

Meeting Minutes from March 24, 2021

ATTENDEES

Chairman Terry Nelson, Commissioner Greg Miles, Commissioner Randy Asay, Commissioner Brad Horrocks, Dr. John Mathis, Dr. Richard Jolley, Ms. Shanna Wheeler, Ms. Jodi Tinker, Mr. Keith Goodspeed

Director Kirk Bengé, Mr. Scott Gessell (Business Manager), Ms. Raima Colledge (Administrative Assistant), Mr. Darrin Brown (EH Director), Ms. KayCee Asay (Nursing Director), Mr. Jake Isaacson (HP Director), Mr. Rob Grove (EP Director) Mr. Jordan Mathis (former Director), Mr. Jon Stearmer (County Attorney)

ABSENT

None

The meeting was called to order by Chairman Terry Nelson at 12:03 p.m.

PUBLIC INPUT

None

MINUTES APPROVAL - January 27, 2021

A motion was made to approve the minutes for January 27, 2021 by Mr. Goodspeed and seconded by Commissioner Miles. Vote unanimous. Motion carried.

2020 UINTAH COUNTY RENT

Mr. Mathis explained the history with why TriCounty Health's rent for 2020 was not paid to Uintah County or put into the 2020 budget. In 2019 TriCounty finalized the budget for 2020, at the same time Uintah County was making adjustments to their budget. Since TriCounty's budget was a sub-budget of Uintah County both budgets had to match verbatim. Mr. Mike Wilkins (Uintah County Clerk Auditor) would make TriCounty aware of any changes that occurred. A letter came to Mr. Wilkins from the Uintah County Commissioners about the changes to the Uintah County budget. Mr. Wilkins forwarded the letter to Mr. Mathis and Mr. Gessell to inform them of the changes so they could adjust the TriCounty Health budget. This letter stated that Uintah County intended to pay-off the MBA debt for the TriCounty Health Department. In addition, Uintah County was going to reduce the amount they were contributing to TriCounty. With this information TriCounty adjusted their budget to not include the rent for 2020 and in January 2020 the adjusted budget was presented to the board showing the rent being removed reducing the expenses commensurate to the decrease in revenues that would no longer be received from Uintah County. Mr. Mathis expressed his concern about the change being net neutral, unless Uintah County decided they wanted to do both a reduction in funding and want the rent paid at which point it would not be fair to the other counties. Mr. Mathis suggested that if Uintah County was to pay off the building that there may need to be a change in the current lease.

Over the following months, there were a few informal meetings between Mr. Mathis, Mr. Gessell, and Commissioner Horrocks to discuss the rent. Uintah County was still questioning whether the rent should be paid since they had not paid off the MBA debt. After each meeting it was determined that TriCounty Health would not need to pay the rent for 2020, but would need to add it back to future budgets. It was then discussed in the finalization of the 2020 budget and was again determined that the rent did not need to be paid.

Mr. Mathis left employment in January of 2021 and Director Bengé was then asked by Uintah County to discuss the 2020 rent again. It was determined that it needed to be brought back to the board for discussion.

Commissioner Miles inquired about a lease agreement between Uintah County and TriCounty Health. Mr. Stearmer stated that there is not a lease agreement, but only a funding document that was created when the

building was built. There was discussion about what will happen when the MBA debt for the TriCounty Building is paid off, and there is nothing in writing stating what is intended. There was discussion about the Duchesne County building and their lease agreement with TriCounty Health.

***Action Item for Director Bengé, County Commissioners, Mr. Nelson, Dr. Mathis and Mr Gessell:** It was determined by the board that agreements between Uintah/ Duchesne County and TriCounty Health need to be reviewed with clarification on the intentions of the TriCounty buildings once they are paid off. Kirk Bengé

A motion was made to pay the 2020 rent to Uintah County by reopening TriCounty's budget in the next budget hearing and adjusting the budget to include the back rent by Dr. Jolley and seconded by Commissioner Miles. Vote unanimous. Motion carried.

COSMETOLOGY RULE UPDATE

[Full Proposed Cosmetology Rule](#)

Mr. Brown presented the revised Cosmetology Rule.

A motion was made to approve the Cosmetology Rule by Commissioner Miles and seconded by Dr. Jolley. Vote unanimous. Motion carried.

LEGAL ACTION STANDARD OPERATING PROCEDURES POLICY

Mr. Brown spoke about the Legal Action Standard Operating Procedures Policy, and stated that he has been working on revisions to the policy. He has asked Mr. Stearmer to review the policy. Mr. Stearmer walked through some general comments that he had with the policy. The board would like Mr. Brown to work with Mr. Stearmer to finalize the document and bring it back to the board for approval at a later date.

