



Cheyenne Laramie County Public Health Board of Health

CLCPH Conference Room

Tuesday, January 21, 2025 @ 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

Guests Present:

Commissioner Don Hollingshead, Ex Officio
City Councilman Jeff White, Ex Officio
Brad Lund, Deputy County Attorney

Absent:

Jennifer Escobedo, REHS, Director of Environmental Health
Tammy Deisch, Laramie County Treasurer

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

Welcome Guests: Dr. Chesnut introduced Tiffany Fernandez our Communications, Outreach and Education Coordinator who started in early January 2025.

Consent Agenda: Dr. Chesnut asked for input or changes to the consent agenda which included the agenda for the January 2025 meeting and minutes from the December 17, 2025, meeting. Ms. Hume moved to accept the consent agenda, seconded by Dr. Caller. The motion carried unanimously.

Election of Officers for 2025: Dr. Chesnut asked Ms. Frantz to review the current board officers. Ms. Frantz stated that Dr. Chesnut is the President, Ms. Hume is the Vice President, and Dr. Caller is the Secretary. Ms. Hume nominated Dr. Caller for President, Dr. Chesnut



nominated Ms. Hume to remain as Vice President and Ms. Hume nominated Dr. Silver for Secretary. After discussion, Ms. Hume made a motion to elect Dr. Caller for President, Ms. Hume for Vice President and Dr. Silver for Secretary with Mr. Lopez seconding the motion. The motion carried unanimously.

Treasurers Report for December 2024: Ms. Malone reviewed the treasurer's report for December 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. Chesnut seconding the motion. The motion carried unanimously.

Financial Reports for December 2024: Ms. Malone presented the November Revenue and Expense report noting that the goal point for the 6th month of the fiscal year is 50%. Nursing revenue is 78.69%, Environmental Health's revenue is 51.17% with total CLCPH department revenue at 62.91% of the budget. Operating expenses are 64.48% of the budget and total expenses, which also include payroll, are 50.97% of the budget. After discussion, Mr. Lopez moved to accept the financial report with Dr. Silver seconding the motion. The motion carried unanimously.

Mental Health Moment: Dr. Caller discussed during the last four years many mental health services have been completed via telehealth so the patient can be at home. The Federal regulation has been extended to March of 2025 to continue this practice but understand many private insurance companies and Medicare may not continue to cover these telehealth visits from home. Medicaid will continue to cover these visits.

Contracts and Agreements: None.

Official Business:

- » Dr. Emmons gave a Legislative Update including:
 - » Senate File #130 – amending the exemption from civil liability for providing emergency services to include mental health crises.
 - » Senate File #125 – providing a definition of health care generally applicable to law.
 - » House Bill #180 – creating a program relating to K-12 mental health providing appropriations.
 - » House Bill #155 – compiling reports on workplace violence in hospitals, health care clinics and long-term care facilities.
- » House Bill #141 – prohibiting health mandates and requirements for COVI-19 and any variant thereof by specified federal and nongovernmental health organizations.



- » House Bill #128 – public health emergency definition amendments.
- » House bill #169 – providing a portion of a residential property as a homeowner tax exemption for the 2025 and 2026 tax years. This could cut our funding if the funds are not backfilled by the legislature.

