



Cheyenne Laramie County Public Health Board of Health
Cheyenne Regional Medical Center – Meeting Room C
Tuesday, December 20, 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)
Josette Prince, Environmental Health Specialist II
Ashton Brodahl, Environmental Health Specialist I

Guests Present:

Rebekha Dostal, Deputy County Attorney
Trudy Eisele, LC Treasurer

Chairman Lopez called the meeting to order at 12:00 pm.

Chairman Lopez introduced Ms. Dostal, Deputy County Attorney. Ms. Escobedo introduced Ms. Prince, Environmental Health Specialist II and Ms. Brodahl, Environmental Health Specialist I.

Chairman Lopez asked to add an Executive Session to the end of the Board agenda. Dr. Kincheloe made the motion to add an Executive Session to the end of the Board agenda, seconded by Dr. Caller, motion was approved unanimously.

Minutes of the November meeting: Dr. Chestnut made a motion to accept the November 2022 minutes, seconded by Ms. Hume. The motion was unanimously approved.



Treasurers Report for November 2022: Ms. Eisele, reviewed the Treasurer’s Report for November 30, 2022. After discussion, Dr. Kincheloe moved to accept the November 2022 Treasurers Report as presented, seconded by Ms. Hume. The motion was approved unanimously.

Revenues and expenses for October 2022: Ms. Malone discussed the November revenues and expenses stating that all billing is included. The balance shows a negative \$367,845.00 but we did cover many of these expenses in the first quarter which would make the ending balance a positive. The funds for the MRU have not yet been received but the funds are recognized in these statements.

The single source audit with the county is complete for us with just two small questions from the auditors and no grant concerns. Dr. Emmons pointed out that last year there were considerable challenges with the audit due to prior accounting practices and recognized Ms. Malone for her work and the clean audit for this year. After discussion, Dr. Kincheloe moved to approve the November Revenues and Expenses report as presented, seconded by Ms. Hume. The motion was approved unanimously.

Contracts and Agreements:

Ms. Escobedo discussed the Memorandum of Understanding between Wyoming Department of Agriculture, Consumer Health Services Division and Cheyenne Laramie County Health Department Food Rule and Pool Regulations through 2025. Mr. Lopez noted that prior to this MOU, CLCPH was doing these inspections without authority to enforce the findings for food and pool inspections. After discussion, Dr. Kincheloe moved for approval of the contract, seconded by Ms. Hume. The motion was approved unanimously.

Chairman Lopez adjourned the Regular Session at 12:11 pm to move into Executive Session excusing everyone but Board members.

Chairman Lopez reconvened to Regular Session at 12:56 pm.

Information for the Board:

Executive Director Update

- Dr. Emmons discussed the need for a compensation analysis for all positions within our organization. The last compensation analysis was completed in 2017. Best practice is to complete a compensation analysis every 3 years. Dr. Emmons’s recommendation is to use the Employers Council as they work in region and have an office in Denver. The compensation analysis will cost \$6,600. After discussion, Dr. Chesnut made a motion to move forward as recommended, seconded by Ms. Hume. The motion was approved unanimously.



- Dr. Emmons stated that Dr. Max Silver has applied for appointment to our board and was recommended by Dr. Kincheloe who is going off the board. Currently we are waiting for the City of Cheyenne to approve his appointment.
- Dr. Emmons discussed the Public Health Response Contract that was approved at the October 2022 Board Meeting. It was discovered after the approval that the contract needed to be reviewed by the Laramie County Attorney's office for format. Ms. Dostal with the Laramie County Attorney's office stated the issue was the timeline started in July 2022 and without adjustment, the organization may not have been paid for work already done prior to contract signing. Will need to re-sign the contract again once it has been received from the County Attorney's office. Ms. Frantz will coordinate signing once the new contract is received. Ms. Hume moved to approve the contract again, seconded by Dr. Chesnut. The motion was approved unanimously.
- Dr. Emmons reported that Tiffany Gaertner, who has worked in Environmental Health for many years, accepted the Environmental Health Supervisor position.
- Dr. Emmons stated the Environmental Health presentation scheduled for today will be moved to the January 2023 meeting.

Dr. Chesnut gave an update received from LIV Health on their new mental health urgent care program.

Dr. Kincheloe commented that as this was his last board meeting, he wanted to acknowledge the department for the work done through the pandemic and his pride in being part of the efforts of the Cheyenne Laramie County Public Health organization.

Chairman Lopez adjourned the meeting at 1:03 p.m.