategic plan, this was intentional they chose to build a new plan aligned with recent CHA (community health assessment) and CHIP (community health improvement plan) efforts. The previous strategic plan helped guide the department through post-COVID recovery but didn't fully meet PHAB requirements. Moving forward, a new strategic plan will integrate CHA, CHIP, and PHAB standards to guide the department over the next five years.

Board chair Michelle Downard asked whether the team has all the necessary tools and resources to respond to PHAB's feedback, and if

there's anything the Board can do to assist. Penci Carreno responded that while most of the work involves procedural and administrative updates, the Board of Health will need to provide a letter of support for the department's pursuit of initial accreditation. This will be discussed further in January.

Federal Funding Update – Dr. Phil Bondurant

Attachment: Cover Page

Dr. Bondurant discusses the impact of partial federal funding on local programs, particularly WIC (Women, Infants, and Children). While SNAP received only partial funding, WIC is still temporarily supported by the state. However, Summit County is preparing to continue WIC services independently using restricted funds, thanks to support from the County Council and financial leadership. Jennifer Bateman, the WIC director, has developed a simplified food plan and a vouchering system with local grocery stores to ensure families continue receiving essential items like formula, milk, and bread. Tablets will be provided to stores for voucher redemption, and a unique identifier system will prevent fraud. The county is committed to ensuring no family goes hungry during the holiday season, even if state funding ends.

Board member Dr. Golding and Dr. Bondurant discussed delays in SNAP benefit distribution due to reprogramming issues, which may take up to two months. In response, Summit County is actively encouraging food donations to support affected families. A newsletter was sent to over 20,000 recipients, with a strong open rate, promoting community-wide food bank support. Donation boxes are being placed at all county service buildings, and residents are encouraged to donate directly to food pantries for greater impact. The county is also organizing logistics to deliver donated items to local food pantries.

Board members asked follow-up questions and offered suggestions to enhance the food donation efforts.

Nancy Porter, Epidemiologist shared that food donations are being coordinated with several local pantries, including the Christian Center, Colville, Oakley, and Kamas. A QR code has been created thanks to Bridget Conway, Communications Deputy Director, that provides detailed instructions for donating to each pantry, including accepted payment methods (e.g., checks, Venmo) and drop-off hours.

Board members expressed their appreciation to the health department staff for helping raise awareness and support around the food donation effort.

Measles and Respiratory Diseases Update – Nancy Porter

Attachment: Cover Page

Nancy Porter, Epidemiologist, provided an update on the public health dashboard for the 2025–2026 season. Currently, flu, RSV, and COVID cases are very low, with no lab-confirmed cases reported yet. The dashboard includes cumulative data for comparison across seasons, updated measles tracking (now at 64 cases in Utah), and wastewater

surveillance, which has shown no positive measles results since early September. Norovirus data from last year remains available, showing unusually high activity due to a new strain. The dashboard is user-friendly, updated weekly, and open to feedback for additional features. Board member Megan Holbrook complimented its intuitive design. Council member Megan McKenna asked if there was data comparing COVID and flu vaccine uptake this year to last year, noting the success of previous vaccination efforts. Nancy Porter responded that exact numbers aren't available yet, as clinics are still ongoing. Dr. Bondurant added that the clinical team is continuing to administer vaccines, including many to uninsured individuals at no cost, which has been a significant community benefit. A full analysis of vaccine data is expected by December.

Seniors Farmers Market Presentation – Tabitha Allred

Attachment: Cover Page

Attachment: Summit County SFMNP BOH (1).pdf

Tabitha Allred, Health Educator, presented the Senior Farmers Market Nutrition Program (SFMNP), a new initiative launched in Summit County to support low-income seniors with access to fresh produce. Eligible participants received \$50 in vouchers to spend at authorized farmers markets. Despite initial funding delays, the program ran successfully from July to October, enrolling 28 seniors and distributing \$1,400 in vouchers. Produce was sourced from a Utah farm and unsold items were donated to the local food pantry. The program also served as a platform to promote other health department services. Participant feedback was overwhelmingly positive, with 100% satisfaction and 91.7% reporting improved fruit and vegetable intake.