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

- » Today starts the last class for her Public Health Certification.
- » Leaders are currently working on FY2026 budgets with the city budget due on March 1st and county budget will be due in April/May.
- » A meeting with the mayor and county commissioners will be in March to discuss the funding split between the city and county.
- » Tiffany Fernandez, Communications, Outreach and Education Coordinator joined our team in January 2025, funded by a grant from the Wyoming Department of Health. Her goal is to get information out within the community and county, work with the internal departments and support the communication domain.
- » A quarterly staff meeting was held last week
- » The environmental health fee increase has been posted for the 45-day public comment period. Once the comment period is complete, we will meet with the county commissioners and city council.
- » Environmental Health completed a full day strategic planning, event last week .
- » Thanked Ms. Frantz for her coordination and work on the building projects.
- » Thanked Ms. Mullens for the help finding funding for the new conference tables and conference chairs.
- » Sarah Lentz, Kasey Mullins, RN, and Dr. Emmons met with the American Red Cross and other community groups on sheltering. The American Red Cross agrees this is not our responsibility, but we will help them along with Laramie County Emergency Management to develop a county wide plan.
 - » 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 December 2024 including:
 - » Access and Functional Need outreach.
 - » Completion of the Mass Casualty Exercise After Action Report stating what went well and improvements to our plan and future exercises.
 - » PHRC Lentz attended the Healthcare Coalition Preparedness Conference with the Wyoming Healthcare Coalition Board Members.
 - » The Medical Countermeasure/Cities Readiness Initiative workgroup that PHRC Lentz is the leader, met to discuss an upcoming statewide tabletop exercise involving a Chempack (containers of nerve



agent antidotes and supplies that can be quickly accessed by first responders and medical professionals in a chemical incident) response.

- » Building Projects:
 - » A Gantt chart was provided and reviewed with the board showing the building projects and the completed dates or estimated completion dates.
 - » The ongoing projects include:
 - » MCH office remodel
 - » WIC front office counter
 - » Family Planning furniture
 - » HVAC system
- » Public Health Nursing – Ms. Mullins reported:
 - » Nursing has met with the state communicable disease unit to add another position within the Ryan White and Case Management programs. The state has agreed to fund this new position through 2026, and we are currently waiting for a contract.
 - » Working with Medicaid office on ways to recoup revenue for MCH services and other nursing services. This has made a positive revenue stream.
 - » Working closely with our Biller to continue receiving funds from our substance abuse screenings in Adult Health and MCH.
 - » Federal poverty guidelines were published on January 17, 2025. We will be updating our sliding fee scale for Immunizations and Family Planning.
 - » Family Planning's Title X site visit is planned for February 2-5, 2025.
 - » The Wyoming Department of Health has ended the Children's Special Services program. .
 - » Adult & MCH launched new electronic medical records software in December. The Adult health team's electronic program is still not functioning well and will be meeting with the State Communicable Disease Unit tomorrow.
 - » Family Planning process improvement was to reduce our no-show rate, and they have seen a 50% reduction in no show appointments after completion.
 - » State Women Infants Children (WIC) office will be adding a Breastfeeding Peer Counselor paid and employed by the State but located at our site. We are currently waiting on a MOU for this position. It is our hope to offer



connection and support for our breastfeeding mothers, as well as increase WIC presence on the mother/baby unit at CRMC.

- » Opioid Funding committee has been working since July 2024 to provide a funding matrix to the County Commissions. The application and matrix will be presented to the County Commissioners and once approved, funding will be released in late April/early May.

Presentations: Dr. Emmons gave an update on our Strategic Plan progress including:

» Strategic Priority 1

- Objective 1.1 – this is an area that we still have work to do by developing the Quality Improvement Committee.
- Objective 1.2 – we are using an A3 approach which has been rolled out in each division and each leader has been trained in the A3 approach. Each staff member also develops a goal in their annual review.
- Objective 2.1- Leadership has done a tremendous amount of work on this priority. CureMD has been implemented in all of nursing, billing, and scheduling. Healthspace is continuing to be worked on in Environmental Health. Human Resources and payroll have implemented Employee Web Services, PTO system and payroll functions.

» Strategic Priority 2

- Objective 1.1 – Market Pay Analysis has been completed and approved along with the compensation philosophy.
- Objective 1.2 – the Employee Engagement Committee has been established, staff satisfaction will again be measured in February and in 2026 we will have a third-party staff satisfaction survey.
- Objective 2.1 - Stay interviews have been implemented. Currently working to improve the onboarding/off boarding processes.

» Strategic Priority 3

- Create an outreach plan which is about 70% completed.

With no further business, Dr. Caller adjourned the meeting at 1:10 p.m.