



Cheyenne Laramie County Public Health Board of Health

CLCPH Conference Room

Tuesday, May 21, 2024 @ Noon

Present:

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

Guests Present:

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

Absent:

Dr. Max Silver, DDS, Member
City Councilman Jeff White, Ex Officio

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

Agenda: Dr. Chesnut asked for input or changes to the consent agenda which included the agenda for the May 2024 meeting, minutes from the April 16, 2024, meeting, Memorandum of Understand (MOU) between Laramie County Department of Family Services; Memorial Hospital of Laramie County, dba Cheyenne Regional Medical Center; Stride Learning Center; Cheyenne Laramie County Health Department; Volunteers of America Northern Rockies; Laramie County Parents as Teacher; Wyoming Department of Health, Division of Healthcare Financing; and Recover Wyoming to establish the Laramie County Plan of Safe Care Collaborative, and a Memorandum of Understand (MOU) with Wyoming Health Council to extend the expiration date of the Family Planning Program, Title X, to March 31, 2025. Mr. Lopez asked that the Memorandum of Understanding regarding the Plans of Safe Care Collaborative be removed from the consent agenda and added to the Contracts and



Agreements section for discussion. Mr. Lopez moved to accept the revised consent agenda, seconded by Ms. Hume. The motion carried unanimously.

Treasurers Report for April 2024: Ms. Deisch reviewed the treasurer's report for April 2024, reviewing cash in the bank account and the investment account balance. After discussion, Ms. Hume moved to accept the treasurer's report with Mr. Lopez seconding the motion. The motion carried unanimously.

Financial Reports for April 2024: Ms. Malone presented the March Revenue and Expense report noting that the goal point for the 10th month of the year is 83%. Nursing revenue is higher at just below 116%, Environmental Health's revenue is at 81% with total CLCPH department revenue at 90% of the budget. Operating expenses are just under 65% of the budget and total expenses, which also include payroll, are 75% of the budget. After discussion, Mr. Lopez moved to accept the financial report with Ms. Hume seconding the motion. The motion carried unanimously.

Mental Health Moment: Dr. Chesnut handed out information on the Mental Health Resource Fair at the Boys and Girls Club on Saturday, June 1, 2024, from Noon to 3 pm. Ms. Frantz will email the flyer today to those on Zoom call.

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

- » Memorandum of Understand (MOU) between Laramie County Department of Family Services; Memorial Hospital of Laramie County, dba Cheyenne Regional Medical Center; Stride Learning Center; Cheyenne Laramie County Health Department; Volunteers of America Northern Rockies; Laramie County Parents as Teacher; Wyoming Department of Health, Division of Healthcare Financing; and Recover Wyoming to establish the Laramie County Plan of Safe Care Collaborative. This memorandum was reviewed by the County Attorney department in July 2023. After discussion, Ms. Hume moved to accept the MOU, with Mr. Lopez seconding the motion. The motion carried unanimously.

Official Business: None.

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

- » The move for Women Infants Children (WIC) is still on schedule for July 2024.
- » In the past, Environmental Health has been involved in firework stand inspections, but there is no clear understanding of why. After discussion with the County Attorney



- » the decision has been made that doing inspections of fireworks stands is outside the Public Health department's purview so this is the last year that Environmental Health will participate in these inspections.
- » Dr. Emmons & Ms. Malone met with the County Commissioners on the FY2025 budget. The concern of the commissioners is that the city is providing less than the county in funding. Per the MOU, the City is to fund 55% and the county 45%. The Commissioners have agreed to meet with the mayor to discuss the MOU and the funding requirements later this year. Dr. Thompson stated that two of the commissioners met with the mayor to discuss working together on the budget process for the next fiscal year for all jointly funded budget entities in February or March of 2025.
- » Dr. Emmons will be meeting with the County Commissioners to discuss some building improvements that will be happening with one-time City funds.
- » Employee Engagement survey results were reviewed with all staff in May 2024 at the Quarterly Staff Meeting. The three areas the leadership team will be focusing on in the next year are: When decisions are made, the people affected are asked for their ideas and input; I am clear about what people expect me to do on the job; and I have received recognition or praise for doing good work.
- » The new Community Health Assessment is currently in process with our partners in the community and CRMC taking the lead. This year a more thoughtful approach to this assessment is happening with a goal to have the Community Health Assessment completed in May 2025.
- » The Wyoming Extension Office asked Dr. Emmons to participate in a focus group to set goals and priorities for the next year.
 - » Operations & Human Resources – Dalene Frantz shared with following:
 - » The PHR team with the help from the hired movers will be moving into the new storage facility this Friday, May 24, 2024.
 - » Bids have been received from 6 local contractors to remodel the front reception area to allow for more patient privacy by moving the check in/check out locations to the left and right of the current location. We will be working with the contractor this week to finalize the construction timeframe and completion date. This project will be funded by one-time funds from the City of Cheyenne.
 - » A grant application has been sent to the CDC to replace our three water fountains with a combination water bottle filler and water fountain. We are currently waiting on the grant request decision for the equipment and the installation, electrical relocation, and necessary wall repairs will be funded with one-time funds from the City of Cheyenne.
 - » In the fall, we will be painting the interior of the building. We have received 3 bids to paint the interior and have decided on a painter. We



