



Cheyenne Laramie County Public Health Board of Health

**CLCPH Conference Room**

Tuesday, January 16, 2024 @ Noon

**Present:**

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

**Staff Present:**

Kathy Emmons, DMgt, Executive Director  
Stan Hartman, MD, County Health Officer  
Kasey Mullins, MSN, RN, Director of Nursing/Deputy Director  
Dalene Frantz, Director of Operation and Human Resources  
Laura Malone, Director of Finance  
Jennifer Escobedo, REHS, Director of Environmental Health  
Jayla Dennis, RN, Immunization, Communicable Disease, Family Planning Clinic Manager

**Guests Present:**

Commissioner Troy Thompson, Ex Officio  
Tammy Deisch, Laramie County Treasurer

**Absent:**

City Councilman Jeff White, Ex Officio  
Rebekha Dostal, Deputy County Attorney

President Chesnut called the meeting to order at 12:00 pm.

Ms. Mullins introduced Jayla Dennis, RN, Immunization, Communicable Disease, Family Planning Clinic Manager who will be presenting today.

**Consent Agenda:** Dr. Chesnut asked for input or changes to the consent agenda which included the agenda for January 2024, and minutes from the December 19, 2023, meeting. Ms. Hume moved to accept the consent agenda, seconded by Mr. Lopez, the motion carried unanimously.

**Treasurers Report for December 2023:** Ms. Deisch reviewed the treasurer's report for December 2023, reviewing cash in the bank account, the cash flow, and the investment account balance. After discussion, Mr. Lopez moved to accept the treasurer's report with Ms. Hume seconding the motion. The motion carried unanimously.



**Financial Reports for December 2023:** Ms. Malone presented the December Revenue and Expense report noting that the goal point for the 6<sup>th</sup> month of the year is 50%. Nursing revenue is sitting higher at 76%, Environmental Health's revenue is on target at 48% with total revenue at 57.5% of the budget with operating expenses at 47% of the budget. After discussion, Ms. Hume moved to accept the financial report with Mr. Lopez seconding the motion. The motion carried unanimously.

Ms. Malone also presented the second FY2024 Budget Amendment showing a reserve amount needed of \$20,206 due to increased payroll costs associated with the Market Increase approved by the Board in December 2023. The board approved \$62,000 at the December meeting but only \$20,206 will be needed for the approved salary adjustments. After discussion, Ms. Hume moved to approve the FY2024 Budget Amendment as presented, with Mr. Lopez seconding the motion. The motion carried unanimously.

**Mental Health Moment:** Dr. Emmons discussed an article in the paper today in reference to the 988 Suicide Hotline. Last year the state approved putting \$4.6 million dollars into a trust fund for the 988 Suicide Hotline but did not put the money in the trust. There is now discussion of whether the 988 Suicide Hotline should be the responsibility of the State or private non-profits. Dr. Emmons stated that non-profits are not always available in a community to provide this service or funds to support the service. This will probably be one of the issues the Joint Labor and Social Services Committee will discuss during the upcoming legislative session.

**Contracts and Agreements:** Dr. Emmons discussed a grant agreement between the Wyoming Department of Health, Public Health Division and CLCPH providing funding to meet public health infrastructure needs and support workforce development activities over a five (5) year term. As can be seen in your board packet, this contract is in a redline version after the county attorney's review. Ms. Dostal recognized that corrections to the contract wording from county to Cheyenne Laramie County Health Department need to be made. The contract is currently with the Wyoming Attorney General's office for corrections above so Dr. Emmons is asking for conditional approval based on the noted changes. If there are further changes it will be brought back to the Board for approval. After discussion, Mr. Lopez moved to approve the contract with Ms. Hume seconding the motion. The motion carried unanimously.

**Information for the Board:**

- » Dr. Emmons discussed the article that she sent to the Board in reference to Community Actions' new location which will move all their programs to one location including Crossroads Clinic.
- » Once Crossroads relocates at the end of June 2024, Dr. Emmons stated we had been approached last year regarding space for Women Infants and Children (WIC) Services.



Currently, WIC is associated with Cheyenne Regional Medical Center. After discussion with CRMC and the State all parties agree that WIC is better placed in our organization. The employees would become our employees and we would continue to contract with the State for the WIC contract. This contract also includes rent expenses which may cover the loss of rent revenue from Crossroads.

