

**CITY OF CASPER-NATRONA COUNTY HEALTH DEPARTMENT
BOARD OF HEALTH MEETING
Thursday, May 26, 2016; 5:30 pm;
North Platte Room**

BOARD MEMBERS PRESENT:

Jessi Waring, DDS
Michael Miller, DO

Mike Cometto, CPA

BOARD MEMBERS ABSENT:

Wade Morrison, DVM

Mary Lynn Shickich

STAFF PRESENT:

Kelly Weidenbach, DrPH, Executive Director	Beth Eveland, Director of Nursing
Mark Dowell, MD, CHO	Anna Kinder, WYAETC Manager
Rita Goehring, DP Clinic Director	Audrey Gray, PHP Manager
Tammy Smith, Office Manager	Chris Corlis, HR Professional
Mary Ann Lemke, AH Program Manager	Ruth Heald, EH Program Manager
Wendy Matson, MCH Program Manager	

OTHERS PRESENT:

John Lawson, Natrona County Commissioner

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

I. MINUTES/AGENDA

a) Previous Meeting Minutes

ACTION: A motion was made by Dr. Miller to approve the February 2016 meeting minutes; seconded by Mr. Cometto. Motion carried.

II. BUDGET/FINANCIALS

a) Financials

Mr. Cometto indicated the financials were in good shape and staff are monitoring costs.

ACTION: A motion was made by Dr. Miller to approve the February 2016, March 2016, and April 2016 financials; seconded by Dr. Waring. Motion carried.

III. BOARD BUSINESS

a) Next meeting dates

The board members discussed the next possible meeting date in June.

ACTION: Mr. Cometto made a motion to schedule the next board meeting for Thursday, June 16, 2016 at 5:30 pm; seconded by Dr. Miller. Motion carried.

IV. HEALTH OFFICER

Dr. Dowell indicated there were no Zika virus cases in Wyoming. He stated the flu season was mild and late this year.

V. DIVISION REPORTS

a) General Administration

- i) Dr. Weidenbach discussed the fiscal year 2017 (FY 17) budget information. The funding is uncertain at this point and there will be reductions to some programs. The budget hearing with the Natrona County Commissioners is June 7, 2016 at 2:45 pm. Dr. Weidenbach will have the final FY 17 budget at the next meeting.
- ii) The Rocky Mountain Recovery contract for collections services was not available for review at this meeting.

ACTION: Mr. Cometto made a motion to table the approval of the Rocky Mountain Recovery contract; seconded by Dr. Miller. Motion carried.

b) Public Health Preparedness/Medical Reserve Corp/CPR

- i) Ms. Gray reported on the Medical Counter Measures Operational Readiness Review conducted by the Wyoming Department of Health Emergency Preparedness Program. The Casper Natrona County Health Department (CNCHD) scored well on this review.
- ii) Ms. Gray reviewed the capacity building grant National Association of County and City Health Officials (NACCHO). This grant will provide training funds for the Medical Reserve Corps and public health preparedness technician.

ACTION: Dr. Miller made a motion to approve the NACCHO grant; seconded by Mr. Cometto. Motion carried.

- iii) Ms. Gray updated the board members on the three memorandum of understanding (MOU) agreements. The three MOUs are with the Natrona County Sheriff's Office, Town of Mills, and Casper Police Department for security with medical countermeasures point of dispensing operations.

ACTION: Mr. Cometto motioned to approve the three MOUs with the Natrona County Sheriff's Office, Town of Mills, and Casper Police Department for security with medical countermeasures point of dispensing operations; seconded by Dr. Miller. Motion carried.

- iv) Ms. Gray discussed and requested approval of the amendment to Base and CRI Contract with Wyoming Department of Health for Jurisdictional Risk Assessment funding that was received last year and the materials have been purchased.

ACTION: A motion was made by Mr. Cometto to approve the amendment to Base and CRI Contract with Wyoming Department of Health for Jurisdictional Risk; seconded by Dr. Miller. Motion carried.

c) Wyoming AETC

- i) Ms. Kinder updated the meeting members on AETC activities. Ms. Kinder indicated she should receive the budget and funding for the next fiscal year soon. The program has exceeded the number of people in training and the continuum of care looks positive. The next Wyoming Health Council Care Fair will be June 9, 2016 at CNCHD. Ms. Kinder reported all of the providers are in place for the event.

2) NURSING DIVISION

a) General Nursing

- i) Ms. Eveland updated the board members on a conference she attended in Baltimore. The conference highlighted different case management systems. In the systems discussed hospitals fund and spearhead case management services in the homes. Ms. Eveland indicated these systems are more advanced than the current system in Wyoming. The conference provided good networking opportunities for the future.

b) Adult Health (AH)

- i) Dr. Weidenbach requested the ratification of Conflict Free Case Management Mandate conducted via e-mail in April 2016.

ACTION: A motion was made by Dr. Miller to approve the Conflict Free Case Management vote; seconded by Mr. Cometto. Motion carried.

- ii) Ms. Lembke reported the new plan of services for all clients was going well but difficult.

c) Disease Prevention

- i) Ms. Goehring stated the clinic is working with a skeleton crew because one registered nurse and two receptionists have left the clinic. The clinic hired a new receptionist and she is doing well. Ms. Goehring is in the process of hiring new staff. Dr. Weidenbach requested the approval of the Title X Family Planning Contract with the Wyoming Health Council.

ACTION: A motion was made by Mr. Cometto to approve the Title X Family Planning Contract with the Wyoming Health Council; seconded by Dr. Miller. Motion carried.

- ii) Ms. Kinder and Dr. Weidenbach updated the board on a possible grant with the Wyoming Health Council to hire a navigator for health care and insurance services. The grant would become available in September 2016.
- iii) Dr. Weidenbach reported the Wyoming Health Council site visit was rescheduled for July 2016.
- iv) Dr. Weidenbach stated the MOU with Wyoming Family Practice for OB/GYN consult services was still in the review process.

ACTION: A motion was made by Dr. Miller to table the approval of the MOU with Wyoming Family Practice for OB/GYN consult services; seconded by Mr. Cometto. Motion carried.

d) Maternal and Child Health (MCH)

- i) Ms. Matson stated she would like to work with Wyoming Medical Center staff to inform staff about MCH services and work with discharging moms to establish a relationship with the moms before they leave the hospital.
- ii) Ms. Matson is developing better Spanish translation services.
- iii) Ms. Matson recommended CNCHD hire a social worker for services. This service would help in many areas. Dr. Waring requested Ms. Matson track the time spent on social work services to determine the time spent on these activities.

3) ENVIRONMENTAL HEALTH (EH) DIVISION

- a) Ms. Heald updated the board on the fee-for-service proposal with the city officials. Ms. Heald and Dr. Weidenbach met with city officials and they felt the meeting was positive. They will have to meet with the Casper City Council and Natrona County Commissioner to discuss the increase in fees. To raise fees both groups will have to approve the proposal.

VI. CITY/COUNTY LIAISON REPORTS:

Mr. Lawson updated the board on the county budget reductions. He is looking for methods to alleviate the reductions and believes FY 17 will be difficult but manageable.

VII. BOARD MEMBER REPORTS

Dr. Waring reported the Wyoming Medical Center Foundation Gala will be October 8, 2016.

VIII. ADJOURNMENT

ACTION: Dr. Miller motioned to adjourn the meeting at 6:24 pm; seconded by Mr. Cometto. Motion carried.