

**WEBER-MORGAN BOARD OF HEALTH
MINUTES OF MEETING
March 25, 2013**

The Weber-Morgan Board of Health held their regular meeting on March 25, 2013 in the Health Department auditorium 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
Neil Garner	Rich Harris
Ken Johnson	Matthew Bell
Jan Zogmaister	Frank Brown
Jamie Grandpre	

BOARD MEMBERS EXCUSED:

Dave Holmstrom	Kerry Gibson
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STAFF MEMBERS PRESENT:

Gary House	Kay Larrison
Louis Cooper	Claudia Price
Colleen Jenson	Cindy Pitcher
Brian Cowan	Lori Buttars
Michelle Cooke	George Chino
Michela Gladwell	Sondra Mitchell
Elaine Wendt	Scott Braeden

OTHERS PRESENT:

Chris Allred	Kevin Lott
Marc Gaynor	

Welcome – Jay Jenkins

Jay Jenkins calls the meeting to order at 4:00 p.m.

Approval of Minutes of February 25, 2013 – Jay Jenkins

Motion Passes

A **MOTION** is made by **Matt Bell** and **SECONDED** to accept the minutes as written. The **MOTION** passes unanimously.

Air Quality Advisory Committee Operating Policy – Kevin Lott

Information Only

Kevin Lott refers to the advisory committee policy that addresses meeting attendance and the need for committee members to remain in good standing. He says the entire committee has accepted the policy. There is discussion about whether the Board needs to approve this policy. **Chris Allred** tells board members that they can choose to approve it or leave it as a committee policy. It is decided to put this on next month's agenda as an action item.

Removal of Air Quality Advisory Committee Member – Brian Cowan

Motion Passes

Brian Cowan reminds the Board of discussion from last month’s meeting regarding a committee member who has had his technician permit revoked. There is discussion about the number of committee members required (at least six, no more than twelve), an eleven member board meaning no tie vote, and the opportunity to recruit a different classification of member. The appointed alternate is authorized to vote at the beginning of a meeting if there is no quorum. A **MOTION** is made by **Ken Johnson** and **SECONDED** to remove Rod Clendenin from the Air Quality Advisory Committee and leave the position open for now. The **MOTION** passes unanimously.

Monthly Management Report for February – Gary House

Information Only

Gary House fields questions on pertussis and there is discussion about the push of Tdap and the new statewide media campaign.

Mid-Year Division Goals – Colleen Jenson and Kay Larrison

Information Only

Colleen Jenson hands out the list of WIC goals and reports that the effort to decrease childhood obesity has good results with the biggest factor being the additional nutritionist’s one-on-one visit after certification. The risk factor is down 5.13% as of March and 1.42% since the goal was set. The second goal for increased peer counseling contacts seems to be working with 3 contacts made to 98% of pregnant or breastfeeding women. The third goal - to ensure 100% of WIC employees are immunized - is complete. **Kay Larrison** reports on Administration goals saying that review and update of policies and procedures is done for the Board of Health (August 2012) and for internal policies (February 2013). Written administrative procedures are on-going with a shared drive now in place and nearly 20 areas of support identified. The second goal - to identify and train employees responsible for records management – is nearly complete with Kay Larrison and Nan Rogers trained. A policy will be drafted by July 31st. The last goal is to assist with set up of the food handler testing lab for transition to computerized training. Computers are available and two options for software have been explored. We are waiting for the final rule from the legislature to complete set up but are shooting for July 31st implementation.

2012 Year End Statistical and Financial Reports – Gary House

Information Only

Gary House refers to the statistical worksheet sent to board members that shows workload of activity by division by quarter. WIC’s client load is averaged by quarter, and there are seasonal fluctuations for health promotion and environmental health. There is discussion about the increase in teen pregnancy contacts and the corresponding decrease in teen pregnancy rates. **Brian Cowan** addresses year round vs. seasonal swimming pools and general nuisance calls. **Gary House** reports the highlights of the 2012 financial report that was sent out saying the budget called for \$6.8 million in revenue and expenses but only \$6.5 was needed. The use of fund balance, \$303,000, was for remodeling that actually cost \$455,000 with the balance taken from normal operations. Remodeling included moving vital records to the first floor, expanding environmental health on the second floor, increasing storage space in the clinic on the first floor, and repairing leaking vestibules at west side entrances. Interdepartmental administration is included in division line items and backed out in one amount so as not to be double counted.

Legislative Update – Gary House

Information Only

Gary House reviews several public health related bills: smoking prohibition in motor vehicles with children age 15 and younger; Medical Reserve Corps volunteer liability insurance coverage; spice and bath salts added to list of illegal substances; fluoridation of drinking water disclosure (not in Weber-Morgan); parental permission and appearance for minors wanting body piercing; obesity recognition and support; rolling own tobacco cigarettes requirements with State Tax Commission; and food handler training, testing, and issuance of cards. Local health departments will need to be certified as training and testing facilities, one card will be used statewide, common elements will be included in tests statewide, and only health departments will issue cards once training is verified. A pool of 200 questions will be established and tests will randomly choose 40. There is discussion of uniformity of training, current testing in Salt Lake and Utah Counties and the element of fraud, the ability of businesses to have a certified trainer on staff to train their own employees, and the cost arguments between the private and public sector.

Annual Meeting – Gary House

Information Only

Gary House reminds board members that the by-laws state the annual report will be presented at the April annual meeting. There will be a short business meeting followed by a presentation similar to last year on the highlights of 2012, April 22, 2013.

Board of Health Evaluation Tool – Ken Johnson

Information Only

Ken Johnson talks about the National Public Health Performance Standards Program (NPHPS) and the Public Health Governing Entity Assessment Instrument. He passes out a packet explaining that each of the ten essential public health services has a section with 4 to 8 questions under each that asks the Board their level of involvement. The Board is encouraged to complete the assessment which is tabulated and submitted. He will ask NALBOH what the report reflects other than the total score; is there a regional report or one that compares us to other health departments our size. The challenge is that 50 items will take time to answer. Others have done it in one sitting or spread it out over several days; a sub-committee can be created. If the department ever pursues accreditation, this portion will be done. This tool measures what the Board does as a governing entity, not the department, and has never been done that Mr. Johnson knows of. **Frank Brown** recalls an assessment done 13 to 14 years ago. The Board met for a full day with division director input. It was more than governance and very educational on the role of the Board. There is discussion about other tools from NALBOH and contracting for someone to lead the assessment. **Ken Johnson** will get answers at the state association of local Boards of Health meeting next week. He will email the handbook and document to board members. It is decided to put this on the agenda for April as part of the annual meeting along with an update from Mr. Johnson from his meeting. Options will be discussed on how to address the assessment. **Gary House** reports that the first 11 health departments have now been accredited and that some were state health departments.

Public Comment

Gary House says that the annual NALBOH conference is in Salt Lake City August 14-16 and everyone should attend. Kay Larrison will email the link to conference information.

The meeting adjourns at 5:04 pm. Next meeting is scheduled for April 22, 2013 at 4:00 p.m.