



Cheyenne Laramie County Public Health Board of Health
2nd Floor Conference Room A
Tuesday, September 20, 2022 @ Noon

Present:

Gus Lopez, Chairman
Dr. Brad Kincheloe, Secretary
Dr. Lorie Chestnut
Dr. Tracie Caller
Commissioner Troy Thompson, Ex Officio
City Councilman Jeff White, Ex Officio

Staff Present:

Dr. Stan Hartman, CHO
Dr. Kathy Emmons, Executive Director
Kasey Mullins, RN, Director of Nursing
Jennifer Escobedo, Interim Environmental Health Director
Laura Malone, Chief Financial Officer
Dalene Frantz, Director of Operations (Recorder)
Trudy Eisele, LC Treasurer

Absent:

Sue Hume, Vice Chair

Minutes of the August meeting: Dr. Kincheloe made a motion to accept the August minutes, Dr. Chestnut seconded the motion, and the motion was approved unanimously.

Treasurers Report for August 2022: Ms. Eisele, reviewed the Treasurer's Report pointing out a deposit of funds from Wyostar as the account should never drop below \$1M. Ms. Eisele will watch so that when the account is above \$1M will move the \$500,000 back to Wyostar. Dr. Kincheloe moved to accept the August 2022 Treasurers Report, seconded by Dr. Chestnut. The motion was approved unanimously.

Revenues and expenses for August 2022: Ms. Malone, CFO, reviewed the revenues and expense reports for August 2022 noting the mosquito grants (code 6112 Contracts) are on a calendar year basis rather than on our FY basis so the account will look overspent until January 2023. In addition, Advertising (code 6163) is showing a variance as no budget was added for FY2023 for the remaining costs of the rebranding project. Laramie County paid the June 2022 payment in September of 2022 and the City of Cheyenne has not paid the June 2022 payment. Ms. Malone is working with the City of Cheyenne on this payment. These late payments did have an effect on revenues and did account for the need of the transfer from the Wyostar account.

The state originally approved the FY2023 Public Health Grant budget but has since come back for clarification on some budget items. Once completed, the FY2023 Public Health Grant budget will be re-approved by the state. After discussion, Dr. Chestnut moved for approval of the August Revenues and Expenses report as presented, seconded by Dr. Kincheloe. The motion was approved unanimously.



Dr. Chestnut requested an itemization of the rebranding expenses be provided to the Board at the October Board Meeting. Ms. Mullens stated that the funds came from the revenue of COVID vaccinations not the COVID Grants.

Contracts and Agreements:

Dr. Emmons discussed the lease agreement with Dr. Lucase Wang for clinical space in the building from July 1, 2022, to June 30, 2023. After discussion, Dr. Kincheloe moved for approval of the lease agreement, seconded by Dr. Chestnut. The motion was approved unanimously.

Official Businesses:

Strategic Plan Update –

- Dr. Emmons stated that we continue to work on the strategic plan and Dr. Chestnut is completing the qualitative interviews. Dr. Chestnut reviewed the two sets of questions she is using during the qualitative interviews (attached). Dr. Chestnut also reviewed what she has learned so far including that several groups had no idea what the Public Health has to offer with some agencies wanting to meet with our nursing team to talk about services for clients; COMEA Shelter and Unaccompanied Student Initiative (USI) are interested in our mobile unit; with mental health issues being one area of greatest need. Many compliments of our team were received.
- Dr. Emmons stated the team here is very excited about these interviews that will help us set our strategic plan and goals moving forward.

Information for the Board:

Executive Director Update

- Dr. Emmons introduced Jennifer Escobedo as the new Interim Director of Environmental Health. Jennifer has been with the organization for 21 years working in Environmental Health. The Interim Director positions will be a trial for 60 days so Jennifer can decide if she would like to move forward as Director.
- Monkeypox is still active with only 2 cases in the State of Wyoming. The state has vaccinated 154 individuals.
- President Biden did state COVID pandemic is now over, although we are still giving boosters and the initial vaccination via Pfizer, Moderna or Johnson and Johnson. Only 2 patients currently in the hospital but there was one death yesterday.
- We are currently administering Flu vaccine for age 50 and over. We are waiting for the vaccine to arrive for those under age 50 and then will begin vaccinations. The Community Flu Clinic will be Wednesday, October 5, 2022, at CFD headquarters with the anticipation of 400-500 vaccinations.
- There has been one patient positive with West Nile Virus in the community. Dr. Emmons did speak with the TV station discussing community information on West Nile Virus on Friday. The newspaper did pick up the information.
- A Fall Fire Drill exercise with Laramie County Risk was completed in mid-September with issues of the Fire Control Panel. A new Fire Control Panel has been ordered by Laramie County and should be here in December and then will be installed.
- All printed materials with the new branding should be arriving in the next 2 weeks with the internal signs installed before the next board meeting.
- The Mobile Response Unit (MRU) is still not complete. Dr. Emmons has had discussions with the owner's son in reference to the delay in delivery and prior conversations that the MRU was complete. The company has committed that the MRU will be delivered October 14, 2022. Dr.