- » Dr. Emmons shared that she and Dr. Chesnut met with the mayor last week to share our Strategic Plan. Mayor Collins was very excited about the Strategic Plan, and he felt the strategic priorities may be a heavy lift.
- » Dr. Emmons stated that we are starting on the FY2025 budget and should know the end of the month when the city needs our budget.
- » Dr. Emmons let the Board know that we will have a Leadership retreat this Thursday focusing on the strategic plan to ensure we are all moving in the same direction and offering leadership development opportunities to our leaders.
- » Dr. Emmons let the board know that our medical biller retired in October. She wanted to recognize Ms. Malone and Ms. Mullins for all their joint efforts to work through all the billing pieces. Both the finance and nursing teams have collaborated exceptionally well.
  - » Operations & Human Resources:
    - Ms. Frantz gave an update on the new storage facility with the completion continuing to be on target for April to May 2024. Interior rough-in and the fire sprinkler installation has started.
    - Ms. Frantz stated the meeting with Staff over the Compensation Project and the new Compensation Philosophy went very well and they were very appreciative of the work and the board's support for the new compensation policies.
  - » Environmental Health:
    - Ms. Escobedo gave recognition to her team for completing all inspections necessary in CY2023 while also training the new staff. This is a cohesive and hard-working team.
    - Mosquito season was wrapped up for last year. Ms. Escobedo and Ms. Gaertner will be going to a mosquito conference in February 2024 in Denver, Co.
    - Dr. Chesnut asked how Healthspace was going, and Ms. Escobedo stated the inspectors can use the program in the field.
  - » Public Health Nursing:
    - Ms. Mullins stated the MCH team is working on their next quality improvement project which will be on prenatal patients and strategies to increase enrollments in the program.
    - The Adult Health team has completed their second education topic on Respiratory Illnesses in the community and they are now working on their spring presentation. Presentations were in Cheyenne and Pine Bluffs.



- Ms. Mullins stated the organization is still struggling with payment for the Ryan White program as the State has now split the invoices out into an education invoice and a case management invoice. Ms. Mullins and Dr. Emmons met with the state last week as the billing was incorrect and we should have new invoices this week. The State has committed to paying us monthly going forward. At this time, we have only been paid for education and training.
- Ms. Mullins gave an update that our leadership team has wrapped up our first leadership book club and the team would like to move forward with another leadership book.

**Election of Officers:** Dr. Chesnut asked Ms. Frantz to review the current board officers. Ms. Frantz stated that Dr. Chesnut is the President, Ms. Hume is the Vice President, and Dr. Caller is the Secretary. Ms. Hume nominated Dr. Chesnut for another year as President, herself for Vice President and Dr. Caller for Secretary. Dr. Chesnut closed the nomination as there were no more nominations from the floor or from the Zoom participants. After discussion, Dr. Silver made a motion to choose Dr. Chesnut for President, Ms. Hume for Vice President and Dr. Caller for Secretary with Mr. Lopez seconding the motion. The motion carried unanimously.

**Presentation:** Immunization, Communicable Disease and Family Planning:

- Ms. Dennis discussed the timeline of immunizations for Children from birth through 6 years old. She shared a document outlining vaccination recommendations from birth through adulthood. Immunizations are provided throughout the lifespan of the patient and provides services including for Flu, COVID, RSV, Tdap, communicable disease testing, travel consultations for vaccinations, immigration patient vaccine and testing requirements, and community collaboration to help the patient.
- Ms. Dennis discussed the staff that support Family Planning and Immunizations. Ms. Dennis discussed the role of Family Planning including STI testing, annual exams, HPV testing, infection checks, pregnancy testing and breast cancer screenings, birth control options and emergency contraceptive Plan B but not as a birth control option. We have seen a rise in syphilis and HIV over the last year in the county.
- Family Planning nurses provide education on Family Planning to some of the schools in Cheyenne.

Dr. Emmons stated that we did some cost shifting in these departments a few years ago when we had a manager, administrative and nursing support in each program. We combined these two programs with one manager for both programs and cross trained the nurses to work in both areas. This has been a very successful change to the staffing of these two programs.

With no further business, Dr. Chesnut adjourned the meeting at 1:00 p.m.