

**WEBER-MORGAN BOARD OF HEALTH
MINUTES OF MEETING
August 27, 2012**

The Weber-Morgan Board of Health held their regular meeting on August 27, 2012 in the Health Department library at 477 23rd Street. The meeting was called to order at 4:00 p.m. with Jay Jenkins presiding.

BOARD MEMBERS PRESENT:

Jay Jenkins, Chair	Tina Kelley, Vice-Chair
Craig Dearden	Dave Holmstrom
Neil Garner	Rich Harris
Ken Johnson	Frank Brown

BOARD MEMBERS EXCUSED:

Jamie Grandpre	Kerry Gibson
Jan Zogmaister	

STAFF MEMBERS PRESENT:

Gary House	Kay Larrison
Louis Cooper	Claudia Price
Colleen Jenson	Gwen Hadley
Cindy Pitcher	Lori Buttars
Brian Cowan	Michelle Cooke
George Chino	Sondra Mitchell
Summer Day	

OTHERS PRESENT:

Chris Allred	Kevin Lott
Kathy Froerer	

Welcome – Jay Jenkins

Jay Jenkins calls the meeting to order at 4:02 p.m.

Employee of the Quarter – Brian Cowan

Information Only

Brian Cowan introduces Summer Day as Employee of the Quarter. Summer is an Environmental Health Scientist working mainly in wastewater, food and pool programs. She recently helped a Weber County resident apply and be granted funding for replacement of a failed wastewater system. It is the only time this grant has been awarded to a resident of Weber County. She is congratulated and presented with a gift card.

Approval of Minutes of June 25, 2012 – Jay Jenkins

Motion Passes

A **MOTION** is made by **Craig Dearden** and **SECONDED** to accept the minutes as written. The **MOTION** passes with one abstaining.

Board of Health Policies – Gary House

Motion Passes

Gary House introduces the action item by referring to the recently approved Board of

Health policy for Rabies Control. The new policy was the catalyst to standardizing the format of all health department policies. The policies presented today represent existing Board of Health policies that have been amended through updating definitions and streamlined by noting references and general housekeeping. Some older policies were not applicable or are covered under Weber County policies and have been deleted. None are regulatory. They are: a) Approval and Adoption of Departmental Policy, b) Administrative Procedures, c) Public Information, d) Tobacco/Non-Medical Nicotine Free Policy, e) Temporary Sheltering in Weber-Morgan Health Department Facility, f) Cost Recovery for Hazardous Material Emergencies, and g) Notification of Food Safety Information and Enforcement Actions on the Internet. After discussion and spelling corrections, a **MOTION** is made by **Neil Garner** and **SECONDED** to approve the policies presented. The **MOTION** passes unanimously.

Monthly Management Reports-June and July – Gary House **Information Only**

Gary House says he tries to keep the board updated with this monthly report, quarterly newsletters, and the annual report. **Tina Kelley** compliments Michelle for being very helpful during the Morgan County Fair. **Mr. House** says there have been efforts to improve the quality of customer service and appreciates the feedback.

Statistical and Financial Reports – Gary House **Information Only**

Gary House refers to reports sent to board members for 1st and 2nd quarter statistical activity. He mentions the seasonal shifts in immunizations, school activity for the health promotion staff, and increased summer community events. In response to questioning, he explains that prior year counts in the tobacco program are from newspaper circulation and that WIC client loads are the average number of clients served a quarter. The financial statement is a simple revenue and expenditure report by division that shows an overall 43% collected and expended over the first six months of the year. The fund balance is cash flow and there is high use at the beginning of the year. Administration is charged to each division. The report backs out duplication of administration revenue and expense. Revenues are expense driven and use of fund balance is used to balance. **Mr. House** says that the tax rate has gone down over ten years and was reduced several years ago when the county paramedic fund was increased. **Craig Dearden** explains that the rate is set on money received the previous year. Truth in Taxation laws have to be followed to increase the rate. Last year showed increased growth but didn't change the rate.

2012-2013 Division Goals – Division Directors **Information Only**

Lou Cooper outlines environmental health goals. The first, to develop a plan for mass gatherings and temporary food service that addresses demand, staffing and resources, states they'll conduct a needs assessment, identify assets, and suggest policy/procedure changes to complete the plan. The second goal is to use enhance Paragon software to increase the efficiency of the school safety and sanitation program. They plan to incorporate state regulations, design templates, develop reports, and train staff on the software and measure their success with timely reporting and a 5% reduction in corrective measures in the schools. The third goal is to work with DEQ on the Standard Implementation Plan (SIP). By working actively with the state, the state plan will be submitted within EPA's timetable. There is discussion about setting time frames and

goals that are dependent on someone else's actions.

