



Cheyenne Laramie County Public Health Board of Health

CLCPH Conference Room

Tuesday, April 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
Dalene Frantz, Director of Operation and Human Resources
Laura Malone, Director of Finance
Jennifer Escobedo, REHS, Director of Environmental Health
Jennifer Ebell, Nursing Support Services Manager

Guests Present:

Commissioner Troy Thompson, Ex Officio
Tammy Deisch, Laramie County Treasurer
Rebekha Dostal, Deputy County Attorney

Absent:

Kasey Mullins, MSN, RN, Director of Nursing/Deputy Director
City Councilman Jeff White, Ex Officio

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

President Chesnut welcomed our guest, Jennifer Ebell, Nursing Support Services Manager who is representing Kasey Mullins, Director of Nursing at today's meeting.

Consent Agenda: Dr. Chesnut asked for input or changes to the consent agenda which included the agenda for the April 2024 meeting, minutes from the March 19, 2024, meeting, Memorandum of Understand (MOU) with Wyoming Health Council to extend the expiration date of the Family Planning Program, Title X, to March 31, 2025, and an Amendment to the Memorandum of Understanding (MOU) between Wyoming Department of Health, Public Health Division and Cheyenne Laramie County Health Department to extend the term of the COVID-19 Vaccine agreement to June 30, 2025. Mr. Lopez requested that the MOU with Wyoming Health Council and



the MOU with the Wyoming Department of Health, Public Health Division be removed from the consent agenda for discussion during the contracts and agreements section of the board meeting. Ms. Hume moved to accept the revised consent agenda, seconded by Mr. Lopez, the motion carried unanimously.

Treasurers Report for March 2024: Ms. Deisch reviewed the treasurer's report for March 2024, reviewing cash in the bank account 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 March 2024: Ms. Malone presented the March Revenue and Expense report noting that the goal point for the 9th month of the year is 75%. Nursing revenue is higher at just above 102%, Environmental Health's revenue is on target at 73% with total CLCPH department revenue at 82.79% of the budget. Operating expenses are just under 60% of the budget and total expenses, which also include payroll, are at 68.6%. After discussion, Ms. Hume moved to accept the financial report with Dr. Silver seconding the motion. The motion carried unanimously.

Mental Health Moment: Dr. Chesnut discussed a presentation she attended on the Veterans Justice Outreach Program presented by the Cheyenne VA Healthcare System. Dr. Chesnut will send the full presentation to Ms. Frantz for distribution to the board.

Contracts and Agreements: Dr. Emmons discussed the following contracts:

- » Memorandum of Understanding (MOU) with Wyoming Health Council to extend the expiration date of the Family Planning Program, Title X, to March 31, 2025. Mr. Lopez asked if this contract included any additional Title X funding. This is a contract extension only without any additional funds. Ms. Dostal stated that this MOU extension had not yet been reviewed by the Laramie County Attorney's Office. Ms. Frantz will request a review today. This MOU will be reviewed during the May Board meeting for approval.
- » Amendment to the Memorandum of Understanding (MOU) between Wyoming Department of Health, Public Health Division and Cheyenne Laramie County Health Department to extend the term of the COVID-19 Vaccine agreement to June 30, 2025. After discussion Ms. Hume moved to accept the Memorandum of Understanding (MOU) between Wyoming Department of Health, Public Health Division and Cheyenne Laramie County Health Department to extend the term of the COVID-19 Vaccine agreement to June 30, 2025, seconded by Mr. Lopez. The motion carried unanimously.



- » Memo of Understanding (MOU) for provision of Maternal Child Health and Plans of Safe Care services to eligible pregnant inmates at Laramie County Detention Center and Laramie County Juvenile Services Center. After discussion, Ms. Hume moved to approve the Memorandum of Understanding for Maternal Child Health and Plans of Safe Care education to pregnant inmates at Laramie County Detention Center and Laramie County Juvenile Services Center, seconded by Mr. Lopez. The motion carried unanimously.

Official Business:

- » Dr. Chesnut discussed the results from the survey of the Board Members to determine community partners the Board would like presentations from at a future board meeting. After discussion, it was decided to do these presentations at the beginning of the meeting after introductions with two presentations for the balance of the year to include Healthworks and COMEA Shelter.

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

- » The annual employee engagement survey was rolled out in March 2023. At an all staff meeting the purpose of the survey was discussed in addition to when the survey would happen, and the confidentiality of the survey. 29 out of 34 employees completed the employee engagement survey or an 85% completion rate. There were 16 questions and one open ended question in the survey.
- » The Environmental Health Fee increase team decided that there is more in-depth research needed before a recommendation is brought back to the board for approval. Currently, the team is working on the Food fees first and then will be moving forward with the balance of the fees.
- » The mayor has approved our FY2025 funding request from the City of Cheyenne.
- » We will be meeting with the county commissioners this afternoon to discuss our FY2025 budget request.
- » WIC preparations are currently on target. They will move on Tuesday, July 9, 2024.
- » We met with the Executive Director of Community Action of Laramie County and the practitioner of Crossroads Clinic to receive an update on their move scheduled for Friday, June 28, 2024. The move is on track and participants will benefit from having all the Community Action of Laramie County programs in one building.
- » Dr Emmons was asked to participate on a healthcare workforce task force that was established by the Governor. The task force is working on healthcare shortages, specifically nurses.
- » The nurse managers and Ms. Mullins are in Denver this week for the Association of Public Health Nurses (APHN) conference.
- » The award letter for the State PHR funding has been received with a funding cut for FY2025.



- » Operations & Human Resources – Dalene Frantz shared with following:
 - » The new storage facility is on target for completion Friday, April 19, 2024, for occupancy on Monday, April 22, 2024. We have hired movers to move the storage items (not including MRU's, ATV's, Trailers, etc.) the second week of May. We need to be totally moved and the old barn cleaned by May 31, 2024.
- » Environmental Health – Jennifer Escobedo shared the following:
 - » The EH team is gearing up for summer including the submission of the mosquito grant.
 - » Currently interviewing for the Environmental Health Specialist position.
 - » Many complaints have been received about those who are selling burritos, etc. on Facebook and questions about if this is an acceptable practice.
 - » EH did have to shut down a fast-food Mexican restaurant today for a sewage issue and will be reopened once the sewer line is fixed.
 - » EH staff will be going to Casper for Septic Training with DEQ. All but one Environmental Health Specialist will be attending.
- » Public Health Nursing – Jennifer Ebell reported the following:
 - » Completed all the 5th & 6th grade vaccine clinics with the MRU. Numbers will be presented at the next meeting once all data has been compiled.
 - » De-escalation training for all staff was completed last month.
 - » The Adult Health division will serve as a pilot site for the colorectal screenings for 2 years. At the end of the 2 years, we will take over the program for Laramie County. The program will be rolled out on May 1, 2024.
 - » The Ryan White site visit went well. The State was impressed by the electronic health records we use. The site visit had no findings.

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