

**NOTICE OF REGULAR MEETING
OF THE WEBER-MORGAN HEALTH DEPARTMENT**

Notice is hereby given that the Weber-Morgan Board of Health will hold its regularly scheduled meeting at the Weber-Morgan Health Department **Annex Building**, 455 23rd St, 2nd Floor Auditorium, Ogden, Utah commencing at **4:00 p.m.** on **Monday, January 27, 2025.**

Agenda for the meeting will consist of the following:

Welcome	Ali Martinez
Information Items	
1) New Employee Introduction	Brian Cowan
2) New Board Member Introduction	Brian Cowan
Action Items	
3) Approval of November 2024 Meeting Minutes	Ali Martinez
4) Vice Chair and Chair Elections	Ali Martinez
5) Hearing Officers Appointments	Michela Harris
Information Items	
6) Readiness Assessment	Sean Hansen
7) Directors Report	Brian Cowan
8) Adjourn	

*In compliance with the Americans with Disabilities Act, individuals needing auxiliary Communication aids or other services for this meeting should contact Elvira Odeh at eodeh@webercountyutah.gov giving at least three days' notice.
Dated this 24th of January 2025.*

**Weber-Morgan Board of Health
Minutes of Meeting
November 25, 2024**

The Weber-Morgan Board of Health held its regular meeting on November 25, 2024, in the Health Department Annex conference room at 455 23rd Street. The meeting was called to order at 4:00 pm. With Chair Ali Martinez presiding.

BOARD MEMBERS PRESENT:

Ali Martinez	Jared Andersen - Virtual
Cheryle Allen	Kevin Eastman - Virtual
Dr. Frank Brown	Neal Berube - Virtual
Bonnie Wahlen	Dr. Lee Schussman - Virtual
Angela Choberka	
Ken Johnson	
Sharon Bolos	

BOARD MEMBERS ABSENT:

Dr. Andy Jensen

STAFF MEMBERS PRESENT:

Brian Cowan	Scott Braeden	Emma Blanch
Lori Buttars	Ryan Klinge	Savannah Cantwell
Jarelyn Cox	Sean Hansen	Sikoti Langi
Lekelsi Talbot	Summer Day	Amy Cater
Kristen Kingston	Kelly McElwain	
Bryce Sherwood	Cami Sullenger	

OTHERS PRESENT:

Kristin Jamieson
Chris Crockett

Welcome and Introductions- Ali Martinez

Ali Martinez calls the meeting to order at 4:01 p.m. and welcomes those in attendance.

New Employee Introduction

Information Only

Brian Cowan introduces two new employees: Emma Blanch, a Community Health Worker with a public health degree from Weber State University, and Sikoti Langi, a recent Master's graduate in Public Health from the University of Utah. Brian elaborates on the CHW roles, including outreach, prevention, and connecting services within the department and the community.

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

A **MOTION** is made by **Sharon Bolos** and **SECONDED** by **Angela Choberka** to approve the minutes as written. Roll call vote was taken and all were in favor with the exception of Jared Anderson who abstain. The **MOTION** passes.

Environmental Health Fees

Motion Passes

Ryan Klinge Food Program Manager proposes fee changes in the fee schedule. Ryan explains the categories of the fee changes: substantial changes and nominal language changes. The first substantial change discussed is the temporary event penalty fees, which must align with the rule's requirements for late fees. Ryan clarifies the calculation for temporary event fees and addresses a question about the \$5 per additional day fee, an addition to the changes in ownership fees. Ryan proposes a \$230 change of ownership fee for food establishments to cover the costs of reviewing paperwork, closing old facilities, and conducting inspections. The current fee schedule lacks a clear fee for a change of ownership, and this proposal aims to bridge the gap and provide clarity to customers. Ali Martinez asks about the standard formula for calculating staff and administrative costs, Ryan explains the process used for this fee and Brian adds that the health department uses a formula for calculating user-based fees, including restaurant inspections. Ryan discusses the fee changes for mobile food businesses, including a \$350 fee for tier one and \$500 for tier two, as approved by the Conference of Local Environmental Health Administrators. Brian Cowan explains that the fee is only charged in one health district and that food operators in other districts do not pay this fee. The final fee change proposed is the removal of the dog patio permit fee, which is now covered under the routine permit fee. A **MOTION** is made by **Bonnie Wahlen** and **SECONDED** by **Sharon Bolos** to approve the Environmental Health Fees as presented. Roll Call vote was taken and all were in favor. The **MOTION** passes unanimously.

Chair and Vice Chair Position Discussion

Information Only

Ali Martinez informs the board of the chair and vice chair positions and needs of nominations for the positions since her term and Dr. Schussman's term will end this year. She thanks Dr. Schussman for his help as and announces he will not be moving into chair position. Brian Cowan adds that chair and vice chair shall be nominated and elected in the January board meeting by the board.

Director's Report

Information Only

Brian Cowan reports that the next Board of Health meeting will be on January 27, 2024, and mentions the need for nominations for the Chair and Vice Chair positions. Brian Cowan reminds the board about Utah's Public Meeting Law and the importance of following proper procedures for nominations and appointments. Brian Cowan shares his performance evaluation summary and highlights the department's accomplishments over the year.

