



Cheyenne Laramie County Public Health Board of Health  
**Cheyenne Regional Medical Center – Meeting Room C**  
Tuesday, September 19, 2023 @ Noon

***Present:***

Lorie Chesnut, DrPH, MPH, President  
Sue Hume, MS, RN (ret.), Vice President  
Dr. Tracie Caller, MD, MPH, Secretary  
Dr. Max Silver, DDS, Member

***Staff Present:***

Kathy Emmons, DMgt, Executive Director  
Dalene Frantz, Director of Operation and Human Resources  
Jennifer Escobedo, Director of Environmental Health  
Laura Malone, Director of Finance  
Stan Hartman, MD, County Health Officer  
Kimmie Burgess, Environmental Health Specialist I

***Guests Present:***

City Councilman Jeff White, Ex Officio  
Commissioner Troy Thompson, Ex Officio  
Tammy Deisch, Laramie County Treasurer

***Absent:***

Gus Lopez, Member  
Kasey Mullins, MSN, RN, Director of Nursing/Deputy Director  
Rebekha Dostal, Deputy County Attorney

President Chesnut called the meeting to order at 12:02 pm.

**Consent Agenda:** Dr. Chesnut asked for input or changes to the consent agenda which included the agenda for September 2023, and minutes from the August 15, 2023, meeting. Ms. Hume moved to accept the consent agenda, Dr. Caller seconded, the motion approved unanimously.

**Treasurers Report for August 2023:** Ms. Deisch reviewed the treasurer's report for August 2023, reviewing cash in the bank account, the cash flow, and the investment account balance. Ms. Deisch also discussed that the checking and money market accounts are open, and she is watching those accounts daily until the money market and checking are linked, which should be by the end of September. Also, the Wyostar account will be moving back to WGIF as they are paying at a higher rate of interest. After discussion, Ms. Hume moved to accept the treasurer's report with Dr. Caller seconding the motion. The motion carried unanimously.



**Financial Reports for August 2023:** Ms. Malone presented the August Revenue and Expense report noting the change to the title of this category as Ms. Malone stated will include an Accounts Payable report in addition to the P&L and Dashboard going forward. Nursing is slightly below budget; Environmental Health is also sitting right at budget with our overall revenue at about 22%, which is above the 16% target for the 2<sup>nd</sup> month of the fiscal year. In addition, Ms. Malone reviewed the Accounts Payable report that will now be provided each month showing all checks issued excluding payroll checks. Dr. Chesnut asked that the vendor's name column be enlarged going forward so the full vendor's name can be read. After discussion, Dr. Caller moved to approve the August Revenues and Expenses and Ms. Hume seconded the motion. The motion carried unanimously.

**FY2024 Budget Amendment:** Ms. Malone discussed the proposed budget amendment with the following changes:

- » Additional funding was awarded for the Temporary Assistance for Needy Families (TANF) portion of MCH.
- » Funding for Plans of Safe Care pilot project funds have been added.
- » A 5-year Workforce Development grant which will be divided equally for five years.
- » Additional excess funds received from the 5<sup>th</sup> Penny Tax which must be spent according to the initial request of vehicle expenses.
- » COVID expenses have been revised to reflect an updated vaccine cost as well and associate revenue.
- » A new account for Employee Onboarding has been created to track the expenses (drug screen, background checks, etc.) of new hires. This amount was originally included in Contract Services and will be moved to the new account.
- » Advertising expenses were adjusted.

After discussion, Dr. Caller moved to approve the FY2024 Budget Amendment, Ms. Hume seconding the motion. Motion carried unanimously.

**Wyoming Audit Office Report:** Ms. Malone discussed the Wyoming Audit Office Report which is a report required by the State Auditor's office. This report has been done for the past 2 years and was completed for the prior fiscal year. This report needs to be approved by the Board prior to submittal. After discussion, Ms. Hume moved to approve the Wyoming Audit Office Report, Dr. Caller seconded the motion. The motion carried unanimously.

**Public Service Officer Training Update:** Ms. Malone stated that she and Ms. Frantz attended this training in August 2023. All elected Board members are required to take this training by June 30, 2024. Ms. Frantz will be sending information to the Board Members regarding the next training, which will be held virtually on October 24, 2023, from 9 am to 5 pm. In addition, anyone that has



access to cash, needs to be bonded which will include the Finance Director, the Executive Director, and the President of the Board. Ms. Frantz will bring more information as it is received.