Kay Larrison reviews administration goals. The first is to develop an annual review process of all health department policies for applicability and to create procedures related to support functions of the department which will be measured by implementation and staff training by July 2013. The second goal is to complete training and certify with state archives records management. Two staff members will be trained and procedures will be written so a formal records management procedure can be adopted. The third goal, to assist environmental health division in converting food handler testing from paper to computer, will result in a testing lab by July 2013 by analyzing software solutions, coordinating adoption of new system, and helping to develop an audio component.

Colleen Jenson reviews WIC division goals. The first is to decrease childhood obesity rates in clients in the WIC clinic by .55% during the year starting at 6.55% in January 2012. This will be accomplished by educating parents, adding appointments to high risk children, and focusing nutrition classes on prevention of obesity. Goal two is to increase peer counseling contacts to 3-4 (up from 2) in 95% of the women by increasing the number of follow up calls from initial certification to 4-6 weeks after delivery. The last goal is to ensure that 100% WIC staff members are immunized as required by the health department by March 2013.

Gwen Hadley presents nursing division goals. The first is to increase influenza and TdaP vaccine rates in children by providing education and offering 40 elementary school outreach clinics to increase 2-5% over last year's immunization rate. Goal two is to maintain or increase the number of women receiving first trimester prenatal care by increasing Baby Your Baby services with walk-in scheduling, scheduling one day a week BYB clinic, and referring clients to Midtown Community Health Center. The measure will be through obtained through MCH reporting and UDOH IBIS software. The third goal, improve clinic inventory, will be measured by monthly assessment and submitting 30 day advance purchase requests. Annual supply budget analysis, consolidation of supplies, and creation of monthly inventory tracking sheet will help achieve the goal.

Claudia Price presents health promotion goals. Goal one is to educate parents and teens on Utah's graduated drivers license laws and on causes of traffic related deaths by providing parent/student classes at four high schools and using pre and post test scores to measure their increased in knowledge. The second goal is to educate on tobacco free living by launching a website with links to national tobacco prevention resources and links to local partners. This will be measured by a fully functional website by July 2013. The third goal is to improve knowledge of the amended Utah Indoor Clean Air Act by developing a plan to educate businesses, opinion leaders and general public; distribute signage to businesses and public places; and meet with city business licensing offices. 50% of large and medium businesses will be educated and signage distributed to 70% of identified areas. The last goal is to increase knowledge among teens through the Teen Health Project by holding three six-week courses on the benefits of choosing abstinence, the characteristics of healthy relationships, how to correctly use a condom, and more effective communication skills. Pre and post testing will measure the increase in teen knowledge which will be completed by July 2013. She also hands out the Weber-Morgan Healthy Families Resource Guide that is on our website.

Utah Association of Local Boards of Health (UALBH) – Kathy Froerer **Information Only**
Kathy Froerer is the Executive Director of UALBH and of the Utah Association of

Local Health Departments (UALHD) of which 26 of 29 counties are members. She hands out “County Health Rankings and Roadmaps – 2012 Rankings in Utah” stating that health outcomes rank Morgan County #1 and Weber County #14 and health factors rank Morgan County #2 and Weber County #21. She also reviews the “Governance Committee Fact Sheet” that outlines requirements for concurrence on grants awarded through the Utah Department of Health (UDOH). The governance committee first started by reviewing seven of the most contested grants and found that 50% of the funding stays at UDOH to be used for state infrastructure because of CDC language. The Health Alert Network (HAN) grant was distributed with 80% going to LHD’s and the preparedness grant shifted more to LHD’s because of concurrence requirements. The UALBH Symposium is September 20th-21st at Daniels Summit Lodge. Thursday is board member training and Friday presentations on various public health issues. National and state speakers will be presenting; it is a good agenda. The cost is \$50 which the health department covers. Hotel is covered and attendees are reimbursed for mileage. If interested, register on line or contact Kay Larrison. **Ken Johnson** says county health rankings can be found on www.healthrankings.org.

Public Comment

There is none.

The meeting adjourns at 5:23 pm. Next meeting is scheduled for September 24, 2012 at 4:00 p.m.