



Cheyenne Laramie County Public Health Board of Health

CLCPH Conference Room

Tuesday, November 18, 2025 @ Noon

Present:

Sue Hume, MS, RN (ret.), Vice President

Dr. Max Silver, DDS, Secretary

Gus Lopez, Member

Lorie Chesnut, DrPH, MPH, Member

Staff Present:

Kathy Emmons, DMgt, Executive Director

Dr. AJ Meares, County Health Officer

Kasey Mullins, MSN, RN, Director of Nursing/Deputy Director

Dalene Frantz, Director of Operations and Human Resources

Jayla Dennis, RN, Immunization & Family Planning Clinic Manager

Guests Present:

Commissioner Don Hollingshead, Ex Officio

Tammy Deisch, Laramie County Treasurer

Absent:

Dr. Tracie Caller, MD, MPH, President

City Councilman Jeff White, Ex Officio

Ms. Hume called the meeting to order at 12:00 pm.

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

Treasurer's Report for October 2025: Ms. Deitsch reviewed the treasurer's report for October 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 October 2025: Dr. Emmons presented the October Revenue and Expense report noting that this is the 4th month of the fiscal year. Nursing revenue is 36.11%, Environmental Health's revenue is 39.47% with total CLCPH department revenue at 32.75% of the budget. Operating expenses are 38.16% of the budget and total expenses, which also



include payroll, are 28.28% of the budget. After discussion, Mr. Lopez moved to accept the financial report with Dr. Chesnut seconding the motion. The motion carried unanimously.

Public Health Moment:

- » Dr. Emmons discussed an outbreak of botulism connected to a specific baby formula. As of now, no one was impacted in Wyoming. There are 23 children that have been impacted in the country. There were six stores that sold this baby formula, but the formula was removed from those stores. This was put on our website for public information.
- » Dr. Emmons discussed the flu in Laramie County, currently considered minimal. According to Children's Hospital and Anschutz Bug Watch is showing a significant increase in testing and flu cases.

Contracts and Agreements:

- » Dr. Emmons discussed the continuation of the Memorandum of Understanding regarding the management of the ESRI Enterprise Agreement for the Cheyenne Laramie County GIS Cooperative beginning January 20, 2027, through January 19, 2030. After discussion, Dr. Silver moved to continue the Memorandum of Understanding, with Mr. Lopez seconding the motion. The motion carried unanimously.

Official Business:

- » None.

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

- » Updated the board that there have been 2 more pertussis cases in Laramie County in school age children, neither school decided to send out information to the parents.
- » Gearing up with the state budget, looking specifically at the Department of Health budget. The Governor is proposing to increase wages for state employees. According to the State Statute, 35-1-243 (f), when state public health nurses receive an increase, our department will receive an increase for our nurses paid by state funds. At the last Joint Appropriations subcommittee examining Department of Health's budget, Dr. Emmons reminded the committee of this statute.
- » Another area of the state budget that affects us is property tax. The governor has asked for funds to help backfill what the counties and cities could lose from reduced property taxes.
- » We inspect RV parks in the county and city but do not license or inspect mobile homes, manufactured homes, etc. The city passed an ordinance to allow more RV parks within the city. This could lead to an expansion of Environmental Health duties.
- » Due to the federal government shutdown, CDC data has been delayed but is coming through now.



- » We bill Medicaid for MCH services as do 2 other county health departments in Wyoming. The board did not raise any concerns or objections for billing Medicaid for MCH services.
 - » Operations & Human Resources – Ms. Frantz reported:
 - » Reviewed the Marketing and Outreach report.
 - » Trane was here today as the County is looking at replacing some of our HVAC equipment possibly in late spring of 2026.
 - » We have one open position in the Finance for an Accounting Specialist.
 - » Public Health Response – Ms. Frantz reported:
 - » Ms. Lentz joined the Southeast Wyoming Healthcare Coalition Coordinator and a representative from the American Red Cross for a personal preparedness panel discussing during the Wyoming Development Disabilities Conference.
 - » PHRC Lentz began working with CRMC, Southeast Wyoming Healthcare Coalition, Cheyenne Laramie County Emergency Management Agency and Cheyenne Fire/Regional Emergency Response Team #7 on HAZMAT planning for Laramie County.
 - » Environment Health – Ms. Escobedo reported:
 - » Parkway Pizza went out of business last week. EH did a walk through and the kitchen will need extensive work before another restaurant could open.
 - » The Plains Hotel had a party interested in opening a new restaurant. Environmental Health completed a walk-through inspection and found many issues.
 - » Completed 156 inspections last month and are ahead of schedule on inspections which will make December a less challenging month to complete all inspections for the calendar year.
 - » Four recent calls have been received about bed bugs with challenges to get the bed bugs removed.
 - » Public Health Nursing – Ms. Mullins reported:
 - » October is our immunization month
 - » All case managers for the Ryan White program have completed their case management certification. This will increase our reimbursement rate from the program.
 - » Linda Williams has been hired as a part time Ryan White Case Manager. Ms. Williams was a prior public health nurse. She is currently working on her certification. Once certified, some of the workload will be moved to Linda.
 - » Alyssa Turner, RN, rejoined our organization today as a Maternal Child Health Nurse.

- » The interface to the Wyoming Public Health Lab through CureMD will cost \$5,000. After discussions with the state, we are moving forward with the interface and will be funded 100% by the state.
- » Our nurse practitioner received recognition from the University of Wyoming for her work precepting a variety of students.
- » A 10-month-old child was tested for lead and had a rate of 5.6%. Nursing and Environmental Health went to the home to investigate and provide family education of lead paint which is chipping and peeling on the external foundation was found to be the source. The family will paint over this to encapsulate the peeling lead paint.
- » There is federal/state funding information for each program in the Nursing board report. The only area still without current information is Family Planning as the Office of Population Affairs staff continue to be furloughed and have not returned to work yet.

Presentation: Ms. Mullens introduced Jayla Dennis, RN, Immunization and Family Planning Clinic Nurse Manager. Ms. Dennis gave a presentation on Flu Season processes:

- » Planning and ordering flu vaccine including for this year and reservations for next year. Critical steps include:
 - o Data collection: Our data collection of how many flu vaccines given, data from the WYIR, and 50 scheduled businesses with 30 businesses on our schedule for this year.
 - o Returned doses not used from the previous year before the deadline in May.
- » Scheduling and logistics start in July with business outreach and scheduling those businesses for flu clinics. Staff then sign up for a clinic. We do use the MRU when practical.
- » Preparation and setup start in mid-September with updating the forms, vaccine storage, all supplies to make sure we have everything needed.
- » The night before a clinic, all non-vaccine supplies are loaded into the MRU or van, cool packs are in the freezer, coolers are ready including the temperature logs.
- » Clinic execution and follow-up on the day of the clinic include loading the vaccine, admin staff check in the patient, an immunization nurse will check over which vaccines are needed, then the vaccine nurse will again check the vaccines needed and vaccinate the patient.
- » Daily the data entry into the WYIR and billing is completed.
- » Dr. Emmons also discussed we have translators that attend as needed.
- » The services onsite are also operating at the same time as the clinics other than during the Community Flu Clinic.
- » Dr. Chesnut asked Ms. Dennis to thank all her staff for all their work.

With no further business, Ms. Hume adjourned the meeting at 1:07 p.m.