Chair Report

Information Only

Ali Martinez discusses her role as the representative on the Utah Association of Local Boards of Health Steering Committee and calls for a new board member to take over.

The steering committee meets quarterly to strengthen local boards, exchange ideas, and advocate for public health.

Executive Closed Session-Ali Martinez

Motion Passes

A **MOTION** is made by **Ken Johnson** and **SECONDED** by **Sharon Bolos** to move into an Executive Closed Meeting to discuss the character, professional competence, or physical or mental health of an individual. A Roll Call Vote is taken. The **MOTION** passes unanimously.

Reconvene Regular Meeting-Ali Martinez

Motion Passes

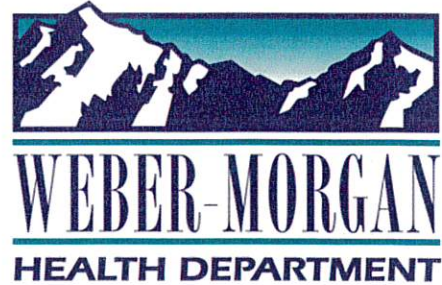
A **MOTION** is made by **Sharon Bolos** and **SECONDED** by **Angela Choberka** to close the Executive Closed Session and return to the public meeting of the Board of Health. The **MOTION** passes unanimously.

Action from Closed Meeting- Ali Martinez

Motion Passes

A **MOTION** is made by **Ken Johnson** and **SECONDED** by **Dr. Lee Schussman** to approve a 3.5% merit increase based on the evaluation of the health officer. The Health Officer's evaluation is satisfactory. A role call was taken and all voted Aye with the exception of Jared Anderson, Cheryl Allen, and Sharon Bolos with a Nay vote. The **MOTION** passes

The meeting adjourns at 4:51 pm.

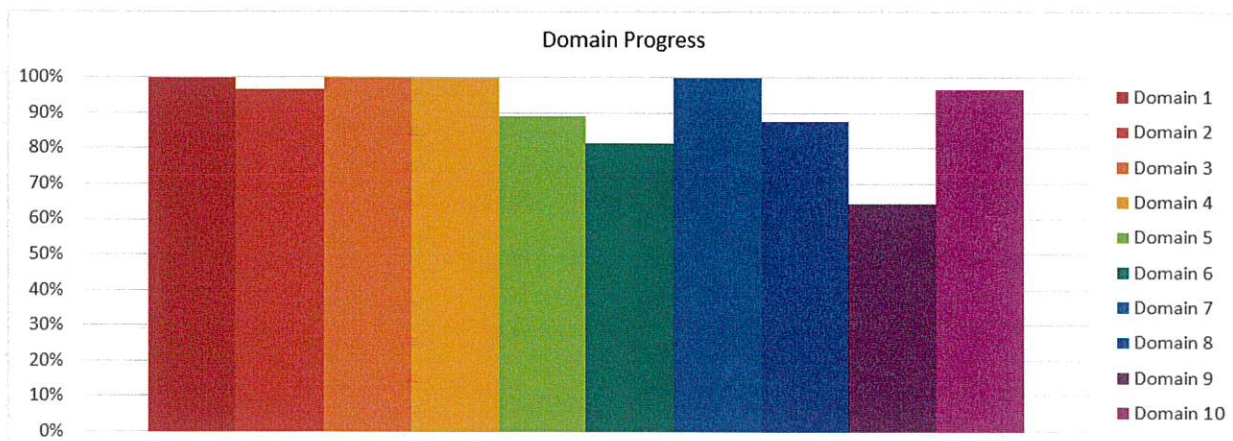


2024 Performance Management/Quality Improvement Annual Report

Accreditation

- Over the course of the year, each division has collected and helped to complete 91% of the Public Health Accreditation Board's (PHAB) required documentation for accreditation.
 - This includes the completion of the Community Health Assessment, Strategic Plan, Rabies standard operating procedures and policies, Vital Records policies and inspection law, lab info and vaccination rates, communication info to the public and stakeholders, documented collaborations with community partners, staff training opportunities, enforcement protocols, WIC education programs, the updating of department wide policies, surveys to the public, Quality Improvement projects, incorporation of practice-based information, and financial reports and analyses.
- Pending documentation includes the finalization of the Workforce Development Plan and Quality Improvement/Performance Management Plan, an updated Smoking Vehicles policy from I/M, Project Public Health Ready (PPHR) certification, an updated Media Operating Procedure, the completion of the 2025-2029 Community Health Improvement Plan (CHIP), findings from the Public Health Workforce Interests and Needs Survey (PH WINS), findings from a Quality Improvement self-assessment, communication to the staff about the new Strategic Plan, and the Q4 financial report for 2024.
 - Most of these pending documents are either being reviewed/completed or are on track to be completed early in 2025.

- During the September 2024 Board of Health meeting. The board was updated on preparing for the PHAB readiness assessment. At the time, the department had completed 73% of the required documentation.
- Strategic Plan goals for 2025:
 - The health department will have finished the Strategic Plan, Workforce Development Plan
 - Complete the department Performance Management System/ Quality Improvement Plan.
 - By the end of Q1 of 2025, engage in the PHAB Readiness Assessment and PHAB Accreditation training.



