

Jan 22, 2026

# Public Health Board Meeting

Invited [Sylvia Zhonnie](#) [Mitchell Maughan](#) [Tranner Sharpe](#) [Steve Hiatt](#) [Jamie Harvey](#) [Ron Skinner](#) [Suzette Morris](#) [Revina Talker](#) [Joell Lambdin](#) [Mike Moulton](#) [Lois Young](#)

## Summary

Ron Skinner, Sylvia Zhonnie, Stephen Hiatt, Lois Young, Suzette Morris, Mike Moulton, and Joell Lambdin attended the meeting. Mike Moulton provided a status update on the MPS audit response, including the county's financial contribution and internal departmental findings, and reported on the Health Officer variance request status. Sylvia Zhonnie, seconded by Mike Moulton, moved to approve the corrected minutes, which included the misspelling of Sylvia Zhonnie's last name and an omission regarding the Health Director position; the board also unanimously reappointed Lois Young and Suzette Morris for another four-year term and confirmed Ron as Chairperson and Sylvia Zhonnie as Vice Chair for the upcoming year.

## Details

- **Minutes Review and Approval** Sylvia Zhonnie reviewed the previous meeting's minutes and noted two necessary corrections. The first correction was the misspelling of their last name, which should be spelled "Z H O N N I E". The second correction was an omission regarding the board's discussion about an in-house opportunity for internal staff to apply for the Health Director position with a master's degree, which Mike Moulton clarified was discussed during the closed session that was mistakenly not properly posted. A motion to approve the minutes was made by Sylvia Zhonnie and seconded by Suzette Morris.
- **Public Comment Structure and Audit Update Introduction** Ron Skinner explained the public comment procedure, which is limited to a three-minute session, but added that as board chair, they could allow more time if necessary, as permitted

by state code. The next item was a status update on the MPS audit response, which was done in 2025 but focused on 2023 and 2024, with some current issues included.

- **Audit Response on County Financial Contribution** Mike Moulton (who is the Public Health Director as noted in) reported on the audit response regarding the county's financial contribution to the health department. They submitted a report to the state outlining a solution and a date for formal documentation, which will lead to a formalized agreement between the San Juan County administration, the health department, and the auditors to ensure accountability. The department committed to sorting out and correcting the financial resource requirements by the end of the calendar year 2026, due to current budget limitations and the time needed for adjustments.
- **Internal Departmental Audit Findings and Corrective Actions** Mike Moulton addressed departmental audit findings that did not require county administration involvement, including correcting a month-end report from April 2024 because a contract was overbilled, requiring a \$1,900 payback to the state health department. Mike Moulton detailed the plan to have Joell Lambdin, the new business manager, present updates on revenues and expenditures at board meetings to provide established documentation and evidence to satisfy the auditors regarding proper checks and balances for contract funds.
- **Health Officer Variance Request Status** Mike Moulton reported on the update regarding their health officer position, following the board's vote for commissioners to work with the attorney on drafting a letter to request a variance from the state health department leadership. The request for a variance would allow Mike Moulton to remain in the position while completing their bachelor's and master's degrees, a process that is anticipated to take several years. They are currently waiting for a response from the state to see if they will "entertain" the exception, which would allow them to hire another person for the emergency preparedness role, or if they must revert to interviewing other candidates for the position.
- **Inconsistencies in Leadership and Board Involvement** Sylvia Zhonnie expressed concern about ongoing inconsistencies, linking the findings to past issues with grants. Mike Moulton suggested increasing board involvement by sending out a letter to all board members at least once or twice before the next meeting to update them on the process of addressing the findings. Stephen Hiatt concurred with this plan for increased communication.

- **Monitoring Revenues and Expenses Process** Mike Moulton responded to the audit finding that required the San Juan Health Department to create and document a process to monitor revenues and expenses. Mike Moulton "somewhat" concurred with the finding, clarifying that a process exists but had been neglected and needed to happen more often. The plan moving forward is to present a report on revenues and expenditures at regularly scheduled board meetings, with the meeting minutes serving as evidence for the audit department.
- **Cost Allocation Plan Documentation** Regarding the audit finding about creating and documenting a process for the cost allocation plan (CAP), Mike Moulton stated that a process exists and was used in 2024, but a statewide decision led all health departments not to use it at the start of 2025. Mike Moulton stated that San Public Health will develop a document outlining the process for creating its cost allocation plan to ensure accurate allocation of costs, and Joell Lambdin will share this plan with the board in their presentations.
- **Call for Specific Financial Documentation and Efforts** Sylvia Zhonnie reiterated a previous recommendation to bring an outline of contracts to the board, identifying the source, allocated funds, expended funds, and balance for transparency. Sylvia Zhonnie emphasized that this documentation is critical to address the audit findings and recommended that Mike Moulton prioritize completing these findings and provide an update at each meeting.
- **Discussion on Unspent Contract Funds** Mike Moulton clarified that the deficiency noted by Sylvia Zhonnie was related to unspent contract funds that were returned to the state a year ago because a lack of staff following the departure of the nursing director made it impossible to fulfill the contract agreement. The mutual decision with the state health department was to return the contract and funds to the state to be dispersed to other health departments with the capacity to spend them.
- **Staffing Challenges and Funding Formula** Mike Moulton explained that the department is trying to rebuild and cross-train staff, but is constrained by the funding formula based on population, which results in San Juan County (under 15,000 people) receiving limited funds for contracts. They mentioned that securing a greater financial contribution from the county would allow them to hire more people and build a better support system.
- **Board Encouragement and Challenges in Staffing** Sylvia Zhonnie encouraged the staff to "give it their best," suggesting time management and seeking

collaborations to promote and use the program funds, emphasizing the benefit to San Juan County residents. Lois Young acknowledged the complexity of the situation, noting that staff might be trying to do "too much with too little time, too little money".