Chestnut asked if there is a way to store vaccine in the new MRU and Ms. Mullens stated there is a pharmaceutical grade refrigerator for vaccine storage.

- Our new website is up and running and working well. Yesterday some of the staff met with Westedge Collective (the rebranding marketing company) for training on website maintenance including adding pages, updating, or adding forms on the site, etc. Our Public Health Response Assistant, Carlee Porch, has experience with the program used for the website.

Division Updates

- Nursing Division
 - On September 24, 2022, Wyoming Equality Network is hosting a drag queen bingo border war at Terry Bison Ranch. We will be there to do HIV testing and Monkeypox vaccination with additional information provided on our services.
 - CureMD will replace Practice Suite (our charting system) and Ahlers (our billing system). We can now move forward with this project as the State is also moving to CureMD. This will also allow us to locally control our templates. Estimated go-live of this project will be January 2023.
 - Ms. Mullens stated we have clinical rotation days with UW on every Tuesday and Thursday and LCCC is here up to 3 days per week. UW is looking to expand their offerings and we will be the first Public Health site for a Health rotation. We now have nursing students 4 days per week.
 - Chairman Lopez was complimentary of the Baby Shower with 50 vendors and the great turnout of participants.

Chairman Lopez met yesterday with the City of Cheyenne Councilwoman Dr. Michelle Aldrich who is working to gather information from all 32 boards/commissions the City of Cheyenne oversees. Dr. Aldrich had some specific questions of our Board including when our officers are elected, do we have bylaws, and is there Board training provided to new and continued board members among other questions. Chairman Lopez wanted to thank Dr. Emmons and the staff for the training for each Board Member.

Dr. Chestnut asked for some clarification on the Environmental Health report related to the numbers reported. Ms. Escobedo clarified the YTD food establishments are the current number of licensed food establishments in Laramie County. The previous YTD were the total number of licensed inspections at the end of 2021 and the difference between them these two numbers is the net change. Routine inspections were for August completed and we are currently looking at those numbers on a calendar year and not a fiscal year. If the Board would prefer to see the report aligned to a fiscal year that is possible. Dr. Emmons stated that Ms. Escobedo will provide information on the Environmental Health Report and how to read this report at the October Board meeting.

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

Strategic Planning Update Lorie Chesnut, DrPH, MPH

Our SWOT processes learned that we were pretty good at partnerships but this is also an area of great opportunity. To that end, the questions below are being asked during the interviews.

Non-Profits with Clients

1. What do you think are the top three health-related problems facing Cheyenne and Laramie County today?
2. Are you familiar of the services provided by CLCPH?*
3. Have you referred clients to us and if so, what for?
4. What type of experience did your client have?
5. What type of services would your clients be most likely to use?
6. Are there any services that you would like to see us offer for your clients that we don't already provide?
7. Are there community partnerships that we should be part of?
8. Is there anything else that you would like to share with me today?

* (If "no") How could we help you learn more about the services that we have available?

Governmental Groups/Agencies without Clients (questions continue to evolve)

1. What do you think are the top three health-related problems facing Cheyenne and Laramie County today?
2. What role do you see for Cheyenne-Laramie Public Health in providing health services for our community? What about underserved populations?
3. Are you familiar of the services provided by CLCPH?*
4. What type of services **should we offer** that we don't currently offer?
5. Are there community partnerships that we should be part of?
6. Is there anything else that you would like to share with me today?

*(If "no") How could we help you learn more about the services that we have available?

Completed Qualitative Interviews

- Climb Wyoming
- COMEA
- CRMC Administration (COO and Nursing Supervisor)
- Department of Health – Immunizations
- LCCC Student Affairs
- LIV Health
- Needs, Inc.
- Recover Wyoming
- Unaccompanied Student Initiative (USI)
- Wyoming Health Council

Scheduled Interviews

- Health Works
- Emergency Management Agency
- Safe House

(many more coming – our wish list includes about 45 total – may not quite make that!)

The Process

- 30 min. appointment made
- Interview recorded (in-person preferred)
- Main points transcribed from recording
- Spreadsheet with key questions maintained

What have we learned so far?

- Several groups had no idea what the Health Department offered! These groups had low-income clients too. They thought that we were just restaurant inspection.
- About 5 agencies want to meet with our nursing team to talk about services for their clients. It may be best to have a meeting with several groups at the health department just to facilitate these partnerships.
- COMEA and USI are very interested in our mobile unit. USI may expand soon to include some adolescent women with children who would be ideal for the health department services.
- The Health Department received a number of compliments (the nursing team, & Kathy) about their work during COVID 19. Thanks included CRMC and LCCC Student Affairs.
- Mental Health is huge. I'm collecting details on all of the identified gaps – whether we can influence this or someone else will.