



Cheyenne Laramie County Public Health Board of Health

**CLCPH Conference Room**

Tuesday, October 15, 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  
Tiffany Gaertner, Environmental Health Supervisor

***Guests Present:***

Commissioner Troy Thompson, Ex Officio

***Absent:***

Dr. Stan Hartman, County Health Officer  
City Councilman Jeff White, Ex Officio  
Tammy Deisch, Laramie County Treasurer  
Brad Lund, Deputy County Attorney

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

**Welcome Guests:** Dr. Chesnut welcomed Tiffany Gaertner, Environmental Health Supervisor.

**Consent Agenda:** Dr. Chesnut asked for input or changes to the consent agenda which included the agenda for the October 2024 meeting and minutes from the September 17, 2024, meeting. Ms. Hume moved to accept the consent agenda, seconded by Mr. Lopez. The motion carried unanimously.

**Treasurers Report for September 2024:** In Treasurer Deisch's absence, Ms. Malone reviewed the treasurer's report for September 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 September 2024:** Ms. Malone presented the September Revenue and Expense report noting that the goal point for the 3<sup>rd</sup> month of the fiscal year is 25%. Nursing revenue is 26.68%, Environmental Health's revenue is 24.95% with total CLCPH department revenue at 28.39% of the budget. Operating expenses are 34.78% of the budget and total expenses, which also include payroll, are 23.60% of the budget. Ms. Malone also discussed a change in the profit and loss which now shows the non-cash revenues and non-cash expenses. The non-cash revenues include grant administration fee revenue and vehicle lease revenue while the non-cash expenditures include the administrative grant expense and vehicle lease expense. This change does not affect the bottom line, as the revenue and expense amounts will be the same. After discussion, Dr. Caller moved to accept the financial report with Mr. Lopez seconding the motion. The motion carried unanimously.

**Presentation: Environmental Health Fee Increase Proposal included the following points:**

- » Dr. Emmons presented a proposal of 50%, 60%, and 70% of the cost of doing business of the Environmental Health Fee Increases.
- » Presented the actual cost of doing business for each service in EH
- » Reviewed each workbooks (50%, 60% and 70%) showing the service provided, the actual cost, the current fee, the average cost in the city and county, the amount funded by city/county funds to provide the service, if we increased the fee incurred to 50%, 60%, or 70% of the actual cost, what the increase would get to the percentage, and finally what percent of the cost is the business paying now.
- » There are 7 categories that would increase greater than \$100 based on the business paying 50% of the actual cost of services, these are low frequency services but entail a great deal of time to complete.
- » There are 12 services that would increase to greater than \$100 at the 60% actual cost of doing business.
- » There are 17 services that would increase to greater than \$100 at the 70% actual cost of doing business.
- » If the cost of providing services is lower than the current fee, it is recommended that the fee remains stagnant.
- » Dr. Emmons' recommendation is to increase the business fees to 60% of the actual cost of doing business.
- » Dr. Emmons stated the reason for increasing fees is that the EH Division is heavily reliant on the City/County funds. A fee increase closer to the actual cost of service provision will free up existing funds for other uses, such as adding another nurse to meet the increasing numbers of referrals we are receiving in MCH. She also stated



that we only have a set amount of funds to work with and is concerned there are other Public Health Services we should be providing but can't due to limited resources.

- » The last fee increase was a 5% increase in 2021.
- » Mr. Lopez stated his concern is the cost to the companies for the increase in these fees. Mr. Lopez also said that this needs to be a reasonable increase for the businesses and for the community.
- » Dr. Caller stated that showing the data is needed, but doing arbitrary cost increases does not make sense. An increase in the one-time type fees is less concerning to her.
- » Dr. Silver agrees with Dr. Caller that the majority increases of the \$100 or over are on one-time projects such as a grocery store.
- » Ms. Hume also feels that rate increases need to happen.
- » Dr. Chesnut wants to balance the funds from the city/county but also subsidize some of the funds the public pays but is hesitant to increase fees for all programs across the board.
- » Dr. Emmons stated that doing this analysis annually makes sense as we undertake a similar annual process for the nursing division each year.
- » Dr. Chesnut asked to show how many of each service are completed in a year on the spreadsheets for the next meeting.
- » Dr. Emmons stated that she would add the estimated number of each service per year and then a column showing the new fee at 55% per Dr. Chesnut's request for the next meeting in November.