are working on a final schedule for the painting. This is another project that will be funded with one-time funds from the City of Cheyenne.

- » Environmental Health – Jennifer Escobedo shared the following:
 - » Many of the new restaurants/coffee shops are getting ready to open.
 - » Matt Hartay started yesterday as an Environmental Health Specialist who just graduated from the University of Wyoming.
 - » There was an establishment who had a hood fire over Mother’s Day weekend. The establishment has cleaned everything in the kitchen and had the hood fire suppression system recharged and is now reopened.
 - » The first case in Cheyenne of Leptospirosis in a dog was identified in the last 3 weeks. Prevention with vaccination is still recommended.
- » Public Health Nursing – Kasey Mullins, MSN, RN, reported the following:
 - » The Memorandum of Understanding with the Laramie County Detention Center to provide Maternal Child Health and Plans of Safe Care has been approved by the County Commissioners. Ms. Mullens and her team met with the jail staff yesterday to plan the next steps. The next project the jail staff would like to pursue is sexually transmitted disease testing.
 - » The vaccine clinics for the 5th and 6th grade clinics held in LCSD #1 and LCSD #2 resulted in seeing 212 students and providing 452 vaccines. There are still about 400 kids needing vaccinations, so junior high vaccine clinics will be held in August 2024.
 - » Family planning team has been providing education at East, South, Carey. The team is hoping to provide this education at Central and McCormick next year.
 - » A new nurse, Kay, joined the Immunization and Family Planning team this month and brings a wealth of knowledge.
 - » One new vaccine refrigerator has arrived for the immunization clinic with the second refrigerator to be delivered to the new barn around the end of May.
 - » The nurse leaders attended the National Conference for the Association of Public Health Nurses in Denver.
 - » Pink Book training will be in Denver soon which is training/information on vaccine administration.

Presentation: Environmental Health Fee Schedule

- » Dr. Emmons shared that 2 years ago the mayor asked what it costs to provide services in Environmental Health (EH) and she was unable to answer. In the past, increases of fees were done traditionally at 5% and have not been done since 2021. Ms. Escobedo,



Ms. Gaertner, Ms. Malone, and Dr. Emmons have met to develop a methodology to look at fee increases on a cost to do business basis.

- » Dr. Emmons asked the board to keep in mind some questions that will need to be answered in the future:
 - » What self-sustaining percentage does the organization target for EH?
 - » Is this a multiple year rollout once a self-sustaining percentage is decided?
 - » We will need to have continued conversation about the process and decisions to be made.
- » Ms. Malone discussed the methodology used to determine the cost to do business (cost-basis) of each inspection type. This is the best method for a service-based division.
- » Ms. Escobedo explained how inspections fall into a low, medium, and high-risk category based on how many inspections per year and the complexity of those inspections.
- » Ms. Escobedo discussed each type of inspection specifically for food inspections: pre-packaged, fast food, full service, and multi-venue with 650 total inspections completed each year.
- » Ms. Escobedo discussed the cost per food inspection in the city and the county and the average cost basis for all establishments regardless of location.
- » Ms. Escobedo also showed the current fee that is charged and what the fee would be if the cost to do business was 60%, 70%, 80%, 90% or 100% sustainable by the fee.

With no further business, Dr. Chesnut adjourned the meeting at 1:20 p.m.