

Dec 17, 2025

# Public Health Board Meeting Minutes

## Details

- **Meeting Procedures and Agenda Approval** San Juan County Public Health Board meeting officially started at 12:12 on December 17th. The board members present included Board Chair Ron Skinner, Vice Chair Sylvia Zonei, Lois Young, Susette Morris, Steve Hyatt, Commissioner Jamie Harvey, and Public Health Director Mike Moulton. The board approved the minutes following a motion by Steve Hyatt and a second by Lois Young. They also approved the agenda with a motion from Lois Young and a second from Susette Morris.
- **Budget Update and Staffing Challenges** Mike Moulton provided a budget update, noting that the public health budget hearing has not yet occurred due to the recent resignation of Tyler Ketron, the business manager, in October. Mike Moulton explained that managing the budget and state contracts is overwhelming for them, so the health department intends to contract with Tyler to assist until a replacement is hired. Lyman W. Duncan, working on the county side, reported that the 2026 budget is approximately 80–85% complete, using actual data from 2025, and requested additional revenue contracts and spending numbers from division heads for travel and training.
- **Budget Submission Deadline and Future Fiscal Planning** Lyman W. Duncan informed the board that they are meeting with the commissioners the next morning to work toward a balanced budget, with submission to the commission and public scheduled for December 30th at 6 p.m. Mike Moulton promised to provide the requested numbers by the end of the day or the next morning. Lyman W. Duncan also emphasized the importance of understanding the business manager's operational steps (daily, weekly, monthly, quarterly, and annual) to support the new hire and ensure strong data for the public health department and county accounting records in preparation for the April/May audit.
- **Minimum Performance Audit Results** Mike Moulton moved the discussion to the minimum performance audit results from DH HS, which began in early March. The purpose of the audit was to address concerns about the use of federal funds, staff changes, the adequacy of internal controls over sub-awards and expenditures, and compliance with Utah administrative code R380-40. Mike

Moulton mentioned that the outstanding balance to a department regarding reimbursement was resolved during the review, and no issues were found regarding compliance with minimum performance standards for local health departments.

- **Audit Finding 1: Revenue Requirements** Finding number one highlighted that San Juan County contributed only \$240,000, or 49%, of the required minimum amount of \$491,000 for the health department in the 2024 audit year. This shortfall resulted in the San Juan Public Health Department relying on federal funding for key, mandated staff positions (health officer, registered nurse, environmental health scientist, and business manager) that should be county-funded. Commissioner Harvey acknowledged that the county was unaware of the state statute requiring this funding match and pledged to work with the commission to adjust the allocated amount to meet the \$525,056 minimum requirement, urging the board to follow up on match requirements consistently.
- **Staff Compensation and Retention** A board member raised concerns about underpaid positions leading to high staff turnover and asked if wage increases would be discussed. Commissioner Harvey confirmed that they are working with the HR director, Tranner, to establish appropriate autonomy for the department head to align salaries with market demands, especially if the required county funding (closer to 100% rather than 49%) is met. Commissioner Harvey asked the board to issue a formal directive to them to pursue these funding and wage adjustments with the commission.
- **Response to Audit and Commissioner Harvey's Role.** The board was reminded that the county is charged with preparing a written response to the audit findings, with a deadline extended to January 9th. Commissioner Harvey stated that their role is to advocate for the board's decisions regarding funding compliance and salary adjustments to the commission. Mike Moulton noted that the state is supportive and wants the health department to succeed despite the challenges of simultaneous staff transitions and the audit.
- **Audit Finding 2: Inconsistent Leadership.** The board decided to continue reviewing the audit findings. Finding number two identified that the San Juan Public Health Department's inconsistent leadership undermines operations, citing high turnover in the health officer position—three health officers in nine years, none serving a full four-year term, and the department currently operating without a full-time local health officer. The finding also highlighted that each health officer hired has been an external candidate without prior local health officer experience.