Dr. Thompson stated that the board also needs to keep in mind what Government's role is in the fees. The county is concerned about the revenues they are receiving. Dr. Emmons stated this is also a concern for the organization. If the county must reduce funding, we need to bring in revenues to cover changes. This is a more proactive approach than in past years.

**Mental Health Moment:** Dr. Emmons discussed the 2024 Laramie County Suicide Fatality Review Team's Annual Report. There has been a decrease in suicides from 2022 to 2023, with males accounting for 3 out of 4 suicides, 70% of the suicides had at least one social need identified and nearly one-third of suicides in Laramie County were service members or veterans.

**Contracts and Agreements:** None.

**Official Business:** None.

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

- » Continuing to work on the County Health Assessment which is coming together.
- » All staff training was yesterday, October 14, with presentations on Public Health Services, Social Determinates of Health, Habitat for Humanity, Systems Thinking, a



completed PI project, and goals and objectives for the coming year from the Strategic Plan.

- » COVID numbers are currently going down within the County and the State.
  - » Operations & Human Resources – Dalene Frantz shared the following:
    - » Reviewed the Marketing & Outreach report in the board packet.
    - » Public Health Response & Outreach activities in September 2024.
      - » Presentation to the Board of Public Utilities staff on personal preparedness.
      - » Marketing for the Annual MCH Community Baby Shower and the Community Flu Clinic.
    - » PHR Functions in September:
      - » Continue reviewing all our emergency operation plans and annexes as our process improvement project.
      - » Development of a Mass Casualty exercise which coincided with the Community Flu Clinic to test medical countermeasure tracking.
    - » Building Projects:
      - » Water fountains are complete and most of the selections for the front office remodel have happened. The Front Office remodel and painting of the inside of the building will begin in November.
  - » Environmental Health – Jennifer Escobedo shared the following:
    - » Training new staff is going well.
    - » The Pershing property 201 exception passed both the City and County and can now move forward with a septic permit.
  - » Public Health Nursing – Ms. Mullins reported:
    - » September was a very busy month with the 3<sup>rd</sup> annual Community Baby Shower with over 200 individuals attending.
    - » School districts final vaccine compliance date was in September. There were 300 students who were not compliant by this deadline, but by the first week of October all were current.
    - » October 1<sup>st</sup> was the Annual Community Flu Clinic, and we had over 350 people attend and gave over 600 vaccines with the majority receiving a COVID and Flu vaccine. This is about 50% increase over last year.
    - » School districts are reporting a higher rate of flu being seen.
    - » The city and county HR departments are very good at promoting their wellness programs and we had vaccine clinics for both with great turnout. They also shared the colorectal screening information, and we have received 5 referrals.



- » We are going to 47 different organizations to provide flu and COVID vaccines.
  - » WIC has gone through a large upgrade with their eWIC cards (participant benefits) issuing 800 new cards.
  - » The Adult Team is working on a large PI project standardizing the LT101 functional assessment process as the state no longer provides training or quality assurance oversight and direction. The state will be using this process once completed across other Public Health clinics.
  - » The Opioid Funding Committee will have a matrix delivered to the County commissioners by end of year for evaluation and adoption.
- » Commissioner Thompson shared:
- » The Commissioners are very thankful for the Opioid Committee and their guidance.
  - » Early voting is going on now.
  - » Property Tax ballot proposition is an interesting conversation in separating residential property taxes as its own class.
  - » 6<sup>th</sup> penny tax collections are going well and will be paid off in Spring of 2026 ahead of schedule.
  - » Don Hollingshead and Ty Zwoniter will be the two new commissioners.

Ms. Hume complimented the CLCPH staff on the successful Community Flu Clinic.

With no further business, Dr. Chesnut adjourned the meeting at 1:16 p.m.