

**CITY OF CASPER-NATRONA COUNTY HEALTH DEPARTMENT
BOARD OF HEALTH MEETING
Thursday, January 21, 2016; 5:30 pm;
North Platte Room**

BOARD MEMBERS PRESENT:

Dr. Michael Miller, DO
Ms. Mary Lynn Shickich

Mr. Mike Cometto, CPA

BOARD MEMBERS ABSENT:

Dr. Jessi Waring, DDS

STAFF PRESENT:

Dr. Kelly Weidenbach, Executive Director
Ms. Beth Eveland, Nursing Director
Ms. Tammy Smith, Office Manager
Ms. Mary Ann Lembke, AH Program Manager
Ms. Wendy Matson, MCH Program Manager
Mr. Chris Corlis, HR Professional

Dr. Mark Dowell, CHO
Ms. Rita Goehring, DP Clinic Director
Ms. Anna Kinder, WYAETC
Ms. Ruth Heald, EH Program Manager
Ms. Audrey Gray, PHP Manager

OTHERS PRESENT:

None

Dr. Weidenbach called the meeting to order at 5:32 pm.

I. MINUTES/AGENDA

a) Previous Meeting Minutes

The previous meeting minutes were reviewed without comment or question.

ACTION: A motion was made by Mr. Cometto to approve the previous meeting minutes; seconded by Ms. Shickich. Motion carried.

II. BUDGET/FINANCIALS

a) Financials

Mr. Cometto reviewed the financials and stated the financials looked good.

ACTION: A motion was made by Mr. Cometto to approve the December 2015 financials; seconded by Ms. Shickich. Motion carried.

III. BOARD BUSINESS

a) Next meeting dates

Dr. Weidenbach proposed the following dates for calendar year 2016:

Thursday, February 18, 2016, 5:30 pm
Thursday, March 17, 2016, 5:30 pm
Thursday, April 21, 2016, 5:30 pm
Thursday, May 19, 2016, 5:30 pm
Thursday, June 16, 2016, 5:30 pm
Thursday, July 21, 2016, 5:30 pm
Thursday, August 18, 2016, 5:30 pm
Thursday, September 15, 2016, 5:30 pm
Thursday, October 20, 2016, 5:30 pm
Thursday, November 17, 2016, 5:30 pm
Thursday, December 15, 2016, 5:30 pm

ACTION: A motion was made by Mr. Cometto to approve the dates proposed by Dr. Weidenbach for the 2016 calendar year; seconded by Ms. Shickich. Motion carried.

IV. HEALTH OFFICER

Dr. Dowell discussed recent case of pertussis in the community. He reported there have been questions about the Zika virus and he will discuss the topic on television January 22, 2016. Dr. Dowell congratulated CNCHD staff for participating in the recent Ebola table top exercise.

V. DIVISION REPORTS

a) General Administration

- i) Dr. Weidenbach discussed the proposed six (6) month budget revisions. Mr. Cometto stated the explanations appeared reasonable.

ACTION: A motion was made by Mr. Cometto to approve the six (6) month budget revisions; Dr. Miller seconded the motion. Motion carried.

- ii) Dr. Weidenbach stated she has not received any information from the county commissioners about filling the vacant board position. No board members had any updates on this topic. Dr. Weidenbach indicated she would consult with the county commissioners.

b) Public Health Preparedness/Medical Reserve Corp/CPR

- i) Ms. Audrey Gray updated the board on the recent Medical Reserve Corp (MRC) Board events. Ms. Gray stated there have been organizational issues with the MRC Board, volunteers, and CNCHD staff. The MRC Board had unsustainable expectations for the CNCHD staff. In an effort to clarify roles and expectations, Ms. Gray developed job descriptions for board members, volunteers, and CNCHD staff for consideration by the MRC Board. The MRC Board was scheduled to review these job descriptions at the MRC Board January 7, 2016 meeting. The MRC Board failed to discuss these roles and duties or take action at the meeting. The MRC Board Chairman resigned after the meeting. Dr. Weidenbach has sent a letter to the remaining board members giving the MRC Board different options. If the MRC Board fails to take action by the completion of the February 4, 2016 MRC Board Meeting, Dr. Weidenbach may take action to dissolve the MRC Board.
- ii) Ms. Gray reported on the Ebola table top exercise January 14, 2016. Ms. Gray indicated the public health planning and partnerships are outstanding in Natrona County compared to some other communities in Wyoming.

