



Cheyenne Laramie County Public Health Board of Health

CLCPH Conference Room

Tuesday, April 15, 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:**

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 12:02 pm.

**Welcome Guests:** None

**Consent Agenda:** Dr. Caller asked for input or changes to the consent agenda which included the agenda for the April 2025 meeting and minutes from the March 18, 2025, meeting. Mr. Lopez moved to accept the consent agenda, seconded by Dr. Chesnut. The motion carried unanimously.

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



**Financial Reports for March 2025:** Dr. Emmons presented the March Revenue and Expense report noting that the goal point for the 9<sup>th</sup> month of the fiscal year is 75%. Nursing revenue is 102.37%, Environmental Health's revenue is 77.73% with total CLCPH department revenue at 81.90% of the budget. Operating expenses are 86.78% of the budget and total expenses, which also include payroll, are 74.20% of the budget. Dr. Emmons also discussed the increase in Medicaid revenue, the Cancer Program increase and the donation to the WIC program from Healthy Moms Healthy Baby's Coalition. After discussion, Mr. Lopez moved to accept the financial report with Ms. Hume seconding the motion. The motion carried unanimously.

#### **Public Health Moment:**

- » Dr. Caller discussed the measles outbreak which has expanded to more states with 3 cases in Colorado.
- » Dr. Caller also discussed a study on acute admission or Emergency Room visits for patients with cannabis usage which shows a much higher correlation to dementia.
- » Dr. Emmons discussed current pertussis cases with two infant deaths in Louisiana, one in Washington, South Dakota and Idaho. Pertussis cases have increased more than 1500% since 2021. From a local perspective, Wyoming has seen 58 cases of pertussis and in Laramie County we have 9 cases currently. Many of these patients are vaccinated with many of these cases being mild.
- » Dr. Emmons also shared an article "Prevent Hantavirus During Spring Cleaning" and the ways to safely clean areas where rodents may have been.

#### **Contracts and Agreements:**

- » Dr. Emmons discussed the Amendment One to the Grant Agreement for Public Health Preparedness Capabilities for the 2<sup>nd</sup> year of the 5-year term. After discussion, Mr. Lopez moved to approve Amendment One to the Grant Agreement for Public Health Preparedness Capabilities, with Dr. Chesnut seconding the motion. The motion carried unanimously.
- » Ms. Mullins discussed the Wyoming Health Council Subrecipient Agreement for Wyoming Title X Family Planning for three months from April 1, 2025, to June 30, 2025. After discussion, Dr. Silver moved to approve the Wyoming Health Council Subrecipient Agreement for Wyoming Title X Family Planning, with Mr. Lopez seconding the motion. The motion carried unanimously.

#### **Official Business:**

- » Environmental Health Fee Increase Resolution – Dr. Emmons discussed the resolution that will need to be signed for the County Commissioners to move forward with their approval. After discussion, Dr. Chesnut, seconded by Ms. Hume. The motion carried unanimously.



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

- » Spent the last month with our finances, developing processes and procedures to move forward and cleaning up issues. We have decided to move our Accounting Specialist from a three quarter-time employee to a full-time employee. Rather than hiring a new full-time Director of Finance we will continue to contract with Brent Dolence going forward. The one-year contract will be a flat rate of approximately 20 hours per.
- » Working with State Public Health Response on communication expectations.
- » Last week was Public Health Week with our Employee Engagement team putting together events every day including The Floresta (coffee truck), long sleeve t-shirts, ice cream, rock painting to build a rock caterpillar which will be displayed outside upon completion, and lunch one day. Dalene Frantz was recognized for her coordination with the employee engagement committee for all the events.
- » We held our Quarterly Staff meeting last week also, and during the meeting, City Council President, Mark Rinne, presented a Public Health Week proclamation.
- » The COVID funds that were included in significant federal funding cuts, did not affect us as we knew the funding was ending in June 2025 and all our expenditures were completed prior to the cut of these funds.
- » The job description for the County Health Officer is on our website and we are currently recruiting for this position.
  - » Operations & Human Resources – Dalene Frantz shared with following:
    - » Reviewed the Marketing and Outreach report.
    - » Public Health Response and Outreach (PHR) activities in March 2025 including:
      - PHR staff conducted PPE inventory at the storage facility. Ordered gowns and face shields from the State stockpile, as we did not have an adequate supply in stock.
      - Sarah Lentz has been reviewing and updating our plans including the Emergency Operations Plan, Continuity of Operations Plan, Tactical Communication Plan, Emergency Support Function #8 and the Volunteer Management Plan.
      - Sarah Lentz attended the Spring Coordinators Conference and Flood Summit presented by the Wyoming Office of Homeland Security.
  - » Building Projects:
    - A Request for Proposal for janitorial services has been sent with bids to be received by April 21, 2025.
    - A Gantt chart was provided and reviewed showing the building projects and the completion dates. The ongoing projects include:
      - HVAC system

- » Environmental Health – Ms. Escobedo reported:
  - » 136 regular program inspections outside of sewer inspections.
  - » 5 new plan reviews completed.
  - » Worked with the Nursing Division on a lead exposure which was from pottery from Mexico.
  - » Working on the campground plan review for the new native American village at CFD. There will be more plan reviews for this project with completion in summer of 2026.
  - » Three EH Staff attended a state-wide DEQ conference in Casper.
  - » Will be conducting a 2<sup>nd</sup> ride along interview with our first-choice candidate for the open Environmental Health Specialist position.
- » Public Health Nursing – Ms. Mullins reported:
  - » MCH last month had 3 nurses go through a Parental Mental Health course with 1 passing her exam and the other 2 taking their exam in April.
  - » MCH's processes improvement project is assigned by the State which was to increase the retention rate from 1 to 2 years of age clients to 50%.
  - » Ryan White program has been struggling with the state of Wyoming's new electronic health record system. At this point, the hours are not computing within the system. Due to this we have not received payment since December. We did bill for November and December manually.
  - » TB payment has also changed within the state. When an active TB case was transferred to our state, we would get \$50 per case. This funding will no longer be available nor will direct observation funding although we are required to continue providing that service.
  - » 5<sup>th</sup> and 6<sup>th</sup> grade clinics were conducted in March with 165 kids vaccinated and a total of 340 vaccines. We had great turnout at Carpenter, Albin and Burns due to the two nurses in District 2.
  - » A live drill of our Mass Medication Administration plan taking a large quantity of medication and repackaging to a small dose packaging. We worked with North Start pharmacy to work with this dosing process.
  - » In March our testing event with LCCC this year was conducted in the dorms.
  - » WIC has added 114 participants since they joined CLCPH in July 2024.
  - » We had not received a collections payment since 2023. Kasey and Billie Jo worked with the collections agency to recover over \$3,000 and have put a policy and procedure in place for collections.



- » Created a medical biller policy working with Billie Jo so that we are not righting off rejections but rather regenerating a claim to seek reimbursement.

With no further business, Dr. Caller adjourned the meeting at 12:58 p.m.