



Cheyenne Laramie County Public Health Board of Health

CLCPH Conference Room

Tuesday, March 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  
Jennifer Escobedo, REHS, Director of Environmental Health

**Guests Present:**

City Councilman Jeff White, Ex Officio  
Commissioner Don Hollingshead, Ex Officio  
Tammy Deisch, Laramie County Treasurer

**Absent:**

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 March 2025 meeting and minutes from the February 18, 2025, meeting. Ms. Hume moved to accept the consent agenda, seconded by Dr. Chesnut. The motion carried unanimously.

**Treasurers Report for February 2025:** Ms. Deisch reviewed the treasurer's report for February 2025, reviewing cash in the bank account and the investment account balance. After discussion, Ms. Hume moved to accept the treasurer's report with Mr. Lopez seconding the motion. The motion carried unanimously.



**Financial Reports for February 2025:** Dr. Emmons presented the February Revenue and Expense report noting that the goal point for the 8<sup>th</sup> month of the fiscal year is 66.66%. Nursing revenue is 93.37%, Environmental Health's revenue is 68.82% with total CLCPH department revenue at 77.53% of the budget. Operating expenses are 81.12% of the budget and total expenses, which also include payroll, are 67.01% of the budget. After discussion, Ms. Hume moved to accept the financial report with Dr. Silver seconding the motion. The motion carried unanimously.

**Public Health Moment:** Dr. Caller discussed the measles outbreak affecting 300 infected people currently. Influenza is decreasing, but this has been one of the biggest influenza years since 2017 in Cheyenne. Dr. Emmons mentioned the increase in pertussis cases in Laramie County. There are currently 40 cases in the state. Most of these cases are vaccinated, and it is believed the test is more sensitive than in previous years.

**Contracts and Agreements:** None.

**Official Business:**

- » Ms. Frantz discussed the Organization Resolution and Agreement for the Credit Card Program with UMB Bank. The resolution is to designate the Executive Director as the designated officer and administrator. After discussion, Ms. Hume moved to approve the Organization Resolution and Agreement for the Credit Card Program with UMB Bank, with Dr. Silver seconding the motion. The motion carried unanimously.

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

- » Over the last month we discussed the Environmental Health fee increase and vector control (mosquito) program with the County Commissioners. The fee increase will go before the County Commissioners soon to approve the Environmental Health fee increase. The request has been made to the County Commissioners to have Laramie County Weed and Pest take over the vector control program as they have the expertise and funding for this program. We will not request funding from the County Commissioners for the vector control program in FY2026.
- » Met with County Commissioner Malm, County Commissioner Linda Health, Stanley Walker, Laramie County Finance Director, Mayor Collins, and the city treasurer to discuss the FY2026 budget. The MOU between the city and county states the city will contribute 55% of our budget deficit and the county will contribute 45% of our budget that is not covered by grant funding and other revenues. We are currently waiting on the approval of our city portion of the budget for FY2026.
- » Our director of Finance is no longer with CLCPH. We have spent time with our county treasurer and the county finance director to understand what needs to be evaluated.



Dr. Emmons also explained the information the County Commissioners and County Treasurer received during the last audit period that is applicable to CLCPH.

- » Met with Mr. Brent Dolence, who we will contract with us to evaluate our accounting practices and developing solid processes. Mr. Dolence will meet with the accounting staff and each director. He is also familiar with our accounting software so can also evaluate how we use the system and possible improvements. Mr. Dolence feels he will have this project completed by the end of the month. Once this project is completed, we will hire for this position, posting this position soon.
- » Operations & Human Resources – Dalene Frantz shared with following:
  - » Reviewed the Marketing and Outreach report.
  - » Public Health Response and Outreach (PHR) activities in February 2025 including:
    - PHR staff conducted FIT testing for all staff in one day with the help of an employee from the Public Health Preparedness and Response Unit of the Wyoming Department of Health.
    - Grant deliverables have doubled for the 3<sup>rd</sup> quarter compared to the first two quarters of the fiscal year.
  - » 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:
      - Family Planning furniture – should be delivered the week of March 17<sup>th</sup> or March 24<sup>th</sup>.
      - HVAC system
- » Environmental Health – Ms. Escobedo reported:
  - » Discussed the number of inspections completed in February.
  - » Currently interviewing for an Environmental Health Specialist.
  - » A few outbreaks of Noro Virus have been present in Cheyenne and Laramie County and a small outbreak at a brewer's fest in Albany County that we were contacted about.
  - » Working on the resolution for the Environmental Health fee increase to be delivered to the city and county for approval.
  - » Working on the plan review process for the food, mobile food, daycare programs making improvements to these forms.
  - » Had a rogue food truck that was not licensed so closed this food truck in Cheyenne.
- » Public Health Nursing – Ms. Mullins reported:



- » The first case of highly pathogenic avian flu was in Torrington and the chicken flock owner ended up in a hospital in Colorado but is home doing well.
- » A pediatric patient in Cambell County was the first patient in Wyoming to pass away from the flu and was not vaccinated. This is the first flu death in Wyoming since 2017.
- » Flu is starting to trend down, but this is the time of year when Flu B will typically become present.
- » Met with the school nurses on pertussis and what to look for in children.
- » There has been a pediatric measles death in New Mexico and one adult death due to measles in Texas.
- » The Ebola outbreak in Uganda is between 15-20 cases but the CDC has not put out any travel restrictions or required screenings when entering the United States.
- » Flu shots have been preordered for next season which allows us to receive our discount on the vaccine.
- » Issue in Family Planning with the treatment for chlamydia. Our distributor ships the antibiotic in a bottle with 500 pills. A nurse cannot repackage the antibiotic to the appropriate prescription. We worked with North Star Pharmacy to repackage this product in 24 hours. If this was an emergency, the turnaround would be much shorter. This process was used as an exercise under Public Health Response deliverables.
- » WIC has a clinic in Pine Bluffs once a month but has not had any in person clients show up. The WIC employee drives to Pine Bluffs, but the clients have requested phone rather than in person visits. The state has agreed to let us discontinue this once-a-month clinic, but we will go quarterly to Story Time at the Library to promote WIC. WIC will continue to provide phone visits for these clients. Laramie County Community College has provided a location to use at no cost when we have a client wanting a visit in person.
- » Immunization cards from prior years are being entered into the Wyr so that all records are electronic.

With no further business, Dr. Caller adjourned the meeting at 12:53 p.m.