Katherine Wilson, Health Promotion Director, praised Tabitha Allred for her exceptional connection with seniors during the farmers market program. Seniors consistently asked for Tabitha when she wasn't present, showing how much they appreciated her. The staff enjoyed engaging with participants, and the seniors' feedback and stories added meaningful value to the program. Tabitha Allred added that the Senior Farmers Market Nutrition Program ran weekly for 9 weeks, alternating between South Summit and North Summit senior centers. Board member Megan Holbrook praised the program, especially highlighting its social benefits for seniors facing isolation. She appreciated the consistent schedule and the opportunity for participants to connect, share recipes, and engage with others. Further discussion was had.

Board of Health Schedule Discussion – Michelle Downard, Board Chair & Dr. Phil Bondurant

Attachment: Cover Page

Board chair Michelle Downard, and Dr. Bondurant initiated a discussion with the Board of Health about potentially adjusting the meeting schedule. Summit County's Board currently meets monthly, which is

more frequent than many other jurisdictions. They proposed shifting to every-other-month meetings, supplemented by email updates during off months, while still allowing for special meetings as needed. The conversation also included reviewing meeting times, with suggestions ranging from earlier afternoon starts to morning options, though some members noted challenges with early hours due to personal schedules. The board is only required to meet quarterly by county code, but the goal is to balance efficiency with meaningful engagement. Each Board member shared feedback and preferences regarding meeting frequency and timing, and also asked staff for their input.

Dr. Bondurant proposed moving the December Board of Health meeting from the 1st to the 15th, citing post-Thanksgiving travel challenges and the need to align with budget approval deadlines. The revised meeting would include three agenda items: budget approval, CHIP presentation, and a vaccine clinic update. Staff also plan to present a small token of appreciation to board members during the meeting. The board responded positively to the proposed date change, noting it works better for most members.

Consideration of Approval by the Board

Approval of October 06, 2025, Board of Health Meeting Minutes – Board of Health

Attachment: Cover Page

Attachment: BOH 10-06-25 MM Draft.pdf

Ilyssa Golding made a motion to approve the October 06, 2025, Board of Health Meeting Minutes. Alissa Van Wie seconded, and all voted in favor, (5-0). Abstain: Megan Holbrook.

Consideration and Possible Approval of Board of Health Schedule – Board of Health

Attachment: Cover Page

Alissa Van Wie made a motion to approve that the board considers moving to a bi-monthly meeting schedule starting February 2026. Ilyssa Golding seconded, and all voted in favor, (6-0).

Formal motion to the December 01, 2025 meeting to December 15, 2025.

Ilyssa Golding made a motion to officially move the, December Board of Health meeting from December 1st to December 15th. Alissa Van Wie seconded, and all voted in favor, (6-0).

Public Comment on non-Agenda Items

Board chair Michelle Downard opened public comment at 5:37 PM.
No public comment was offered.
Board chair Michelle Downard closed public comment at 5:38 PM.

Director and Board Final Comments

Health Department Director's Comments

Dr. Bondurant shared that six applications were submitted to fill the vacant Board of Health seat, and interviews are scheduled this week. The goal is to have the new member trained and ready for the December 15 meeting. The application deadline was extended, which resulted in more candidates. Additionally, the department is undergoing a state audit that has been very time-consuming but is expected to conclude by the end of the month, with results shared in December or February. All required documentation was provided, and the next audit is anticipated in five to six years.

Board Member Comments

Council member Megan McKenna highlighted that Meals on Wheels will participate in the *Live PC, Give PC* fundraising event and referenced a recent KPCW news article about the program. She explained that Meals on Wheels in the area is managed by the Mountainland Association of Governments (MAG) and funded primarily through Medicaid. The program has faced challenges meeting demand, with Summit County participation increasing significantly. Board member Megan McKenna noted a \$90,000 funding gap and ongoing fundraising efforts, stressing the importance of raising awareness about community needs and the impact of waitlists. She confirmed that people can donate directly through the Meals on Wheels website, which provides detailed information about services and recipients.

Board member Alissa Van Wie shared her experience volunteering at a vaccine clinic in October, noting how enthusiastic the community was about the event. She described long lines of cars before the clinic opened and emphasized that these clinics are a significant asset to the community.

Board Chairman Comments

Board chair Michelle had no comments.

Meeting Adjournment

Alissa Van Wie made a motion to approve Meeting Adjournment. Ilyssa Golding seconded, and all voted in favor, (6-0).

Meeting minutes and recordings appear at summitcountyutah.gov/meetings. When in the electronic version of the minutes, clicking on the hyperlinked times takes you to that spot in the meeting recording.