Weber-Morgan Board of Health
Minutes of Meeting
February 26, 2024

The Weber-Morgan Board of Health held its regular meeting on February 26, 2024, in the Health Department Annex conference room at 455 23rd Street. The meeting was called to order at 4:00 pm. With Vice Chair Dr. Lee Schussman presiding.

BOARD MEMBERS PRESENT:

Dr. Lee Schussman	Sharon Bolos - Vitural
Cheryle Allen	Bonnie Wahlen – Virtual
Angela Choberka	Jason Boren - Virtual
Neal Berube	Kevin Eastman - Virtual
Ken Johnson	

BOARD MEMBERS ABSENT:

Dr. Andy Jensen	Dr. Frank Brown
Jared Andersen	Ali Martinez

STAFF MEMBERS PRESENT:

Brian Cowan	Amy Carter	Kristen Kingston
Michela Harris	Scott Braeden	Norma Odeh
Lori Buttars	Summer Day	Laura Tafoya
Lekelsi Talbot	Jessica Neff	Liz Peterson
Sherrie Waters	Ryan Klinge	Savannah Cantwell
Yuliet Johnson	Wendy Cooper	Julie Koncher
Lyndzi Beck	Liz Morrison	Zach Baker

OTHERS PRESENT:
Brandan Quinney

Welcome and Introductions- Ali Martinez
Dr. Lee Schussman calls the meeting to order at 4:00 p.m. and welcomes those in attendance. Dr. Lee Schussman also welcomes Mayor Neal Berube as a new board member.

New Employee Introduction **Information Only**
Brian Cowan Introduces new employees Laura Tafoya, and Amparo Gutierrez to the WIC program and Elizabeth Peterson to the Emission department. Laura Tafoya is coming from the WIC program in Flagstaff, Arizona. Elizabeth Peterson has a bachelor's degree from Weber State in Automotive Tech. Brian Cowan expresses excitement for new employees.

Community Engaging Team Introduction **Information Only**

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Brian Cowan introduces the Community Engagement Team. Brian Cowan explains how The Weber County Commission and Weber Human Services hired an interim director to evaluate the Center of Excellence and make recommendations for its future sustainability. The interim director recommended moving some Center of Excellence staff to the Health Department to integrate them into community health programs, and the budget transition happened in January with eight new state staff positions added to the Health Department. Resource Integration Coaches (RICs) help connect individuals to available resources and promote continuous engagement. The RIC staff are Zach Baker, Lyndzi Beck, Yuliet Johnson, Julie Koncher, Elizabeth Morrison, and Jessica Neff. They help with community outreach and resource integration for families in need. Brian Cowan explains the role of social workers in public health, including outreach and engagement with families. Wendy Cooper joined the team as the Family Engagement Specialist, with a focus on bringing people into the resource integration coaches program. The Family Resiliency Program helps families access and engage with community resources to achieve self-sufficiency. The program is based on the Arizona Self-Sufficiency Measure and evaluates success through goal setting and progress monitoring. Savannah Cantwell is the new supervisor for the RIC team. Brian Cowan discusses the integration of community health workers and Resource Integration Coaches at the health department, highlighting their different roles and how they work together to engage with the community and provide resources. The staff has supported the vision to increase referrals and improve outreach efforts, with cross-training and collaboration to fill gaps and improve community engagement. Brian Cowan discusses the integration of Resource Integration coaches and community health workers at the health department, aiming to provide a more connected community approach to supporting families. The program's vision is to ensure people are supported to use available resources, with referrals made to health department services like WIC and community health workers engaging in outreach events.

Approval of Board of Health Minutes of February 26, 2024 **Motion Passes**
A **MOTION** is made by **Bonnie Wahlen** and **SECONDED** by **Sharon Bolos** to approve the minutes as written. Roll call vote was taken and all were in favor. The **MOTION** passes unanimously.

Director's Report **Information Only**
Brian Cowan discusses upcoming conferences and legislative session with Ogden Weber Technical College. Health department officials work to address concerns with legislation impacting their authority. Brian Cowan discusses the Health Department's goals and accomplishments from the past year, including strategic planning and budgetary adjustments. Brian Cowan reflects on personal development and environmental efficiency goals, highlighting successes in departmental planning. Community health assessment and improvement plan developed with partners. Brian Cowan discusses the Health Department's fee adjustments, including an increase in environmental health fees and the implementation of a sliding scale fee for clinic services. The Board of Health approved an increase in the emissions compliance fee from $1 to $2 per vehicle registration to support air quality efforts. Brian Cowan attended several conferences and trainings, including the CADCA conference on opioid use and tobacco preparedness, and the National Association of County and

City Health Officials (NACCHO) conferences, to improve personal development and environmental efficiency in the local health department.

Chair Report- Dr. Lee Schussman **Information Only**
No chair report

Executive Closed Session – Dr. Frank Brown **Motion Passes**
Health Officer Evaluation and Compensation
A **MOTION** is made by **Neal Berube** and **SECONDED** by **Angela Choperka** to move into an Executive Closed session to discuss the character, professional competence, or physical or health of an individual. Roll call was taken. All vote Aye. The **MOTION** passes unanimously.

Reconvene Regular Meeting – Dr. Lee Schussman **Motion Passes**
A **MOTION** is made by **Sharon Bolos** and **SECONDED** by **Jason Boren** to reconvene. Roll call was taken. All vote Aye. The **MOTION** passes unanimously.

