

**Weber-Morgan Board of Health
Minutes of Meeting
September 23, 2024**

The Weber-Morgan Board of Health held its regular meeting on September 23, 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	
Cheryle Allen	Kevin Eastman
Dr. Frank Brown	Jacob Taylor
Bonnie Wahlen	Sharon Bolos - Virtual
Ken Johnson	

BOARD MEMBERS ABSENT:

Dr. Andy Jensen	Ali Martinez
Neal Berube	Jared Andersen

STAFF MEMBERS PRESENT:

Brian Cowan	Amy Carter	Amanda Jones
Michela Harris	Ryan Klinge	
Jarelyn Cox	Sean Hansen	
Lekelsi Talbot	Lupita Contreras	
Kristen Kingston	Jennifer Chase	
Bryce Sherwood	Heidi Niedfeldt	

OTHERS PRESENT:

Chris Crockett	Lauren Thomas
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Welcome and Introductions- Dr. Lee Schussman

Dr. Lee Schussman calls the meeting to order at 4:00 p.m. and welcomes those in attendance.

New Employee Introduction

Information Only

Brian Cowan introduces new employee Lupita Contreras and Jennifer Chase, the new employee at Weber-Morgan Health Department, both joining the nursing division. Jennifer chase has past nursing experience and education. Lupita Contreras has good connections with the Hispanic Community. The Board welcomes the new employees, expressing hope for their successful careers.

Approval of Board of Health Minutes of August 26, 2024

Motion Passes

A **MOTION** is made by **Ken Johnson** and **SECONDED** by **Bonnie Wahlen** to approve the minutes with the addition of National Association of Local Boards of Health (NALBOH) conference information. Roll call vote was taken and all were in

favor. The **MOTION** passes unanimously.

Tobacco Appeal

Motion Passes

Bryce Sherwood introduces the tobacco appeal for Historic Street Market. Bryce Sherwood provides a timeline of violations, including a first violation in March 2023, a second violation in March 2024, and a third violation in May 2024. The violations include the sale of flavored tobacco products, selling a tobacco product to an individual under 21 years old, and most recently another selling flavored tobacco violation. The hearing officer, George Garwood, levied a 30-day suspension instead of a \$2,000 penalty for the third violation. The board discusses the legality of the hearing officer's asking the storeowner to leave the room during the hearing to ask a question of health department staff. Bryce Sherwood responded that the hearing officer had some questions about the wording of the law and asked the staff to clarify. Chris Crockett states he did not see anything in particular that alleged a procedural defect. Lauren Thomas notifies the board that if they feel the process was not done correctly, they can send it back to the hearing officer George Garwood. The board decides to clarify the penalty options and confirm the accuracy of the notice of agency action. Chris Crockett advises that the board can choose which penalty to impose or send the decision back to the hearing officer. The board agrees to support the notice as written and confirms the suspension of the permit for 30 days. The board discusses the importance of clear communication and documentation in future appeals. Cheryl Allen asked for a correction on documentation that is given to the business owners, she states it should have "or" for penalties. Cheryl Allen makes a motion to add "or" and Frank Brown seconds motion but later withdrew after it was clarified that the notice of violation and order for compliance did properly cite both possible penalties. Chris Crockett suggests that defendants do not have the ability to select their own penalty but the board may reverse or change the hearing officer's ruling if they believe it was procedurally incorrect. Jacob Taylor asks what process is done during and after suspension to verify that the store is in compliance. Heidi Niedfeldt responded random inspections are done during suspension and follow-up inspections along with an underage buyer sent into the store. Kevin Eastman suggested to uphold the hearing officer's decision. A **MOTION** is made by **Ken Johnson** and **SECONDED** by **Kevin Eastman** to approve the 30-day suspension of the tobacco permit as written on the notice by hearing officer George Garwood. Roll call vote was taken and all were in favor. The **MOTION** passes unanimously.

2024/2025 Budget Update

Motion Passes

Brian Cowan presents the 2024 and 2025 Budget update, mentioning a \$1.14 million budget deficit that was initially projected and presented in the finance work meeting on September 4th. Since then, adjustments were made and revenue added from negotiated consent agreements and penalties as well as salary savings from natural attrition. The budget for 2024 now projects adding \$350,000 to the health fund. For 2025, we anticipate a \$380,000 increase in health insurance along with possible COLA and paid for performance amounts to be approved by the county. The Community Health division recently received news of an award from the Department of Homeland Security. The grant is for two years and will add \$325,000 to the 2025 budget. The proposed budget submitted to Weber County with these additional expenses and revenues projects the department using \$876,000 from the fund balance in 2025.

The ICAN program is ending in 2025 and the department is looking for ways to continue the program, by pursuing three different ways to secure additional funding. The budget update was mistakenly listed as an information item instead of an action item on the agenda but the meeting was properly noticed on the Public Meetings website. Attorney Christopher Crockett recommends to move forward as an Action item and approve the 2024/2025 as presented knowing that it can change and a formal approval will be required in next month's BOH meeting. A **MOTION** is made by **Bonnie Wahlen** and **SECONDED** by **Kevin Eastman** to approve the 2024/2025 budget as presented. Roll Call vote was taken and all were in favor with the exception of **Cheryle Allen** with a nay. The **MOTION** passes

Accreditation Update

Information Only

Sean Hansen introduces an accreditation update, mentioning the Public Health Accreditation Board and its benefits. The process includes the readiness assessment and the need for major documents like the Strategic, Quality Improvement, and Workforce Development Plans. The strategic plan is in the final stages of editing and will be completed by the end of the month. The workforce development plan, performance management system, and quality improvement plans will also be completed by the end of the year. The goal is to have these plans presented to the accreditation board so that the assessment can begin next year. The accreditation board requires 10 domains to be met, and the health department is currently at 73% compliance and estimates by the end of June next year we will report to the board at 100% compliance. The Board discusses the pros and cons of accreditation, including quality improvement and the cost of becoming certified.

Director's Report

Information Only

Brian Cowan invites board members to attend the flu vaccine drive-thru clinic on Friday, September 27, 2024, notifying the members that the COVID-19 vaccine will also be available. Also announced that the Weber-Morgan Health Department was one of 10 out of the nation to receive the Department of Homeland Security Grant. Brian reminds Board members of the Govern Youth Council dinner this year will be held at the Weber Human Services building on Thursday, October 3, 2024.

Chair Report

Information Only

Vice Chair Dr. Lee Schussman thanked staff for their work and wonderful presentation of the Rabies Policy and the Emergency Preparedness Program. He informs the board that the FEMA training is good and encourages them to visit the FEMA website. The meeting adjourns at 5:16 pm.