



Cheyenne Laramie County Public Health Board of Health

CLCPH Conference Room

Tuesday, February 18, 2025 @ Noon

Present:

Dr. Tracie Caller, MD, MPH, President
Sue Hume, MS, RN (ret.), Vice President
Dr. Max Silver, DDS, Secretary
Lorie Chesnut, DrPH, MPH, 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
Tiffany Fernandez, Communications Outreach and Education Coordinator

Guests Present:

Commissioner Don Hollingshead, Ex Officio
Tammy Deisch, Laramie County Treasurer

Absent:

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

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

Welcome Guests: None

Consent Agenda: Dr. Caller asked for input or changes to the consent agenda which included the agenda for the February 2025 meeting and minutes from the January 21, 2025, meeting. Ms. Hume moved to accept the consent agenda, seconded by Dr. Chesnut. The motion carried unanimously.

Treasurers Report for January 2025: Ms. Malone reviewed the treasurer's report for January 2025, reviewing cash in the bank account and the investment account balance. After



discussion, Dr. Chesnut moved to accept the treasurer's report with Dr. Chesnut seconding the motion. The motion carried unanimously.

Financial Reports for January 2025: Ms. Malone presented the January Revenue and Expense report noting that the goal point for the 7th month of the fiscal year is 58%. Nursing revenue is 85.76%, Environmental Health's revenue is 60.76% with total CLCPH department revenue at 71.32% of the budget. Operating expenses are 70.94% of the budget and total expenses, which also include payroll, are 58.66% of the budget. After discussion, Mr. Lopez moved to accept the financial report with Ms. Hume seconding the motion. The motion carried unanimously.

Preliminary FY2026 Budget: Currently all department budgets have been received and Ms. Malone is compiling the draft budget. The Director's will meet tomorrow to review the budget and make any changes. The FY2026 budget is due to the City of Cheyenne on Friday, February 28, 2025, and will be due to the county mid-May 2025. The goal with the FY2026 budget is to remain at the current funding levels with the city and county.

Public Health Moment: Dr. Emmons discussed the first case of Avian Flu in a human in Wyoming. This is the only 3rd hospitalization in the country and this person's symptoms are severe. The infection most likely was contracted from a backyard flock. Precautions to avoid Avian Flu include not eating under cooked food, avoid wild birds, don't touch a dead bird, and don't eat or drink raw milk.

Contracts and Agreements: None.

Official Business:

- » None

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

- » Dr. Hartman has decided to retire as the County Health Officer after 22 years. Dr. Hartman has offered continue working until a new CHO is hired and to help with training.
- » Working closely with Environmental Health with process improvements including intake of information, working on a call tree, and billing improvements.
- » Last Friday, worked with Environmental Health and the City of Cheyenne on a mobile home park with a sewage issue. The mobile home park is working on a permanent resolution.
- » Continuing to work on the County Health Assessment with the next meeting in March to further narrow down the priorities for the county. This team is putting together



one-page documents that can be used to explain why these issues were chosen. The Community Health Improvement plan will then be developed.

- » Held a leadership retreat last Thursday and set goals for the next year that align with our strategic plan including department specific orientation for new employees, partner recognition, possible resiliency training for our staff and taking care of our staff considering the federal/state uncertainty and chaos.
- » Following legislation on both the state and federal level.
 - » Operations & Human Resources – Dalene Frantz shared with following:
 - » Reviewed the Marketing and Outreach report in the board packet highlighting that information on our press releases and interview coverage have been added.
 - » Public Health Response and Outreach (PHR) activities in January 2025 including:
 - » Personal Protective Equipment (PPE) inventory was completed at the warehouse, rotating out expired PPE.
 - » PHRC Lentz and Ms. Mullins attended the National Special Pathogens System (NSPS) tabletop exercise which tested the entire NSPS system’s ability to carry out a special pathogen response.
 - » Building Projects:
 - A Gantt chart was provided and reviewed showing the building projects and the completed dates or estimated completion dates.
 - The ongoing projects include:
 - MCH office remodel – the employees will move tomorrow.
 - Family Planning furniture – the incorrect furniture was delivered and is being used until the correct furniture arrives in approximately 6 weeks.
 - HVAC system
 - » Environmental Health – Ms. Escobedo reported:
 - » In January completed 150 inspections in all disciplines
 - » Cheba Hut Toasted Sub submitted their plan review.
 - » PI project is progressing by updating the plan review process. The day care plan review process is completed. Looking to streamline what we can and help our new EH specialists with training. Thanked Kasey for all her work.
 - » Beauty and Barber Shop inspections will be going away as this is a redundant process with the Board of Cosmetology.
 - » Attending the Laramie County Commissioners meeting about an 80-acre property with camping trailers being used on the property. The



septic system has been evaluated by an engineer and the system is large enough to handle the usage.

- » Meeting with the County Commissioners in about 2 weeks to discuss moving the mosquito program to LC Weed and Pest at the same time we talk with them about the fee increases.
- » Public Health Nursing – Ms. Mullins reported:
 - » MCH and Adult Team continue to learn their new electronic health record.
 - » Met with the Ryan White Team at the state surrounding the new electronic health record and have invoiced them for all the time (approximately 80 hours) we have spent troubleshooting the system.
 - » Working closely with the State MCH team on home billing with insurance, streamlining what codes to use and have implemented a cross walk internally to help the nurses with their charting.
 - » Adult team continues to work on their LT101 process improvement meeting with two nursing homes to streamline the process.
 - » Pharmaceutical companies published their fee schedule for the next year, and we have adjusted our fee schedule.
 - » WIC has been in the building for 7 months with positive changes and an increase in patients.
 - » The County Commissioners will open the application window on the Opioid Grant funding today with applications accepted until the end of March 2025. The committee will then review the applications and make recommendations to the Commissions with funding occurring in May 2025. Dr. Emmons recognized Kasey for her work building a matrix for funding based on the application.
 - » Pertussis cases are up in the state with Sheridan having 10 cases in the last week. Patients range from 1 year to 12 years of age. Each patient has received their age-appropriate vaccinations.

Presentations:

Dr. Emmons gave a State Legislative Update including that by next Thursday, all state bills must be out of committee and onto the floor of the second house with no new bills being introduced.

With no further business, Dr. Caller adjourned the meeting at 12:55 p.m.