***Action Item for Mr. Brown and Mr. Stearmer:** finalize the policy and bring it back to the board for approval. Darrin Brown

LEGISLATIVE UPDATE

[Legislative Update](#)

Director Bengé reviewed the Legislative Updates and how they will affect the TriCounty Health Department.

POLICY 405 VEHICLE USAGE

[Policy 405 - Vehicle Usage](#)

Director Bengé asked the board to clarify the policy on the usage of the vehicle that was assigned for use by the director at the previous Board of Health Meeting. The policy was emailed out to the board a few weeks ago and received approval via text and email, but Ms. Colledge wanted approval recorded in a meeting. The board discussed the recording of mileage required by the IRS. The board would like Ms. Colledge and Mr. Gessell to research the best way to record the mileage whether it's recording actual mileage driven or a set amount per day.

A motion was made to approve Policy 404 Vehicle Usage by Dr. Jolley and seconded by Commissioner Miles with the stipulation that the IRS portion is rectified. Vote unanimous. Motion carried.

***Action Item for Mr. Gessell and Ms. Colledge:** determine IRS requirements in regards to mileage and put revised policy in employee handbook. Raima Colledge

APPROVAL OF EXPENSES

Mr. Gessell explained that with our new financial system and our move away from Uintah County we need to have the Board of Health approve expenses. Mr. Gessell asked the board how they would like to handle this process. The Board decided that Mr. Gessell will send the expense report in the Board packet for review prior to the Board of Health Meeting. Then the Board will have any necessary discussion in regards to expenses, approve the expenses, and the expense report will be signed by the Chairman of the Board. Mr. Gessell handed out the expense report for the past two months. There was discussion amongst the board in regards to some of the items on the expense report.

A motion was made for Mr. Gessell to send the expense report in the Board packet, the Board will have any necessary discussion in regards to expenses, approve the expenses and it will be signed by the Chairman of the Board by Dr. Jolley and seconded by Commissioner Miles. Vote unanimous. Motion carried.

A motion was made to approve the expense report for 12/27/2020 to 2/28/2021 by Dr. Jolley and seconded by Commissioner Asay. Vote unanimous. Motion carried.

***Action Item for Mr. Gessell:** email expense report with the Board Packet and have the Board Chairman sign once the board approves. Scott Gessell

2021 YEAR-TO-DATE FINANCIAL REPORT

Mr. Gessell presented the new format of the year-to-date financial report. He explained that the numbers are still a work in progress because some Medicare monies are still with Uintah County. The reason they are still with Uintah County is due to the fact that Medicare has not accepted our application yet. There was some discussion about items on the financial report. The board was pleased with the new format and information represented.

COVID-19 VACCINE UPDATE

Ms. Asay presented a CoVid update for the TriCounty Health Department. We have given a total of 16,389 CoVid Vaccinations in the TriCounty area to date. The TriCounty Health Department has given 9,286 of those CoVid Vaccinations. Statewide 120,705 have been given to date. We are sharing vaccines with partners as they request it. Johnson and Johnson is now available and we plan to have the National Guard take it to remote areas such as Tabiona, Manila, Duchesne and Altamont. In addition, we will have it available at our drive-thru vaccine clinics soon.

Mr. Grove explained that we will be moving our Vernal vaccine clinic location from the Uintah Conference Center to TriCounty Health Department parking lot and our Roosevelt location from the Shopko building to the USU parking lot next to Davis Food and Drug to allow for drive-thru vaccines. The remote locations that the National Guard will be implementing will be drive-thru locations as well. The remote locations will be one day events and both Moderna and Johnson and Johnson will be available. If individuals choose Moderna they will need to come to either our Roosevelt or Vernal locations for their second dose. We feel like this will be a great benefit for our community and hope to see great results.

COVID-19 RECOGNITION

Director Benge proposed providing TriCounty Health Employees that were here through 2020 some type of recognition for their long hours and hazardous work they endured due to CoVid. Ms. College presented a spreadsheet with all employees that were involved with CoVid in 2020. After some discussion the board decided on three tiers: \$600, \$300 and \$50 based on how much each employee's job was affected.

A motion was made to approve the CoVid-19 Recognition by Dr. Jolley and seconded by Commissioner Miles. Vote unanimous. Motion carried.

A motion was made to go into closed session by Dr. Jolley and seconded by Commissioner Miles.

A motion was made to come out of closed session by Dr. Jolley and seconded by Ms. Wheeler.

A motion was made to allow legal counsel to go into mediation and for legal counsel to bring the terms back to the board before a final decision is made by Dr. Jolley and seconded by Commissioner Miles. Vote unanimous. Motion carried.

***Action Item for Director Bengé:** reach out to legal counsel and ask them to bring the terms back to the board for a final decision. Kirk Bengé