

Sweetwater County District Board of Health

April 30, 2014

Present:

Board members:

Chuck Sykes, Chairperson
Brienne Crofts, Vice Chairperson
Mark Sanders
David Okano

Craig Wolfing
Cathie Hughes
Donald West, Secretary

Board of Health Director:

Grant Christensen

Board Attorney:

County Health Officer
Commissioner Reid West
Nursing Staff/Environmental Health Staff
Guest – Nell Johnson
Rocket Miner Newspaper

Dr. Jean Stachon

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

Motion to approve agenda was made by Cathie, seconded by Mark. Motion carried.

Motion to approve March minutes was made by Craig, seconded by Dr. Okano. Motion carried.

Motion to approve April vouchers was made by Cathie, seconded by Dr. Okano. Motion carried.

Grant discussed the 2014/2015 budget with the board. He is asking for \$1.228 million. He announced this is \$30,000 less from last year's budget due to a good year in revenues. He reported the agency has \$600,000 in cash reserve. Reid asked where the cash reserve money is and if it was making money. Grant said at this time the money is in the checking account and is not making any money. Reid suggested he talk to Robb Slaughter. He thinks Robb will have some helpful ideas in putting the cash reserve in an account that could make some money. Sweetwater County Community Nursing Service will receive an additional \$125,000 from the State for performance of public health services with the assumption that monies will be sent directly to the County. The agency is required to do quarterly reporting for the \$125,000 given. Grant added if the County gives employees a raise, he will ask the DBOH for their permission to give DBOH employees a raise. He anticipates another \$35,000 added to the budget if this goes through. Grant said some budget assumptions could be the cost to move to the new building this fall and a raise increase that was not identified in the budget.

Dr. Stachon, CHO reported on her monthly report.

Environmental Health reported on their monthly report. Paul discussed him and Sara did two Serve Safety trainings one in Rock Springs and one in Evanston. The training is for anyone working in a restaurant. He said there is a local restaurant closed due to a mold issue and will reopen when resolved. He said Environmental Health received a visit from the EPA last week.

Director announced the PHRC grant was increased by \$4 this year.

Grant updated the board on the new building. Chuck Radosevich reported to Grant that at the new building they found a hole in the ground which turned out to be mine subsidence.

Grant stated that he will have a meeting with Karen Mahan with the State to discuss MOU. He said when the draft comes through; he will have the County Attorney look at it.

Jean has been working non-stop on the CMS audit. Grant hopes to have it wrapped up soon. They will be revisiting the agency soon to make sure all deficiencies are fixed. One of the deficiencies was the need to have an Advisory board meeting to review and update policies. The Advisory board met April 9, 2014 which included Brianne, Grant, Jean and Norma Stensaas, Physical Therapist.

Motion to give Grant permission to draft a policy for performance appraisals with employees once a year was made by Cathie, seconded by Dr. Okano. Motion carried.

Karla Roich, Emergency Preparedness coordinator reported that the employees attended a radiological table top exercise March 11, 2014. Karla also attended the Strategic National Stockpile tabletop exercise which she attends one time a year.

Grant reported after the cost report was done the agency sent Medicare a check for overpayment for \$8,300. He received a letter in the mail stating the agency will be getting a settlement from Medicare in the amount of \$5,395.

At the beginning of the board meeting Missy distributed to each member a copy of the Sweetwater County District Board of Health policy manual. She asked board members to please review policies. She asked Grant if he would write a policy for employees that work 10 and 12 hour days. The manual was last revised in 2011.

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

Motion to come out of executive session was made by Craig, seconded by Mark. No motions made out of executive session.

Motion was made to adjourn the meeting by Cathie, seconded by Craig. Motion carried.

Next DBOH meeting will be May 28, 2014.

Respectfully submitted,

Missy Allen
Administrative Assistant DBOH