Sweetwater County District Board of Health
May 29, 2013

Present:
Board members:
Mark Sanders Chairperson
Craig Wolfing, Vice Chairperson
Stephanie Wallendorff, Secretary
Board of Health Director:
Board Attorney:
County Health Officer:
Commissioner Reid West
Nursing Staff/Environmental Health Staff
Rocket-Miner
Guest – Nell Johnson

Brianne Crofts
Cathie Hughes
Chuck Sykes
Janet Gerken
Mike Stulken - absent
Dr. Jean Stachon

Meeting opened by Mark, Chairperson at 7:15 AM.

Motion to approve Agenda was made by Craig, seconded by Cathy.

Mark welcomed Dr. Bianne Crofts to the Board of Health who replaced Dr. Chad Franks.

Motion to approve April minutes was made by Stephanie, seconded by Craig. Motion carried.

Motion to approve May vouchers was made by Stephanie, seconded by Craig. Motion carried.

Motion to accept Karen Macdonald, new physical therapist contract was made by Craig, seconded by Stephanie. Motion carried.

Janet discussed that the Emergency Preparedness Grant was given an additional $15,835.00. She was hoping to use the additional monies for new refrigerators. The request was denied. She explained that because of the grant opportunity, she was able to give the Sheriff's department mobile unit radios. Motion to accept the additional WDH Emergency Preparedness Grant was made by Chuck, seconded by Cathy. Motion carried.

Motion to accept WDH County Health Officer Grant for $10,000 was made by Stephanie, seconded by Cathie. Motion carried.

Janet explained that the Emergency Preparedness Grant was decreased by $3,000 this year. Janet explained that this money is used for Karla Roich's position with benefits

included. Motion to accept the WDH Emergency Preparedness Grant was made by Stephanie, seconded by Cathie. Motion was carried.

Janet discussed there was no change in the TANF grant, but the MCH grant was decreased less than $5,000. Motion to accept the WDH Maternal Family Health Grant was made by Stephanie, seconded by Cathie. Motion carried.

Dr. Stachon, CHO reported for the month of May.

Paul Ng, Environmental Health reported for the month of May.

Janet, Director reported for the month of May.

Janet asked the board members if they would like the packets to be mailed the week before and then financials to be e-mailed the Friday before the meeting or all of the packet to be e-mailed with no packets being mailed. It was decided that all information in packets will be e-mailed to the members the week before the meeting. Janet explained to them that the financials will not always be accurate depending on when payroll is run. Reid suggested that Janet report the financials for the previous month.

Janet has been researching archiving companies that will archive all of our files stored in the basement before we make the move to our new building next year. She explained that some of the files that we have down stairs have to be kept for 75 years. Janet asked Tim Knight from IT to listen to the presentation to make sure this is something that the County would have space on their server. Janet said the cost is about $10,000 to clear 100 boxes from the storage rooms. The company will scan all charts and put them in a pdf files and tab them by date and program. Motion to approve archiving was made by Cathy, seconded by Stephanie. Motion carried.

Electronic Medical Records update. Janet discussed that there will not be any funding from the State for this program. She explained that this program includes a management and coding system – a bundle system. She was able to get the price down to $1,795/mo. from $2,300/mo. This includes four days of training and support is also in the price. She asked the board if they would be interested in seeing the presentation. Mark was interested in the presentation. Janet will set up a date and time to do the presentation for board members interested. This will be a conference call webinar.

Advisory Board mtg. set for Wednesday, June 5, 2013 at 7:15.

Janet asked for a hiring committee for her position as director be formed. The hiring committee will consist of Janet, Cathy, Craig and Chuck. Janet said that she had six applicants that were interested. The hiring committee will meet on Tuesday, June 5, 2013 at SWRAP in Green River at 5:30 PM. After the hiring committee meet then they will set up interview times.

Motion to go into executive session was made by Craig, seconded by Cathie. Motion carried.

Motion to adjourn meeting at 8:23 AM was made by Mark, seconded by Brianne. Motion carried.

Next DBOH meeting will be June 26, 2013.

Respectfully submitted,

Missy Allen
Administrative Assistant DBOH