



Cheyenne Laramie County Public Health Board of Health

**CLCPH Conference Room**

Tuesday, July 16, 2024 @ 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  
Gus Lopez, Member

***Staff Present:***

Kathy Emmons, DMgt, Executive Director  
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:***

City Councilman Jeff White, Ex Officio  
Tammy Deisch, Laramie County Treasurer  
Terry Thayn, RN, Maternal Child Health (MCH) Nurse Manager  
Sonya Miller, RD, Women, Infants, and Children (WIC) Program Manager

***Absent:***

Dr. Stan Hartman, County Health Officer  
Commissioner Troy Thompson, Ex Officio  
Brad Lund, Deputy County Attorney

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

**Welcome Guests:** President Chesnut welcomed Sonya Miller, RD, WIC Program Manager and Terry Thayn, Maternal Child Health Nurse Manager.

**Consent Agenda:** Dr. Chesnut asked for input or changes to the consent agenda which included the agenda for the July 2024 meeting and minutes from the June 18, 2024, meeting. Ms. Hume moved to accept the consent agenda, seconded by Mr. Lopez. The motion carried unanimously.



**Treasurers Report for June 2024:** Ms. Deisch reviewed the treasurer's report for June 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 June 2024: Ms. Malone recognized the important role all leaders have taken in managing the budget during the fiscal year.** Ms. Malone presented the June Revenue and Expense report noting that the goal point for the 12<sup>th</sup> month of the fiscal year is 100%. Nursing revenue is at 130.08%, Environmental Health's revenue is at 96.39% with total CLCPH department revenue at 106.78% of the budget. Operating expenses are just 82.46% of the budget and total expenses, which also include payroll, are 96.67% of the budget. After discussion, Ms. Hume moved to accept the financial report with Mr. Lopez seconding the motion. The motion carried unanimously. Board members recognized staff for all their work on successfully developing and managing this year's budget.

**Mental Health Moment:** Dr. Emmons discussed the changes underway for Wyoming's Behavioral Health System within the state under the Department of Health. The chief goal is focusing state resources on those who need the most: acute psychiatric adults, incarcerated individuals, and low income and indigent general access populations. In addition, those residents seeking services will now apply through Medicaid so that other potential pay sources beyond state general funds are available.

**Contracts and Agreements:** None.

**Official Business:** Dr. Chesnut gave an update on the Executive Director's review for FY2024 stating that three board members have completed the review but are still waiting on two board members to complete the review. Ms. Frantz will send the information again today.

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

- » June is always spent wrapping up the end of the year.
- » The WIC move was seamless, and Ms. Mullins and Ms. Frantz worked very closely with CRMC and WIC on the transition.
- » Spent two days at the Governors Healthcare Workforce Task Force specific to mental health professional workforce development.
- » Rolled out the new performance review program in July. We will complete these in July and January of each year with each employee.
- » Attended the meeting at the Library about Opioid funding and how to use those funds.
- » Serving as the Treasurer of the Joint Juvenile Justice Power Board and helping them get up and going with a new director.



- » Operations & Human Resources – Dalene Frantz shared with following:
  - » Reviewed the Marketing & Outreach report in the board packet.
  - » Public Health Response Outreach events in June:
    - » Made a presentation to CERT group (Citizen Emergency Response Team) about Points of Dispensing and how we can work together in the future.
    - » Press release issued about a rabid bat in Lyons Park that was covered by several news sources in Cheyenne.
  - » PHR Functions in June:
    - » End of fiscal year and end of 5-year budget period so very busy with reporting.
    - » Worked with state work groups: Medical Countermeasures and City Readiness Initiative; and Crisis and Emergency Risk Communication/Public Information Officer.
    - » Created Non-pharmaceutical Intervention plan and updated the Medical Countermeasure Plan.
  - » Employee Engagement Committee:
    - » This is a multi-disciplinary group of 6 employees that have been working for the last year and a half to bring events and education to our staff.
    - » The goals of this committee are retention, employee satisfaction, breakdown of silos, and celebrations.
    - » The committee has conducted an event almost every month with the most recent event in June 2024, tie-dying CLCPH logo t-shirts which was a big hit with the staff.
    - » The committee is also working on the Staff Picnic that will be held at the Romero Park Shelter again this year on August 22, 2024, from Noon-4:00 pm. All board members are welcome to attend. Activities will include Service Awards for our staff, an ice breaker activity, team building activity, games and great food.
    - » Discussed building projects with new shades in the conference room, front remodel, painting and water fountains.
- » Environmental Health – Jennifer Escobedo shared the following:
  - » EHS team is working to get ready for Frontier Days with fly control underway and the park is very busy already.
  - » The campground across from CFD is still having a few issues with dumping grey water on the ground, which is not a legal practice. The park is working to get the holding tanks pumped out as often as needed.
  - » They are inspecting and permitting those required at CFD.



- » Mosquitoes are increasing in the north part of the county with day biter type mosquitos. There is not much that can be done to alleviate these mosquitos and do not transmit West Nile virus. Ms. Escobedo also passed around reports from VDI on the mosquitos they are collecting in the traps.
- » Training was given to the school district on “Inspections 101”, so they know what to expect.
- » A specific restaurant had a fire inside of a self-cleaning hood and was shut down for much of the day until the hood could be recharged and then reopened.
- » One establishment was closed on Friday as their food license had expired. The owner did reopen over the weekend without the license, but the license has now been renewed as of yesterday.
- » Public Health Nursing – Kasey Mullins, RN, reported the following:
  - » Last august we were able to add the 5<sup>th</sup> person to the MCH staff and they are current at 80% of their client load. It is expected that they will be at 100% in the next few months.
  - » Adult team is rolling out their project improvement plan with peer review assessments for the LT101 program. Once developed, the State has asked that we share the process with them.
  - » Bulk text messaging is being piloted.
  - » Almost every division traveled for training.
  - » FP has been out meeting with the Jr. and Sr. highs at the end of the school year and ready for the next round of education in the fall.
  - » Reimbursement for Colorectal and Cancer screenings is being received which is the first reimbursement for these patients.

**Presentation: Maternal Child Health Process Improvement Project – The MCH team attended the presentation.** Ms. Thayne presented MCH’s process improvement project to increase Maternal Early Childhood Sustained Home-visiting (MECSH) participants including:

- » The background of why this project was chosen.
- » The goal was to increase MECSH prenatal enrollment by 50% in the next 5 months which would result in prenatal enrollment increasing by 10% in FY2025.
- » The analysis the team went through including the roadblocks and countermeasures.
- » Each team member owned a piece of the project with greater than 50% increase in MECSH prenatal enrollments.
- » The team will begin birthing classes in October of 2024.

With no further business, Dr. Chesnut adjourned the meeting at 1:06 p.m.