



Cheyenne Laramie County Public Health Board of Health

**CLCPH Conference Room**

Tuesday, March 19, 2024 @ Noon

***Present:***

Lorie Chesnut, DrPH, MPH, 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

Kimberly Burgess, Environmental Health Specialist

Ned Karcich, Environmental Health Specialist

***Guests Present:***

Commissioner Troy Thompson, Ex Officio

City Councilman Jeff White, Ex Officio

Tammy Deisch, Laramie County Treasurer

Rebekha Dostal, Deputy County Attorney

***Absent:***

Sue Hume, MS, RN (ret.), Vice President

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

President Chesnut welcomed our guests, Kimberly Burgess and Ned Karcich from the Environmental Health Department who will be giving a presentation later in the board meeting.

**Consent Agenda:** Dr. Chesnut asked for input or changes to the consent agenda which included the agenda for the March 2024 meeting and minutes from the February 20, 2024, meeting. Mr. Lopez moved to accept the consent agenda, seconded by Dr. Caller, the motion carried unanimously.



**Treasurers Report for February 2024:** Ms. Deisch reviewed the treasurer's report for February 2024, reviewing cash in the bank account and the investment account balance. After discussion, Dr. Caller moved to accept the treasurer's report with Mr. Lopez seconding the motion. The motion carried unanimously. Dr. Emmons thanked Treasurer Deisch for being so helpful with the new bank transition.

**Financial Reports for February 2024:** Ms. Malone presented the February Revenue and Expense report noting that the goal point for the 8<sup>th</sup> month of the year is 67%. Nursing revenue is higher at just below 95%, Environmental Health's revenue is on target at 65% with total CLCPH department revenue at 77% of the budget. Operating expenses are just under 61% of the budget and total expenses, which also include payroll, are at 64%. After discussion, Mr. Lopez moved to accept the financial report with Dr. Caller seconding the motion. The motion carried unanimously.

**Mental Health Moment:** Dr. Emmons discussed the 988 Suicide Line with the legislature approving \$10 million to be put into a trust fund for this program. Currently, it is being funded between State and ARPA funding. The trust fund would be available when it is fully funded.

**Contracts and Agreements:** None.

**Official Business:** Dr. Emmons reported on the following:

- » Environmental Health Fee Increase - The leadership of EH and Admin are going to conduct a deep dive into the real cost of doing business for each fee to make sure they are accurately increased. The goal is to have a process for moving forward at the next meeting showing a listing of the current fees and the proposed fees. Dr. Emmons shared that the current \$500 cap on fees was put into place by the legislature in 2003. CLCPH fees have not increased since 2021.
- » Women Infants & Children (WIC) Program - It has been a busy month continuing with the transition of WIC back to CLCPH. We have worked closely with CRMC and the staff to answer all their questions. Our staff is also very excited about WIC joining our team and the ability for warm handoffs between programs. WIC will be moving into Crossroads space the first week of July. We have met with the state and county to discuss how computers and phones will work. The state will also provide all the furniture and we are working through the lease requirements currently.

**Information for the Board: Executive Director report** - Dr. Emmons reported the following:

- » The biennial state budget contains a bill that will provide state funds for public health nurses if the state increases the state nursing wage. This bill was discussed with the Board at the last board meeting.



- » Laura and Kathy met with the mayor about the FY2025 City Budget request. He had no questions or concerns about the budget but wanted to know about any ideas to partner more in the future. The mayor stated that he is going to research ways to access resources from the Weed and Pest District in future for mosquito control efforts.
- » Performance Improvement (PI) training (Strategic Plan Priority 1, Objective 1.2) has been completed by all leaders. All areas will be using the Lean Daily Management process (LDM), which is a PI principle. This is the first step in the PI process. By the end of April each division will decide on a performance improvement project for their group.
- » The employee engagement survey (Strategic Plan Priority 2, Objective 1.2.4) will be completed by next Friday. The survey has been shortened this year with the goal that all employees will complete the survey. The disadvantage of removing some of the questions such as 'what division you work in', is if the results show improvement opportunities, we will not be able to identify the division.
- » The strategic plan also discussed a goal for Rounding with Staff. We are going to be completing 30/90-day stay interviews with new employees and leader monthly rounding with all staff. We have a set of questions developed by the Studer Group and have piloted the leader monthly rounding with the Environmental Health Team. Once we have feedback from Environmental Health, we will make any modifications and then will roll the process out to all staff.
  - » Operations & Human Resources – Dalene Frantz shared with following:
    - » The new storage facility is still on target for completion in April 2024. The contractors are currently working on all electrical and interior finishes. In addition, they are also working on placing the generator and connecting the generator.
    - » Strategic priority 3, strategy 1.1.4 of our Strategic Plan states we will survey the Board members each quarter to determine community partners that the board would like to learn more about. Ms. Frantz will be sending an email to the board members this week for that feedback.
  - » Environmental Health – Jennifer Escobedo shared the following:
    - » Eighteen new plan reviews have been submitted in the last couple of months. The varieties are for items like a Barndominium, Chinese food truck, Mexican ice cream shop in the mall and a coffee shack in the mall parking lot.
    - » To date there has been a small increase in home loan evaluations and new septic systems. Hopefully this is showing a bit of an economic rebound.
    - » A new Environmental Health Specialist has been hired, Daniela Ide, and will start on April 1, 2024.



- » Public Health Nursing - Kasey Mullins reported the following:
  - » MCH has struggled to get into the Jail to provide services with inmates beyond COVID. The jail has a new medical group that began on March 1, 2024. Some of the inmates are pregnant. Our team met with the new medical team and have developed an MOU to provide MCH services, currently in review with legal so that we can work with these inmates.
  - » Ryan White program payments and invoices have been coming for two months on time.
  - » the first 2 weeks of April we will provide all age-appropriate vaccinations to 5<sup>th</sup> and 6<sup>th</sup> graders entering junior high in the fall. Weather permitting, the team will be using the MRU at every elementary school in Laramie County.
  - » Adult Health has been identified as a colon screening pilot group. The state will provide all testing supplies and we will bill insurance if available.

**Presentation:** Environmental Health:

- Kimmie Burgess discussed the plan review process specifically for food licenses. The applicant is required to apply, provide a hard copy of floor plans, a complete menu and specification sheets for all equipment that will go into the facility. Once all items have been received, Environmental Health has 30 days to complete the plan review providing any comments on approval or disapproval. There can be many inspections during this time, prior to an opening inspection. Once the opening inspection has been completed successfully, the food license is issued.
- Ned Karcich discussed the Nuisance Program specifically with every complaint being investigated, working with the complainant and the complainer. Most complaints come to EH by phone reports, the CLCPH website, the Department of Agriculture, social media or in person. Most complaints are about food establishments. The complaint is followed up with the complainant, looking for any trends for a local illness, then communicating with the establishment to help find a solution. Septic and sewage complaints also come in. These concerns are more urgent to ensure we can minimize any environmental contamination. Additional complaints are recorded including animal feces, dead animals, waste accumulations, bed bugs, body art, childcare and daycare, massage, and recreational water.

With no further business, Dr. Chesnut adjourned the meeting at 1:15 p.m.