



Cheyenne Laramie County Public Health Board of Health

**2<sup>nd</sup> Floor Conference Room A**

Tuesday, November 15, 2022 @ Noon

***Present:***

Gus Lopez, Chairman  
Sue Hume, MS, RN (ret.), Vice Chair  
Dr. Brad Kincheloe, Secretary  
Lorie Chesnut, DrPH, MPH, Member  
Dr. Tracie Caller, Member  
Commissioner Troy Thompson, Ex Officio  
City Councilman Jeff White, Ex Officio

***Staff Present:***

Dr. Kathy Emmons, Executive Director  
Dr. Stan Hartman, CHO  
Kasey Mullins, RN, Director of Nursing  
Jennifer Escobedo, Director of Environmental Health  
Laura Malone, Chief Financial Officer  
Dalene Frantz, Director of Operations (Recorder)  
Rebekha Dostal, Deputy County Attorney

***Absent:***

Trudy Eisele, LC Treasurer

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

**Treasurers Report for October 2022:** Ms. Malone, reviewed the Treasurer's Report noting there is \$1.58M in the checking account and over \$1M in the investment acct with \$9,600 in interest. The payroll checks from September have cleared and Ms. Eisele should be more apt to move the \$500,000 back to investments this month. Ms. Hume, moved to accept the October 2022 Treasurers Report as presented, seconded by Dr. Chesnut. The motion was approved unanimously.

**Revenues and expenses for October 2022:** Ms. Malone, explained that while it appears that financials display over a \$700,000 loss, there are several funds yet to be billed. We paid out the \$307,000 for the MRU, which is being billed to COVID grants, MCH billing of about \$20-25,000, Public Health Response of about \$20,000 for a total of \$390,000 or more are yet to be billed out and are not recorded as revenue yet. Also, the quarterly City/County monies on a quarterly basis even out months that end in deficit. Lastly, in the 1<sup>st</sup> quarter the reserves covered \$115,500 for the costs associated with rebranding, the HR software, the nursing software, and a large payout to a retiring r employee. After discussion, Dr. Kincheloe moved for approval of the October Revenues



and Expenses report as presented, seconded by Ms. Hume. The motion was approved unanimously.

### **Contracts and Agreements:**

Dr. Emmons discussed the annual lease agreement between Messenger, LLC and Cheyenne Laramie County Public Health for the lease of the storage facility building on 7<sup>th</sup> Street for one year from October 1, 2022, to September 30, 2023. After discussion, Ms. Hume moved for approval of the contract, seconded by Dr. Kincheloe. The motion was approved unanimously.

### **Official Businesses:**

#### Strategic Plan Update –

- Dr. Emmons stated that Dr. Chesnut is continuing with the Qualitative Interviews and the strategic plan development is continuing with the development of strategic goals soon. Mental Health Awareness seems to be the top community issue to this point. Dr. Chesnut stated that she has interviews scheduled into December at this time.

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

#### Executive Director Update

- We have begun working with the new County Treasurer, Tammy Deisch, who will be replacing Trudy Eislee.
- The new storage building is moving forward at Archer. The contractor bids are due by December 1<sup>st</sup>, with an anticipated award being completed by the week of December 9<sup>th</sup>. The tentative completion date for the building is the beginning of January 2024.
- Per the board request, we will begin having staff presenters at the board meeting to talk about specific programs and services. The draft schedule for the topics is attached. Dr. Emmons tried to assign programs to months in which they are especially active. For instance, Environmental Health will talk about the mosquito and vector control in May when the program begins for the summer. If there are other topics that the board members would like to hear from, please let Dr. Emmons know and we will get them scheduled as well.
- We had our first leadership training in October discussing Coaching as a Manager. The leadership development trainings will occur monthly.
- We will continue with quarterly education sessions for all staff. The first session was in October when we had Jeremy Bay, Director of Grace for Two Brothers conduct a training on QPR suicide awareness and prevention. It was not an easy training but important to support our clients and staff members.
- Ms. Malone, CFO, will be conducting a training on November 30 for all the managers and directors on grant administration.

#### Division Updates

- Environmental Health Division
  - Ms. Escobedo asked the Board if they had questions pertaining to the Environmental Health Division report. Ms. Hume expressed a concern on a



complaint for RD 138 that it seemed to be difficult to coordinate with the Sheriff's office to get onto the property and if there was any follow up pertaining to animal welfare with Animal Control. Ms. Escobedo reported that we were able to contact Animal Control and would continue to follow up with them. Ms. Escobedo stated we were able to coordinate a visit to the property with the Sheriff's office but were unable to fully access the property as the Sheriff's Deputy saw nothing that constituted "just cause" at that time to enter the property. Ms. Escobedo had a discussion with the Sheriff's Deputy about other possibilities to get a better visual of the property to see if we could determine "just cause". Dr. Hartman asked what would constitute "just cause" for the Sheriff's office. Ms. Escobedo reported that it would need to be something they determine to be illegal. Dr. Chesnut wanted to know if dumping sewage on the ground is illegal. Ms. Escobedo reported that it was against the septic regulations.

- Nursing Division
  - Ms. Mullins reviewed the Public Health Nursing Board Report giving the Adult Team kudos for the extra effort they put forth in October to complete an increase in 7-day assessments and working with translation services to ensure accurate information was obtained.
  - Ms. Mullins gave an update on the launch of CureMD, a patient billing and registration software.
  - Ms. Mullins introduced Ms. Valencia Bautista, Immunization and Family Planning Manager who discussed the successes of the October Flu Clinics. Dr. Chesnut and Ms. Hume were both impressed that all organization staff participated in the large Community Flu Clinic.

Dr. Chesnut thanked Ms. Mullins for the document provided to them detailing all the changes and reasoning behind changes within the Nursing Division since October 2019. Ms. Mullins shared that her goal was to give the Board a detailed report of all the changes made. Each area within nursing was analyzed and program coordinators from the State were brought in to assist in ensuring our programs were compliant with the program expectations. Systematic changes were made to ensure compliance, efficiency, safety, and quality care was being delivered. As changes were made, the front-line staff were involved in the changes and execution via the A3 model (a lean process model). Ms. Hume shared that the details provided regarding business prior to Ms. Mullins arrival was accurate and she appreciated the changes being made. In addition, Dr. Chesnut commented that this is a great lead-in to Quality Improvement measures which will be implemented during our work towards Accreditation.

Chairman Lopez adjourned the meeting at 12:54 p.m.