Domain 1			Domain 2			Domain 3			Domain 4			Domain 5		
Complete	Total	% Complete	Complete	Total	% Complete	Complete	Total	% Complete	Complete	Total	% Complete	Complete	Total	% Complete
10	10	100%	29	30	97%	13	13	100%	4	4	100%	8	9	89%
Domain 6			Domain 7			Domain 8			Domain 9			Domain 10		
Complete	Total	% Complete	Complete	Total	% Complete	Complete	Total	% Complete	Complete	Total	% Complete	Complete	Total	% Complete
13	16	81%	5	5	100%	7	8	88%	9	14	64%	30	31	97%

Overall Progress		
Collected	Total	% Complete
128	140	91%

QI Projects

- **Completed Projects**
 - **Nursing Travel Billing**
 - Nursing front office staff were dealing with inconsistencies in billing clients for travel vaccinations, which became confusing. Charging insurances did not work as anticipated and WMHD has been forced to write off these vaccinations more often.

- To assist front office staff and nurses, a new billing policy has been implemented. Additionally, billing quick reference guides are provided to nurses tasked with reviewing patient records and comparing them to vaccine recommendations. These processes are designed to ensure consistency in travel billing.
- **Vaccine Prompt Payment Discount**
 - The purpose of this project was to ensure payment of all vaccine purchase invoices quickly enough to receive the 2% prompt pay discount offered by multiple vendors.
 - The project team incorporated actions to decrease the time from invoice availability to invoice receipt by accounts payable staff.
 - Vendors make invoices available online the day the purchase is shipped.
 - Rather than wait for the invoices to be mailed to and received by Accounts Payable, Immunization Program staff will download invoices from the vendor site and upload them to the department purchasing system.
- **Purchasing and Travel**
 - A new system, Monday.com, was implemented on April 1st, incorporating policies related to travel documents, purchasing documents, the purchasing policy, and procurement rules from the county. By the end of April, the previous department purchasing system was fully transitioned.
 - Following the implementation of Monday.com, this project was integrated into the WMHD Performance Management System as a goal for the administration division. Response times for pre-travel and post-travel reimbursements, invoicing, and supply management are now tracked and monitored for issues and improvement.
- **Food Service Plan Review**
 - The purpose of the QI project was for the plan review team to simplify the process for individuals submitting documentation and the Environmental Health staff reviewing it so food inspections will not be more than 30 days late.

- Not all food service plan documents are submitted by customers at the same time causing delays and difficulty on the part of the Environmental Health team who manage their time among multiple ongoing projects.
- Written procedures on how to proceed, including fees, were standardized along with SOP's and plan review documents.
- **Ongoing Projects**
 - **Nursing Targeted Case Management**
 - The purpose of this Quality Improvement project is to improve communication skills in children ages 1-4. WMHD educates the community on the social determinants of health. One of the five domains of social determinants of health is education, access and quality. Providers need to follow up after a few months to evaluate the effectiveness of the selected education program. This project falls into this domain by screening every child and providing education to parents on shared book reading. Providing early screening and communication intervention through the TCM program can bridge the gap for children with mild to moderate communication delays who do not qualify for early intervention.
 - **House Bill 491**
 - Utah House Bill 491 took effect on May 1, 2024. Weber County and WMHD are required to review data collection procedures both past and present for compliance with the bill. Third parties are also affected by this bill and will be considered when the department uses QR codes and printing services.
 - By May 1, 2025, the Health Department will be in compliance with our forms, application and surveys by reviewing documents from each division.
- **Suggested Projects for 2025**
 - Department wide financial plan
 - Suggested review of grants and spending.
 - Department wide Mission, Vision, and Values refined
 - Suggested review of the health departments mission, vision, and values statement.

- Environmental Health – Meth Program standardization
 - Suggested Quality Improvement project to update policies and procedures and develop Standard Operating Procedures for the Environmental Health Meth program.
- WMHD website survey
 - Suggested project to get more participation on the WMHD website survey for community feedback.
- Department wide update of division documents and procedures
 - Suggested project to update all division documents and procedures to be no older than 5 years. The Public Health Accreditation Board identifies this as a best practice.

Performance Management System

- PHAB requires that the health department has one department-wide system. To meet this requirement, WMHD purchased the Asana project management system and provided accounts for all division leaders and key staff. Division leaders are responsible for monitoring goal progress in the system.
- Asana Performance Management System
 - Administration – Purchasing and Travel (Reporting Quarterly)
 - Environmental Health – Completed Routine Food Inspections (Reporting Monthly)
 - Nursing – Nursing Technology Systems (Reporting Monthly)
 - Community Health – Team Outreach (Reporting Quarterly)
 - WIC – WIC Enrollment (Reporting Monthly)
- In January of 2025, a Performance Management report will be run to identify trends and areas of success and potential needs for improvement.
 - Each division will receive this report and have an opportunity to continue with their 2024 goals or identify a different goal.