c) Wyoming AETC

- i) Ms. Anna Kinder informed the board that CNCHD has a contract to provide services from the University of Washington. This contract will allow CNCHD to bill for services provided during this fiscal year. The contract has not been reviewed by the county attorney.

ACTION: A motion was made by Dr. Miller to conditionally approve the contract with the University of Washington pending the review and approval by the county attorney; Mr. Cometto seconded the motion. Motion carried.

2) NURSING DIVISION

a) Adult Health (AH)

- i) Ms. Beth Eveland, Director of Nursing, requested the board approve the Rocky Mountain Recovery Contract. This entity is a collections agency for nursing services. This contract started in 2015 and charges a flat percentage for collections.

ACTION: A motion to approve the contract was made by Ms. Shickich; Mr. Cometto seconded the motion. Motion carried.

- ii) Ms. Mary Ann Lembke, AH Program Manager, updated the board on the Veterans Administration Home Health Agency services. Currently, CNCHD is serving seven (7) clients in this program. The Veterans' Administration will discontinue using CNCHD for these services because CNCHD is not Medicare certified. In the past CNCHD has chosen not to be Medicare certified because it is a cumbersome process for limited benefits. Dr. Weidenbach indicated CNCHD would look at becoming Medicare certified again. All Veterans' Administration patients will be transitioned to other providers by March 31, 2016. CNCHD had a budget of \$21,000 for these services. CNCHD will complete more HIV case management services to help replace the lost revenue.

b) Disease Prevention:

- i) Dr. Weidenbach introduced Ms. Rita Goehring, FNP, as the Disease Prevention Clinic Director. Ms. Goehring was working in New Mexico and relocated to Wyoming. Ms. Goehring started December 14, 2015.
- ii) Ms. Goehring stated she is working with Ms. Hansuld on workflow processes, Title X compliance topics, and the Patagonia EMR system.
- iii) Dr. Weidenbach reviewed the fee schedule with the board and requested the board approve the fee schedule.

ACTION: A motion to approve the fee schedule was made by Mr. Cometto; Ms. Shickich seconded the motion. Motion carried.

- iv) Dr. Weidenbach introduced the Title X contract with the Wyoming Health Council. This contract is for three months instead of a full year because federal government has not awarded funding for a whole year. The county attorney has not reviewed the contract.

ACTION: A motion was made by Dr. Miller to conditionally approve the Title X contract with the Wyoming Health Council pending the review and approval by the county attorney; Mr. Cometto seconded the motion. Motion carried.

c) Maternal and Child Health (MCH)

- i) Ms. Wendy Matson, MCH Program Manager, reported she was anticipating the Patagonia EMR implementation and staff have been busy with the implementation.

3) ENVIRONMENTAL HEALTH (EH) DIVISION

- a) Ms. Ruth Heald, EH Program Manager, updated the board on the Norovirus found at Verda James Elementary School. Ms. Heald stated it was the G2 variety. CNCHD staff provided information to the school on proper handwashing and surface cleaning. School attendance has returned to normal.

VI. CITY/COUNTY LIAISON REPORTS:

No city/county liaisons attended the meeting.

VII. BOARD MEMBER REPORTS

Ms. Shickich reported on the funding from the State of Wyoming is expected to remain level for this year. Ms. Shickich stated she is unaware of any funding reductions at this time.

VIII. EXECUTIVE SESSION

The CNCHD Board went into executive session.