- **Local Health Officer Retention and Qualifications** Skinner reported that the health department experiences high turnover due to new hires leaving for career advancement after gaining experience, highlighting the need for a long-term candidate with deeper local roots. The department has used the same interim director, Mike Moulton, who does not meet the necessary educational requirements for a long-term hire, leading to potential negative impacts on efficiency and culture. Moulton presented a recommendation to consider options that provide increased incentive, such as increasing the salary or revising the administrative code R380-40-5 to broaden the candidate pool and create an exception to position requirements.
- **Administrative Rule Revision Proposal.** It was indicated that the county attorney could assist in writing a proposed exemption to the administrative code R380-40-5. Mitchell Maughan agreed to write the proposal. Harvey clarified that the rule is an administrative rule of the Department of Health, making it more flexible than state statute, and the department will likely review any proposed revision.
- **Current Applicant Status and Board Strategy** Mike Moulton noted that a previous applicant reapplied and a new applicant submitted their information, but the screening process requires specific criteria, including a master's degree in certain disciplines and five years of public health experience, with at least three years in an administrative capacity. Harvey presented two paths for the board: proceed with interviews for current qualified candidates, or immediately tackle the administrative rules to seek an exception for a long-term internal candidate like Mike Moulton. A motion was made to pursue the second option: working with the attorney to look for a provision and exception to bring Mike Moulton into the position due to his experience and effort.
- **Local Health Officer Qualifications and Executive Session** Concerns were raised about whether pursuing a change to the qualifications would take too much time, but the need to shift the qualifications to fit the needs of a rural county was also emphasized. A board member suggested that Mike Moulton is qualified in ways that would make the team successful, even if they don't meet the current rule. The motion to pursue the rule change was seconded. Another motion was made to go into an executive session to discuss the position and proposal without Mike Moulton present to allow for objective discussion due to potential conflict of interest, which was seconded and carried.
- **Audit Findings and Response Plan** Mike Moulton briefly covered the final two audit findings before the executive session. Finding three concerned inadequate

documentation for the revenue monitoring and annual cost allocation plan process, which needs to be fixed with documented work instructions. Finding four involved a discrepancy in an amended April 2024 month-end report related to tobacco contracts, resulting in overbilling the state from the wrong contract, which requires correcting the paperwork and refunding one contract from the other. Lyman W. Duncan and Vicki Kuykendall confirmed they would start generating a response to the audit findings.

- **Executive Session Began at 1:12 PM**
- **Executive Session Ended at 2:07 PM.** Ron Skinner requested time to go over the bylaws with Mitchell Maughan, stating that it would take at least an hour. The board subsequently made a motion, seconded and approved, to move the review of the bylaws to another date as soon as possible, with the attorney present.
- **Presentation on Environmental Health Director Salary and Funding.** The proposal aims to increase the salary to the state average, which would create a financial surplus for the department, as the funding comes from dedicated state and contracted revenue, eliminating the need for county supplementation.
  - Dennis highlighted key accomplishments such as achieving national certification, standardizing food inspection, and reducing public costs by eliminating an hourly fee for well-water sampling. The board approved the proposal, and Commissioner Harvey offered to directly amend the line item in the final budget.
- **Scheduling Future Meetings and Staffing Updates** Skinner asked each board member to send them a time and date for an executive session in January and a date for another general board meeting in January, with Mitchell Maughan also wanting to report back in January. Mike Moulton provided an update on staffing needs, reiterating the need for a permanent health officer and a business finance manager, noting that the business manager position has been offered to a candidate.
- **New Employee Introductions** Sylvia had requested that new employees be brought in for introductions. Mike Moulton facilitated the introduction of new staff members: Marta, an administrative assistant; Devynn, a clinical assistant who also helps with WIC; Latanya, the nurse care coordinator for children with special healthcare needs; Autumn, an RN as the Nursing Director; and Sheila Monson, the WIC Coordinator. Following the introductions, the meeting was adjourned with a motion by Susette and a second by Lois.