



Cheyenne Laramie County Public Health Board of Health  
**Cheyenne Regional Medical Center – Meeting Room C**  
Tuesday, August 16, 2022 @ Noon

**Present:**

Gus Lopez, Chairman  
Sue Hume, Vice Chair  
Dr. Tracie Caller  
Dr. Lorie Chestnut

**Staff Present:**

Dr. Stan Hartman, CHO  
Dr. Kathy Emmons, Executive Director  
Kasey Mullins, RN, Director of Nursing  
Roy Kroeger, Environmental Health Director  
Dalene Frantz, Director of Operations (Recorder)

**Absent:**

Dr. Brad Kincheloe, Secretary  
Commissioner Troy Thompson, Ex Officio  
City Councilman Jeff White, Ex Officio  
Laura Malone, Chief Financial Officer

**Minutes of the July meeting:** Ms. Hume made a motion to accept the July minutes, Dr. Chestnut seconded the motion, and the motion was approved unanimously.

**Treasurers Report for July 2022:** Dr. Emmons reviewed the Treasurer's Report with no noted concerns. Dr. Chestnut moved to accept the July 2022 Treasurers Report, seconded by Ms. Hume. The motion was approved unanimously.

**Revenues and expenses for July 2022:** Laura Malone, CFO was unable to attend so Dr. Emmons reviewed the report for July 2022 noting we are on track with the budget after the first month of the fiscal year. Ms. Hume moved for approval of the revenues and expense report as presented, seconded by Dr. Chestnut. The motion was approved unanimously.

Mr. Lopez thanked Ms. Malone for all the work on the 2023 fiscal year budget book for the board and the training as it was most helpful. Ms. Hume agreed and thanked Ms. Malone.

**Contracts and Agreements:**

Dr. Emmons discussed the lease agreement with Crossroads Healthcare Clinic lease from July 1, 2022, to June 30, 2024. After discussion, Dr. Chestnut moved for approval of the lease agreement, seconded by Dr. Caller. The motion was approved unanimously.



### **Official Businesses:**

- Strategic Plan Update – Dr. Emmons stated we are continuing our work on the strategic plan with an estimated completion date in October 2022. Dr. Chestnut handed out a summary of the employee SWOT and the board members SWOT for review and discussed similarities between the two groups. In addition, Dr. Chestnut discussed the 30 qualitative interviews scheduled with stakeholders and community partners that are beginning. Currently the Strategic Plan project is on target.

### **Information for the Board:**

#### Executive Director Update

- The new flooring has been installed in the Immunization Clinic and the Lobby and Family Planning Clinic are being installed this week with completion on Monday, August 22, 2022.
- We are working to tint the 2<sup>nd</sup> floor east hallway windows to help reduce the heat in the summer and reduce cold in the winter.
- The HVAC equipment needs new controls, and the county has agreed to pay the cost of this project with grant funding.
- The Mobile Response Unit is on track for completion on September 9, 2022.
- Mike O'Donnell has agreed to support our legal needs for \$250 per service hour. Mr. O'Donnell is currently working on an issue involving the Environmental Health Department.
- The rebranding project is almost complete with external and internal signage to be installed during August and September. The new website ([www.clcpublichealth.org](http://www.clcpublichealth.org)) will be live by September 2, 2022. The next board meeting will be held in the conference room at the Cheyenne Laramie County Public Health location so the board members will be able to see on-site changes.
- The annual clean up day will be on August 17, 2022, in the morning followed by a picnic at Clear Creek Park. All board members are invited to join the staff for the picnic at noon.
- We have hired a Public Health Response Assistant under the two (2) year grant. Carlee Porch has a Master's in Public Health and will also be our Public Information Officer.
- We are seeing a need for repairs to our facility from painting, wallpaper repairs, blind repairs, etc. and am looking for guidance from the board on their involvement in these decisions as the repairs would be paid from reserve funds. Ms. Hume stated that Dr. Emmons is the expert with the authority to do what needs to be done to keep the building in good working order. Chairman Lopez also agreed with this but requested that the Board and County Commissioners be kept informed. It was also requested to develop an annual maintenance plan.
- We have hired a custodial company as two of our part-time custodians have left the organization for family reasons. The new company has provided their insurance and will sign confidentiality agreements prior to starting.
- Our Family Planning Clinic has seen an increase in reproductive health business with more IUD placements.
- We are working with the City of Cheyenne and a massage company in town as the massage company is trying to work outside of their license. We will meet with the massage company, the City Attorney, the Mayor, and the Owner of the massage company on Friday of this week informing the owner that he cannot re-open without proper licensure for all massage therapists.



### Division Updates

- Environmental Health
  - Environmental Health has received a complaint from neighbors of a north Cheyenne property with a manure pile that is larger than it should be and runs off the property to other neighbors' properties. Mr. O'Donnell has helped with a legal order that was delivered this morning.
  - Currently reviewing two requests for septic system exceptions.
  - The mosquito control program has been in process all over the county for the summer with no real activity.
  - Cheyenne Frontier Days was successful with 505 inspections completed and 98 food permits.
  - Subdivisions are still very active with many new lots submitted for approval.
  
- Nursing Division
  - Nursing has been very busy in August with outreach in the community with kindergarten vaccines, junior high vaccines and a few high school vaccines including in Cheyenne, Pine Bluffs and Burns.
  - The annual Community Baby Shower had over 100 expecting or recently delivered mothers with many bringing support persons.
  - The Monkeypox vaccine has been received for post/pre-exposure and for lab personnel. CLCPH gave 4 doses on Monday to individuals who met the criteria for pre-exposure vaccination with five more this Friday. Working with surrounding counties to transport vaccine.
  - The community flu clinic will be held on Thursday, October 6, 2022, and planning will begin next week for this event.
  - The Nursing Division is almost fully staffed with a receptionist position open at this time. A new nurse was hired who has OB experience and has jumped right in.

Chairman Lopez stated that this would be Roy Kroeger's last board meeting with his last day on Wednesday, August 17, 2022. The Board thanked Mr. Kroeger for an outstanding job over the last 29 years and all the work for the organization and community.

Chairman Lopez adjourned the meeting at 1:00 p.m.