

**Weber-Morgan Board of Health
Minutes of Meeting
October 28, 2024**

The Weber-Morgan Board of Health held its regular meeting on October 28, 2024, in the Health Department Annex conference room at 455 23rd Street. The meeting was called to order at 4:01 pm. With Vice Chair Dr. Lee Schussman presiding.

BOARD MEMBERS PRESENT:

Dr. Lee Schussman	Neal Berube
Cheryle Allen	Angela Choberka
Dr. Frank Brown	Sharon Bolos - Virtual
Bonnie Wahlen	Kevin Eastman - Virtual

BOARD MEMBERS ABSENT:

Dr. Andy Jensen	Ali Martinez
Jared Andersen	Ken Johnson

STAFF MEMBERS PRESENT:

Brian Cowan	Lori Buttars
Michela Harris	Ryan Klinge
Jarelyn Cox	Sean Hansen
Lekelsi Talbot	Sherrie Waters
Kristen Kingston	Autum Whitten
Bryce Sherwood	Irma Sanchez

OTHERS PRESENT:

Lauren Thomas
Jim Rawlinsen
Kristin Jamieson

Welcome and Introductions- Dr. Lee Schussman

Dr. Lee Schussman calls the meeting to order at 4:01 p.m. and welcomes those in attendance.

New Employee Introduction

Information Only

Brian Cowan introduces a new employee Irma Sanchez, she is new at Weber-Morgan Health Department and joining the nursing division. Irma Sanchez comes with bilingual skills and some experience working in customer service at Weber State University. The health department looks forward to working with her. Dr. Lee Schussman comments on the monthly leadership report, noting the hard work of the nursing staff and the increase in WIC benefits. Dr. Lee Schussman mentions a grant received from the Department of Homeland Security for preventing violence and terrorism.

Approval of Board of Health Minutes of September 23, 2024 Motion Passes

A **MOTION** is made by **Neal Berube** and **SECONDED** by **Angela Choberka** to approve the minutes with the addition Angela Choberka as present at the meeting, and the addition of Dr. Schussman's report of upcoming ballot measures, possible change in governance structures. Roll call vote was taken and all were in favor. The **MOTION** passes unanimously.

Approval of 2025 Budget

Motion Passes

Brian Cowan revisits the same summary that was presented in September's Board meeting of the proposed 2025 budget. The budget was presented in September's board meeting as an information item and approved by board members, and is now being brought to the board for approval as an action item. Dr. Lee Schussman states the budget has been tentatively approved by the county commission. A **MOTION** is made by **Bonnie Wahlen** and **SECONDED** by **Cheryl Allen** to approve the 2025 budget as presented. Roll Call vote was taken and all were in favor. The **MOTION** passes unanimously.

Administration Procedures

Motion Passes

Michela Harris introduces the administrative procedures and the administrative procedure policy. Michela Harris explains the purpose of the policy is to provide guidance to staff and refers to a separate procedure document used when any member of the public is aggrieved by an agency decision. The procedure document outlines the process for resolving disputes and appeals, including tobacco-specific proceedings. Key changes include updated definitions, clarified language, and a new section on the board's role in appeals. The reason the procedures are separate from the policy is so that as regulations change or statutes change, the department can update procedures without returning with the policy to the board every time. Substantive changes will always be presented to the board. Michela explained the administrative procedure update in section 6.0 is the timeline between the agency's action to scheduling a hearing and clarifying the language that the permit holder would obtain a notice of violation and can request a hearing. Neal Berube asks about the reduction in the time frame for appeals to the board in section 7.0 from 15 to 10 days. Michela Harris explains the process is 10 days to ask for a conference and an additional 10 days to ask for a hearing. Brian Cowan mentions that the recommendation came from the attorney's office but is open to keeping the 15-day time frame if preferred. Bryce Sherwood clarifies that the 15 days came from E-Cig rule. It is a requirement specific to tobacco as opposed to the more general 10 days that fits the rest of the structure. A **MOTION** is made by **Neal Berube** and **SECONDED** by **Bonnie Wahlen** to approve the administration policy as written. Roll Call vote was taken and all were in favor. The **MOTION** passes unanimously.

Introduction of the 2024-2029 WMHD Strategic Plan

Information Only

Sean Hansen presents the health department's strategic plan for 2024 to 2029, developed over a year with staff and community feedback input, emphasizing its long-term development. The plan was developed out of a SWOT analysis and a workforce development survey to identify strengths, weaknesses, opportunities, and

threats. He highlights the importance of community partnerships and the need for available training for staff. Sean expresses the importance of staff understanding their role in the strategic plan and the need for regular updates on progress. The assessment section aims to assess and monitor population health through community partnerships. The plan uses the 10 essential public health services model for structure, with four strategic priorities: policy development, assurance, assessment, and improvement. It will help focus on improving and innovating through evaluation. Neal Berube asks what is being done to measure the effectiveness of the Strategic Plan. Sean explains that some strategies can be tracked through data entry in a department performance management system and provides an example of measuring the increase in vaccinations as a result of meeting with community partners. Michela Harris adds that divisions have tracking mechanisms for specific metrics. Dr. Lee Schussman expresses concern about the lack of recognition for successful programs and suggests working with community partners to increase public trust. Sean Hansen acknowledges the feedback and mentions efforts to improve social media campaigns. Dr. Lee Schussman asks about the next steps for the strategic plan, and Sean mentions the upcoming decision on public health accreditation and finalizing the document.

Director's Report

Information Only

Brian Cowan provides a director's report, highlighting flu clinics coming to an end. The participation of the Weber-Morgan Health Department in the Seager Clinic health fair. The Seager Clinic helps the underserved, uninsured, under insured or no insurance. Seventy-one people were vaccinated with all their recommended vaccinations that are also provided at the health department, not just flu or COVID. The health department was able to issue 114 vaccinations at that event, and this was to help people with their Tdap vaccinations, hepatitis and MMR as well. Brian Cowan expresses he is happy the health department is able to provide that service and work with the Seager Clinic to find the resources to be able to help the community. The health department celebrated a successful governing youth council or GYC legislative dinner. Brian Cowan states several of our board members attended and had about 35 of our community youth participate. Brian Cowan expresses how it provides a good opportunity for our elected officials in our community to hear what our youth feel are their concerns and what they are experiencing, and to help us understand and make good choices with the interventions or the activities we plan in our community. In the Environmental Health Division, three of the staff attended the National Onsite Wastewater Recycling Association Conference. The dedication to providing one of the most robust on-site programs in the state. Staying on edge of the technology that's available for wastewater treatment, management of those technologies, and protecting our groundwater and surface water resources as we permit septic systems in our area. Lastly announcing website address recently changed to keep current with statutory requirements from the Utah legislature. The health department's website address is now webermorganhealth.gov. It was previously webermorganhealth.org. Users will be redirected to .gov if they enter the previous website address.

Chair Report

Information Only

Vice Chair Dr. Lee Schussman thanks everyone who helps with the Weber-Morgan Health Department website. Dr. Schussman states they do a great job at updating information and informing the community on rabies and bats. He has seen people from his area comment on the website and is thankful for the updates.

The meeting adjourns at 4:51 pm.

DRAFT