- **Director's Report on Staffing and Vacancies** Mike Moulton delivered the Director's report, focusing on staffing and vacancies. Mike Moulton formally introduced the new business manager, Joell Lambdin, who has a background in business management and human resources, and has been instrumental in helping to implement new processes. Mike Moulton noted the challenge of having six new employees out of nine total staff members, especially in key positions, but expressed excitement about the "new blood" and energy they bring to the department.
- **Board Member Reappointment and Vote** Ron Skinner presented a business action item to consider the reappointment of two board members, Lois Young and Suzette Morris, for another four-year term, with both members being agreeable. Following a motion to accept the Director's report, a motion was made by Stephen Hiatt and seconded by Sylvia Zhonnie to approve the reappointment of Lois Young and Suzette Morris, which passed unanimously. Stephen Hiatt expressed gratitude to them for their willingness to stay on the board.
- **Election of Officers** Ron Skinner addressed the election of officers, noting that the bylaws require the election to be held at the first meeting of the calendar year. A motion was made to reinstate the current chairperson (Ron Skinner) for another year, which was seconded by Stephen Hiatt, and approved by a roll call vote (Lois Young: Yes, Suzette Morris: Yes, Steve: Yes, Sylvia: Yes). Ron Skinner then opened the floor for nominations for the vice chairmanship for 2026 and nominated Sylvia Zhonnie.
- **Vice Chair Nomination and Vote** Suzette Morris nominated Sylvia Zhonnie to continue as Vice Chair of the board, a nomination seconded by Lois. A roll call vote was conducted with Lois, Suzette, Stephen Hiatt, Ron Skinner, and Sylvia Zhonnie all voting "yes," confirming Sylvia Zhonnie's continued position as Vice Chair. Ron Skinner expressed their anticipation for working more closely with Sylvia Zhonnie in the year 2026, noting the prior year had been challenging.
- **Board Efforts and Communication** Ron Skinner stated they have spent over 51 hours of their own time attending meetings to help settle board issues, working with Mike and others. Ron Skinner plans to send out at least one newsletter before the next meeting, working with Mike and Joell, to update everyone on

current events, an endeavor not achieved the previous year. The board works with multiple entities including the board of health, county commissioners, and state health board, which has sometimes resulted in challenges.

- **Progress on State Health Board Issues** Ron Skinner reported on a recent meeting with two commissioners, Mike, and HR, which was productive, leading to documentation signed by Mitch, and one of the commissioners, now awaiting review by the state health board. The head of the state health board, Tracy, was noted as interested, potentially leading the county to look into providing more education for their people. Ron Skinner hopes the board can move forward on these issues this year, emphasizing the need for a meeting to address them urgently.
- **Bylaws Review and Future Meetings** Ron Skinner announced that board members are asked to review the bylaws and send feedback to them, with the bylaws needing approval by the county attorney as they were not approved last time. The main topic of the next meeting, which has been worked on since September, will be going over the bylaws. Ron Skinner suggested they might need to look at bylaws from other counties and potentially invite one or two board members to attend other county board meetings.
- **Update on Financials and Business Management** Joell Lambdin, the business manager, provided an update, noting they stepped into the role with years of HR and business restructuring experience and are focused on areas of improvement that Sylvia Zhonnie had addressed. Joell Lambdin reported that Tyler has declined to return to contract work, which has delayed updating the financials, but they have a deadline with the state for October financials and plan to update weekly until current. They are also working with Mike on cost allocation to help better define budgets per grant.
- **Grant and Audit Status** Joell Lambdin noted some divisions are running smoothly and mentioned receiving some backfunded grant ups, including a tobacco and radon grant increase. They clarified that a previous discrepancy was a simple one-time input error between two contracts within the same grant. The division has deadlines to meet all audit requirements by the end of February, and Joell Lambdin plans to provide a more understandable financial presentation at the next board meeting.
- **Reimbursement for Travel** Mike Moulton addressed the need to process paperwork for board members to receive reimbursement for attending the December 22nd and current meeting, a process that was overlooked after Tyler

left. Mike Moulton clarified that they have the forms ready to send to members who travel a distance, but Stephen Hiatt confirmed they do not require reimbursement for traveling.

- **Setting the Meeting Schedule and Day** The board discussed setting a schedule for the next year, noting that the schedule must be made public. They debated changing the regular meeting day from Thursdays to Mondays, as Stephen Hiatt indicated they could fully commit to attending the full board meeting only on Mondays. Although Sylvia Zhonnie was flexible, the consensus was to change the meeting day to Monday to ensure better attendance.
- **Meeting Frequency and Specific Dates** The discussion shifted to meeting frequency, with Ron Skinner questioning whether the board should meet every other month, as stated in the bylaws, or every month. Stephen Hiatt proposed meeting monthly for the next few months until things felt more certain, which was agreed upon by Lois, Suzette, and Sylvia Zhonnie. Specific monthly meeting dates were set for Monday, February 23rd, and Monday, March 16th.
- **Future Meeting Schedule** The board decided to skip April and tentatively schedule the next meeting for Monday, May 18th, giving everyone time to put materials together. Ron Skinner mentioned that many public health boards across the state meet every other month and often take June and July off due to summer vacations. The board agreed to list the rest of the year's meetings as the last Monday of every other month, subject to change. A motion to approve the decided months was made, seconded, and passed.