

February 2022 Manager's Report

Submitted by: Michele Rehbein, Manager MMAD

Board Meeting Date: March 7, 2022

MMAD February 2022

- I contacted Utah Local Governments Trust about setting up MMADs workers comp. insurance. Darin Palmer, our representative, helped me with the application and will give me a quote.
 - Darin updated me with a quote of an annual premium of ~\$3700. MMAD moved forward with this premium. It will begin March 1.
- There is a Vector Control Collaborative Mentorship Program grant for \$10k between NACCHO (National Association of County and City Health Officials) and the CDC I submitted. I received the necessary letter of support from SEUHD for the application. The application closes Feb. 21 and recipients will be notified several weeks after.
- I finalized the staff rehire/offer letters. Renee Baker sent me Grand County's offer letters to model ours after.
- I spoke to Shanon about his job position/title change after the last board meeting which would go into effect in March when the rest of the crew returned. I gave him an official offer letter of the position, pay, etc. that he can accept or decline by the 22nd.
 - Shanon accepted the new title/position Feb. 24.
- I presented at Science Moab's On Tap event on February 8 at Spitfire. This was a really fun event, and I am happy Kristina Young asked me to participate. There were many good questions from the audience, and I've been hearing many enjoyed it. I received a follow-up email the next day from a TI reporter who attended and would like to interview me about the mosquito season ahead. I also had a couple of people come up to me after expressing interest in helping out with MMAD as volunteers which is really exciting.
- I finalized the MMAD personnel policies and procedures handbook for the upcoming year. I will print copies for each MMAD employee, and we will go over it together. I also added a Handbook Acknowledgement form that all employees will sign once they read the handbook.
- I attended the monthly UMAA meeting on February 10.
- Sophia Fisher from the Times Independent interviewed me on February 10. She asked me questions about the mosquito season ahead, if we'll be focusing on educational outreach and campaigns, about *Ae. aegypti* and the fogging last year, etc. The story was published in the Feb. 24 issue.
- The Yamaha Rhino (old side-by-side in our parking lot) was sold for \$1,000.
- I heard from Jill Schroeder with the Western IPM Center and she notified me that I received the grant I applied for back in December! She said my proposal was highly ranked and she would be in touch about next steps.
- I worked on the proposed citizen science project timeline and created a "call for citizen scientists" posting. I will likely post this in late April or beginning of May.
- Began to draft an internship posting – I included funds for a paid intern for this season through the Western IPM grant.

- I organized a meeting with Izzi from Co. Weed Dept., Mallory Nassau and Quinn Hall from the County to review the MMAD lease for early/mid-March. A meeting was set for March 7.
- I worked on priorities for educational campaign and outreach materials and ideas for the grant project.
- I met with Carrie (School to Science), Cara (Grand Co. High School), and Kady Brennank (Grand Co. High School) on Feb. 17 about the School to Science field trips starting in March. We will start on March 7 with me visiting the classroom to discuss briefly what we will be doing for the trimester and my background information for the students. Field trips will begin March 15.
- Rebecca Molinari from USGS reached out about a project they're working on with water tracking and wetland health over time in the Matheson, asking if the crew could help them identify where water has been previously.
- Michael Carlson asked if he could work from home in Minnesota for a few weeks as the season starts, I talked with him about this, and we have come up with projects he can work on until he returns to Utah. His start date for the season will be Feb. 28.
- The rest of the crew will begin March 7.
- I participated in a UMAA Workshop Committee meeting on Feb. 23 with the other committee members including Sean Amodt, Gary Hatch, Ryan Lusty, and Brian Hougaard. We discussed programing for the UMAA workshop in May.
- MMAD received a GRAMA request for a 2021 Annual Report from Jack Bozarth. I believe this is a staff member of the Utah Physicians for a Healthy Environment group.

Justification of Expenses:

February expenses are broken down into two tables – regular, monthly occurring bills (Table 1) and other expenses (Table 2). Table 1 includes salaries, employee benefits, utilities, and work phone costs. Table 2 highlights expenses in equipment maintenance and supplies, travel, office supplies, and special department supplies.

Table 1. February combined regular monthly payments/bills.

Ledger Code	Requested by	Check Amount	Payee
4275-270	Emery Telcom, RMP, Moab City, Dominion	\$418.64	Utilities
4275-290	Verizon	\$52.38	Phone
4275-110	Payrolls Trans	\$9,120	Salaries
4275-130	PeHP, Health Equity, Payroll Trans	\$5,940.85	Employee Benefits
Total:			\$15,531.87

Table 2. Month of January and February - Other expenses, combined.

Ledger Code	Requested by	Check Amount	Payee	Item
4275-740	MadBro Powersports	\$923.72	Capitol Outlay Equipment	Side-by-side new tires
4275-250	MadBro, O'Reilly's, Amazon, Walker True Value	\$268.25	EMS	Body bolts for side-by-side, anti-seize, impact bits, muck boots,
4275-510	ULGT	\$315.03	Insurance	Workers Compensation Insurance
Total:				\$1,507

*EMS = Equipment Maintenance and Supplies