



Cheyenne Laramie County Public Health Board of Health

CLCPH Conference Room

Tuesday, December 17, 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
Dr. Stan Hartman, 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
City Councilman Jeff White, Ex Officio
Tammy Deisch, Laramie County Treasurer

Absent:

Brad Lund, Deputy County Attorney

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

Welcome Guests: Dr. Chesnut welcomed Ms. Sarah Lentz, Public Health Response Coordinator.

Consent Agenda: Dr. Chesnut asked for input or changes to the consent agenda which included the agenda for the December 2024 meeting and minutes from the November 19, 2024, meeting. Mr. Lopez moved to accept the consent agenda, seconded by Ms. Hume. The motion carried unanimously.

Treasurers Report for November 2024: Ms. Deisch reviewed the treasurer's report for November 2024, reviewing cash in the bank account and the investment account balance.



After discussion, Ms. Hume moved to accept the treasurer's report with Dr. Caller seconding the motion. The motion carried unanimously.

Financial Reports for November 2024: Ms. Malone presented the November Revenue and Expense report noting that the goal point for the 5th month of the fiscal year is 42%. Nursing revenue is 67.11%, Environmental Health's revenue is 43.58% with total CLCPH department revenue at 54.12% of the budget. Operating expenses are 55.54% of the budget and total expenses, which also include payroll, are 43.07% of the budget. After discussion, Ms. Hume moved to accept the financial report with Mr. Lopez seconding the motion. The motion carried unanimously.

Mental Health Moment: None.

Contracts and Agreements: None.

Official Business:

- » Dr. Emmons discussed she will again begin providing a Legislative Update at each Board Meeting. Session starts January 14 – March 6, 2025. We have Senator Hutchings, Rep. Styvar, and Rep. Wasserburger are all on the Labor Committee. Bills filed so far that may have interest to our organization include Advance Healthcare Directive for those with dementia to allow more planning, the requirements of surgical abortion clinics, and a bill to allow PT/OT's to request a handicap sticker for their patients. Dr. Emmons is anticipating a vaccine bill and gender issues during this session.

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

- » Councilman White, Jennifer Escobedo and Dr. Emmons met with the mayor and his chief of staff to review the Environmental Health fee increases. They were in full support of the methodology used and the fee increases. The mayor has asked us to move forward with a public hearing soon. Dr. Emmons is trying to schedule this public hearing at the same time as a county public hearing. A quick presentation will also be made in January to the City Council.
- » Commissioner Thompson explained the process for the EH fee increase and recommended waiting until January to have an informational meeting with the newly elected Commissioners.
- » The Community Health Needs Assessment (CHNA) is progressing while working closely with Amy Spieker from Cheyenne Regional Medical Center. The first draft has been presented to the Laramie County Community Partnership. This CHNA should be



completed in March 2025, and then the Community Health Improvement Plan will be developed.

- » Environmental Health (EH) division is working to streamline their processes looking at other ways to handle tasks, so they are less cumbersome and allows the EH Specialists to work at the top of their scope.
- » Dr. Hartman reported that influenza and norovirus are going around the community but not more than normal at this time of year. Dr. Hartman also said that COVID numbers have increased slightly in Wyoming, but we have stayed rather steady in Cheyenne.
 - » Operations & Human Resources – Dalene Frantz shared with following:
 - » Reviewed the Marketing and Outreach report in the board packet.
 - » Public Health Response and Outreach (PHR) activities in November 2024.
 - » Ms. Lentz discussed the Two Weeks Ready resource distributed during the meeting.
 - » PHR completed the annual subrecipient monitoring visit by the Wyoming Department of Health, Public Health Response Division with no issues found.
 - » Ms. Lentz and Dr. Emmons participated in a Pandemic Planning training from the National Center for Disaster Preparedness.
 - » Building Projects:
 - » A Gantt chart was provided and reviewed showing the building projects and the completed dates or estimated completion dates.
 - » The ongoing projects are the Front Office Remodel, the furniture for the lobbies and conference room and the HVAC system.
 - » Environmental Health – Jennifer Escobedo shared the following:
 - » Inspections were conducted at Cowboy Christmas Craft Fair last weekend. Most food vendors had licenses but there were a few who needed licenses. One vendor had to leave as she prepared her food in her home kitchen in Colorado and those types of foods cannot cross state lines.
 - » The salmonella outbreak linked to cucumbers was discussed. It is recommended to wash your vegetables before consuming them.
 - » Currently conducting a second interview for an Environmental Health Specialist and the candidate is going on a “ride along” for an inspection and a septic inspection.
 - » Public Health Nursing – Ms. Mullins reported:
 - » The Ryan White program a year ago had 67 clients and as of today the team has 82 clients. If the numbers do not go down, we do not currently



have the capacity to take on more clients without increased funding for additional staff. The State may have additional funds which may be available through May 2026.

- » Maternal Child Health is at 91% of client capacity and has begun using the priority listing so that those with the most needed are targeted for participation.
- » An internal goal was to have 20 Plans of Safe Care clients by end of year and currently we have 23 clients.
- » Flu and RSV cases for hospitalizations of children from Wyoming have seen a 150% increase in the last couple weeks.
- » CureMD went live for Maternal Child Health at the beginning of December. The state had an issue with CureMD for Adult Health. It is anticipated they will go live at the beginning of January.
- » A new Vaccine Coordinator/RN has been hired so they are able to help in the clinic but also accomplish the duties of the coordinator.

Presentations:

Ms. Lentz gave a presentation on the Public Health Response background and program including:

- » Our emergency operations plan includes functional, incident and support annexes.
- » In June 2024 we began a new five-year budget period. The next five years will include updating each annex, less focus on vaccine-based medical countermeasure, working with our partners to update Laramie Counties plans, and continued work with our Access and Functional Needs partners.

Ms. Frantz gave a presentation on Compensation, Turnover, Exit Interview and Improvements for Human Resources in 2024:

- » Review of the board approved compensation timeline.
- » Turnover data from the calendar year 2020 through 2024 showing a decrease in turnover.
- » The calendar year 2024 exit interview summary.
- » Ongoing process improvements to the onboarding and off boarding process and the policy approval process.



With no further business, Dr. Chesnut adjourned the meeting at 1:08 p.m.