



Cheyenne Laramie County Public Health Board of Health

CLCPH Conference Room

Tuesday, May 20, 2025 @ Noon

**Present:**

Dr. Tracie Caller, MD, MPH, President  
Sue Hume, MS, RN (ret.), Vice President  
Lorie Chesnut, DrPH, MPH, Member  
Gus Lopez, Member

**Staff Present:**

Dr. Stan Hartman, County Health Officer  
Kasey Mullins, MSN, RN, Director of Nursing/Deputy Director  
Dalene Frantz, Director of Operation and Human Resources

**Guests Present:**

Commissioner Don Hollingshead, Ex Officio

**Absent:**

Dr. Max Silver, DDS, Secretary  
Kathy Emmons, DMgt, Executive Director  
Jennifer Escobedo, REHS, Director of Environmental Health  
City Councilman Jeff White, Ex Officio  
Tammy Deisch, Laramie County Treasurer  
Brad Lund, Deputy County Attorney

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

**Welcome Guests:** None.

Dr. Caller let the board members know that Dr. Emmons was presenting to the City Council the Environmental Health Fee Increase as Ms. Escobedo is out ill today.

**Consent Agenda:** Dr. Caller asked for input or changes to the consent agenda which included the agenda for the May 2025 meeting and minutes from the April 15, 2025, meeting. Mr. Lopez moved to accept the consent agenda, seconded by Ms. Hume. The motion carried unanimously.

**Treasurers Report for April 2025:** Ms. Mullins reviewed the treasurer's report for April 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 April 2025:** Ms. Mullins presented the April Revenue and Expense report noting that the goal point for the 10<sup>th</sup> month of the fiscal year is 83%. Nursing revenue is 110.96%, Environmental Health's revenue is 88.23% with total CLCPH department revenue at 98.09% of the budget. Operating expenses are 92.69% of the budget and total expenses, which also include payroll, are 81.4% of the budget. After discussion, Ms. Hume moved to accept the financial report with Dr. Chesnut seconding the motion. The motion carried unanimously.

**Public Health Moment:**

- » Dr. Caller discussed possible funding cuts as it relates to mental healthcare.

**Contracts and Agreements:**

- » Ms. Mullins discussed the Memorandum of Understanding between the Wyoming Department of Health, Public Health Division and Cheyenne Laramie County Public Health for CLCPH to provide office space for the Breastfeeding Peer Counselor (BFPC) providing services to the WIC participants. After discussion, Dr. Chesnut 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:**

- » None.

**Information for the Board: Executive Director report** – Ms. Mullins reported the following:

- » Currently finalizing the FY2026 Budget with the City having their first reading of the budget on Wednesday. County Commissioners will approve in June 2025.
- » The County Commissioners have approved the Environmental Health Fee increase. Dr. Emmons is presenting this fee increase to the city today.
- » We proactively developed a plan for when the first measles case comes to Laramie County.
- » Dr. Chesnut asked if we have seen any reduction in our COVID federal grants. Ms. Mullins stated as of today our federal grants for TANIF, WIC, Public Health Response and Title X remain flat. There may be possible cuts to Medicaid, but we have not yet been notified. State grants for the Nursing Contract and MCH will remain the same in FY2026. Title X has moved to a quarterly funding agreement for FY2026 rather than a yearly basis as in the past.



- » ACIP meets at the end of June for the recommendations for the COVID vaccine. Once the guidelines come out in June then we will finalize our order with the Pfizer formulary.
- » Operations & Human Resources – Dalene Frantz shared with following:
  - » Reviewed the Marketing and Outreach report.
  - » Public Health Response and Outreach (PHR) activities in April 2025 including:
    - PHRC Lentz facilitated a virtual Chempack (federal strategic asset allowing first responders to treat neurotoxin poisoning) Tabletop Exercise on behalf of the Wyoming Department of Health, Public Health Preparedness and Response Unit. Many of our partners participated including Cheyenne Regional Medical Center, AMR, F.E. Warren Airforce Base, Wyoming Department of Transportation, RERT #7 (Hazmat Response Team) and Cheyenne Laramie County Emergency Management.
    - PHRC Lentz met with PHRCs and Emergency Managers from Laramie, Goshen and Platte Counties to discuss a joint Integrated Preparedness Plan to identify necessary training and exercises for the region.
    - PHRC Lentz attended the National Association of County and City Health Officials Preparedness Summit in San Antonio, Texas. She attended sessions about measles response, extreme heat and wildfire and general public health emergency response planning.
  - » Human Resources:
    - Attended the Wyoming Department of Workforce Services Spring Career Fair at LCCC in April to promote current openings and CLCPH as a great place to work.
  - » Building Projects:
    - We will begin using a new janitorial service on June 1, 2025.
    - As our building projects have been completed, a GANTT chart is not included this month. The HVAC System is our only ongoing project currently.
- » Public Health Nursing – Ms. Mullins reported:
  - » MCH is working on planning the Baby Shower with a theme of My First Rodeo which is held annually in September.
  - » Ryan White payments have not been received since December, but the final review of charts has been completed by the State. The state noted we will be receiving reimbursement before the end of the fiscal year.
  - » A new Vaccine Coordinator/Registered Nurse has been hired and brings a wealth of knowledge and experience.



- » A new Immunization/Family Planning Registered Nurse also started today.
- » Back to school clinics will be August 13 and 14<sup>th</sup> at the Junior Highs for both districts.
- » The Wyoming Health Council site is complete with a few minor changes, and we are completing these changes now.
- » Beginning on June 1, 2025, any WIC participants on Medicaid who require specialty formula will request a pre-authorization from their providers office rather than WIC providing the specialty formula.

**Presentation:** Tiffany Fernandez, Communications, Outreach and Education Coordinator, presented some of the marketing materials and health education videos that she has developed including:

- » Childbirth class banners are in Lyons and Brimmer parks. In November the banners will move to
- » Developed a banner for the Community Baby Shower.
- » Community Flu Vaccine Clinic will be in all four parks for two weeks before the clinic.
- » Reviewed updates to our website including FIT Kits for Colorectal Screening through Adult Health, updated Childbirth Classes.
- » Will be adding a webpage for our Community Health Needs Assessment and Community Health Improvement Plan as a resource on our website.
- » The employee newsletter began in March, which was fun and informative for our staff. Dr. Chesnut that newsletter to be emailed the board members monthly.
- » Showed educational and promotional videos including Our Mission and Safe Sleep.

With no further business, Dr. Caller adjourned the meeting at 12:39 p.m.