Health Officer Action – Dr. Lee Schussman **Motion Passes**
Dr. Lee Schussman reports that the evaluation is complete and thanks Brian Cowan for his work and expresses his appreciation for all the work he has done at the health department. **Angela Choberka** expresses gratitude and thanks Brian Cowan for his work and adding a smart goal. A **MOTION** is made by **Dr. Kenneth Johnson** and **SECONDED** by **Bonnie Wahlen** to authorize a 2.0% pay for performance bonus in accordance with the approved budget and Weber County policy. The Health Officer's evaluation is satisfactory. A role call was taken and all voted Aye. The **MOTION** passes unanimously.

The meeting adjourns at 5:25 pm.

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WEBER-MORGAN HEALTH DEPARTMENT	Division: ALL	No: WMHD2023-001 Page 1 of 1
Subject: **WMHD Employee Background Checks**	Effective Date: July 1, 2024	Supersedes: N/A
Written By: Michela Harris	Approved By:	Review Date:

Purpose

It is the policy of the Weber-Morgan health department to initiate appropriate measures to protect clients and coworkers by identifying individuals who might pose a significant safety or security risk before they become employees.

Policy

1. Per Utah Code 53-10-108, fingerprint criminal background checks are conducted for applicants considered for certain positions as designated by the Health Department Executive Director.

2. Positions designated for criminal background checks include but are not limited to, all positions with significant contact with minors and vulnerable adults, financial responsibility, access to private and protected information, and security-related functions.

3. Background checks may include but are not limited to the following: criminal records, drug testing, fingerprinting credit reports, verification of application information, driving records, and reference checks

4. Employees in positions designated for background checks, employed before implementation of this policy, may be subject to the requirements of the policy at the discretion of the Executive Director.

Procedure

1. A notice of the background check requirement will appear on advertised job descriptions.

2. Applicants are required to sign a waiver authorizing the Utah Bureau of Criminal Identification (BCI) to access and review state and federal criminal history records. BCI will make reasonable efforts to determine whether the applicant was convicted of, or is under pending indictment for, a crime that bears upon the applicant's fitness to be employed for a position of trust over children, vulnerable adults, or persons with disabilities and convey that determination to the Weber-Morgan Health Department.

3. The WMHD will incur all fees associated with criminal background checks.

4. In compliance with statute UCA 58-10-108 requirements, authorized WMHD users access the Applicant Background Check (ABC) system to retrieve/evaluate criminal history report information (CHRI). WMHD users adhere to audit compliance requirements set by BCI, including proper security, dissemination, and retention of CHRI accessed on the ABC system.

5. Applicants who provide false information or misrepresent their criminal background on the application for employment will be subject to discipline, up to and including immediate termination from employment.

6. The Executive Director in conjunction with the division director will exercise discretion when hiring applicants with criminal history report information. The following factors will be considered: the type of offense, severity of offense, passage of time, and the potential risk to the WMHD and the community served.

WEBER-MORGAN HEALTH DEPARTMENT	Division: **NURSING**	
Subject: **Clinical Nursing Services Payment & Collection Policies**	Effective Date: August 1, 2023	Supersedes: May 1, 2023

Federally Qualified Health Center (FQHC) for deeper discounts and more expansive financial assistance policies afforded to them by the FQHC's Section 330 Funding.

Sliding Fee Scale does NOT Apply:

- To any service other than routine immunization administration fees for VFC/SP Vaccines
- When client has insurance, but it is not one of our participating plans
- When client has insurance, but chooses not to use that coverage
- For use to cover insurance co-payments or deductibles

4.2 Eligibility

Eligibility is based on household income and family size under nationally recognized poverty levels. Patient must provide proof of income at the time of service. Many forms of income proof are acceptable, and best efforts should be made to bring in some type of documentation annually or after a change in income or household size. In the event documentation cannot be produced, WMHD will accept self-declaration of income. This may occur due to hardships preventing individuals from access to income documents. For more details on specific forms of proof of income accepted, calculation of household size, and other considerations, please see the WMHD policy on Sliding Fee Scale – Routine Immunization Program Schedule of Discounts for Uninsured.

5.0 Procedure

5.1 Setting Fees

Fee exception charges are designed to recover the cost of service and are based on cost analyses, state-mandated prices, or pass-through expenses with the inclusion of minimal handling costs.

Cost analyses include personnel, facility and administrative costs, supplies, and all other costs related to such public health services.

For programs where third-party payers are billed such as Medicaid, Medicare, or other insurance providers where a government reimbursement rate is unavailable, the vaccine fee may be increased by an additional amount to recoup costs. The rate chosen will vary between 10%-30% (but not to exceed 30% without Board of Health approval), to ensure WMHD can cover the cost of service. Costs are reviewed at least annually and prices are updated, as necessary.

5.2 Assessing Income and Fees with Clients

Clients are to be informed of their portion of fees expected to be collected at the time of service. If sliding fee or other programmatic guidelines require collection of income documents and family size (i.e. Uninsured client services for routine immunizations and Cancer Screening), these items should be discussed prior to the appointment for accurate quotation of fees and collection of out-of-pocket amounts.

5.3 Third-Party Billing of Client Charges