**Mental Health Moment:** Dr. Caller discussed the handout on “Thriving together: Solutions to health worker burnout” provided by the Office of the US Surgeon General. This is a good representation of how to assist health workers with burnout.

**Contracts and Agreements** – Dr. Emmons discussed the Memorandum of Understanding between the Wyoming Department of Health, Public Health Division and Cheyenne Laramie County Public Health for Plans of Safe Care to work with mothers who are dealing with substance abuse during pregnancy and after birth. After discussion, Ms. Hume moved to approve this Memorandum of Understanding, Dr. Caller seconded the motion. The motion carried unanimously.

### Official Business

- » Dr. Emmons discussed building security, stating that we are seeing an increase in Community Action, Crossroads Clinic patients mainly during their closed hours, which are during lunch for an hour to two hours and all-day Friday. These clients are challenging and sometimes very aggressive, making both staff and patients feel unsafe. The police have been called multiple times in the last few weeks as recommended by the police. Dr. Emmons has had a discussion with the Executive Director of Community Action and had a very candid discussion. Beginning September 25, Crossroads Clinic will be open M-F 8-5 and open over the lunch hour. Community Action may also be looking for a new space as they have expressed space concerns in our building.
- » Dr. Emmons gave an update on COVID-19 and the new vaccine including a recent bit of resurgence in COVID-19. The new COVID-19 vaccine has been approved. A graph regarding COVID vaccine doses, manufacturers and anticipated cost was distributed. Medicaid and Medicare will pay for the new vaccine, private insurance reimbursement is still up in the air. We will have VFC for children who are low income up to age 18 years old. We will only be carrying Pfizer brand but will carry a small amount of Moderna for Uninsured Adults under the Bridge Program.

### Information for the Board:

#### Executive Director Update

- » Dr. Emmons mentioned that September 26, 2023, is Environmental Health Day. The Employee Engagement Committee scheduled Ranch Eats food truck from 11-2 pm and will be proving special dirt deserts for all staff to celebrate. Board members are invited to attend.
- » The Community Baby shower was last Saturday, September 9, 2023, with 26 vendors at Storey Gymnasium and 150-175 participants in attendance.
- » The immunization clinic is very busy as school children need to have their vaccines by Monday, September 25, 2023, and a significant number are trying to catch up.



- » The Community Flu, COVID-19, and RSV vaccination clinic is October 5, 2023, at Blue Federal Credit Union headquarters.
- » Operations & Human Resources – Ms. Frantz gave an update on the new storage facility. The steel skeleton is in place. Over the next 30-45 days progress will be made on the foundation backfill, site utilities, underground plumbing and electrical, and pouring of the interior concrete floor. The completion is still on target for April 2024.
- » Environmental Health – Ms. Escobedo discussed the leptospirosis cases in Laramie County. Leptospirosis is a bacterial infection normally found in animals but can affect humans. We do have one human infection case in Laramie County which is a veterinarian. The State sent out a PSA on leptospirosis last weekend. In addition, there have been 9 cases of West Nile Virus in Laramie County this year.
- » Massage and Body Art Programs – Ms. Burgess gave presentation on the Massage program which is like the Body Art Program in how they are overseen. The regulations were modified last year so that the city and county regulations mirror each other. The changes include breast massage for lymphatic drainage. There are roughly 50 massage establishments and around 90 massage therapists within the county. Both the establishment and the massage therapist need to be licensed in Laramie County as this is the only county in the State of Wyoming with a licensing requirement. The City and CLCPH validates the school the massage therapist attends is accredited. Ms. Escobedo discussed the Body Art program stating that there are 28 establishments and 67 artists. We license the establishment and inspect the establishment. Body artists need to be licensed and must work in a licensed establishment. In addition, Body Artists are required to have blood born pathogen training and ensure they are disease free (any communicable disease) with the initial license and their annual renewal. The Body Artists community does work closely with each other and police each other.

With no further business, Dr. Chesnut adjourned the meeting at 1:16 p.m.