

**CITY OF CASPER-NATRONA COUNTY HEALTH DEPARTMENT  
BOARD OF HEALTH MEETING  
Thursday, June 16, 2016; 5:30 pm;  
Elk Horn Conference Room**

**BOARD MEMBERS PRESENT:**

Jessi Waring, DDS  
Michael Miller, DO

Mike Cometto, CPA  
Mary Lynn Shickich

**BOARD MEMBERS ABSENT:**

Wade Morrison, DVM

**STAFF PRESENT:**

Kelly Weidenbach, DrPH, Executive Director  
Mark Dowell, MD, CHO  
Rita Goehring, DP Clinic Director  
Tammy Smith, Office Manager  
Wendy Matson, MCH Program Manager

Beth Eveland, Director of Nursing  
Anna Kinder, WYAETC Manager  
Audrey Gray, PHP Manager  
Chris Corlis, HR Professional  
Ruth Heald, EH Program Manager

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

**I. MINUTES/AGENDA**

**a) Previous Meeting Minutes**

**ACTION: Dr. Miller motioned to approve the May 2016 meeting minutes; seconded by Mr. Cometto. Motion carried.**

**II. BUDGET/FINANCIALS**

**a) Financials**

Mr. Cometto indicated the financials were in good shape and there is a need for budget amendments.

**ACTION: A motion was made by Dr. Miller to approve the May 2016 financials; seconded by Mr. Cometto. Motion carried.**

### **III. BOARD BUSINESS**

#### **a) Next meeting dates**

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

**ACTION: Mr. Cometto motioned to schedule the next board meeting for Thursday, July 21, 2016 at 5:30 pm; seconded by Dr. Miller. Motion carried.**

### **IV. HEALTH OFFICER**

Dr. Dowell indicated there were no significant topics to report. He stated there was a case of Rocky Mountain spotted fever caused by a tick.

### **V. DIVISION REPORTS**

#### **a) General Administration**

- i) Dr. Weidenbach briefly discussed the findings at the Midwest High School. Dr. Weidenbach is working with a group to design a study for exposure and health risk. The group is currently waiting for sampling results. The department will send out press releases as appropriate and this event is getting some media attention.
- ii) Dr. Weidenbach requested the board approve fiscal year 2016 (FY 16) budget revisions. Dr. Weidenbach requested transferring funds to the Maternal and Child Health (MCH) program that was overspent.

**ACTION: Mr. Cometto made a motion to approve the transfer of funds to the MCH program for FY 16; seconded by Dr. Miller. Motion carried.**

- iii) 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. Dr. Weidenbach expects the final budget amounts in July or August 2016.
- iv) Dr. Weidenbach requested the board approve revisions to the Casper Natrona County Health Department Personnel Handbook. Mr. Corlis briefed the board on the revisions.

**ACTION: Dr. Miller motioned to approve the revisions to the CNCHD Personnel Handbook; seconded by Ms. Shickich. Motion carried.**

- v) The Rocky Mountain Recovery contract for collection services was not available for review at this meeting.

- vi) Dr. Weidenbach requested approval of the contract with Wyoming Translations for translation services.

**ACTION: Ms. Shickich motioned to approve the Wyoming Translation Services contract; seconded by Mr. Cometto. Motion carried.**

**b) Public Health Preparedness/Medical Reserve Corp/CPR**

- i) Ms. Gray requested approval of the memorandum of understanding (MOU) agreement with Evansville Police Department for security with medical countermeasures point of dispensing operations.

**ACTION: Mr. Cometto motioned to approve the MOU with the Evansville Police Department for security with medical countermeasures point of dispensing operations; seconded by Dr. Miller. Motion carried.**

- ii) Ms. Gray reported on the Medical Reserve Corps (MRC). She indicated the MRC is making progress as a board and have developed a handbook. Ms. Gray stated one board member recently stepped down.
- iii) Ms. Gray updated board members on the Midwest High School event. She noted CNCHD is setting up a code to charge time for these activities. Currently the time spent on this event is going to the Community Readiness Initiative (CRI) grant. Ms. Gray stated the Natrona County Commissioners have emergency funding if necessary.

**c) Wyoming AETC**

- i) Ms. Kinder informed the meeting members on AETC activities. Ms. Kinder indicated her grant received an increase for the next year.
- ii) Ms. Kinder reported on the recent Care Fair held June 9, 2016. She stated the clients felt the event was positive and HIV case management activities have increased significantly.

**2) NURSING DIVISION**

**a) Adult Health (AH)**

- i) Ms. Eveland informed the board on the transition with the Conflict Free Case Management activities. CNCHD will transition all skilled nursing clients to a new provider. CNCHD may hold onto one client in a delicate situation.
- ii) Ms. Eveland noted AH staff attended LT 101 training presented by the Wyoming Department of Health. She believes there will be a large demand of these services during the first ten (10) days of August.

iii) Ms. Eveland indicated a new nurse will start June 27, 2016.

**b) Disease Prevention**

i) Ms. Goehring reported she is currently interviewing candidates for a nurse and receptionist. The clinic's new service to provide travel evaluations is slow to develop. Clinic personnel participated in the Pride in the Park Celebration and completed 22 rapid HIV tests and informed citizens about the services available at the clinic. Staff also participated in basic epidemiology training.

**c) Maternal and Child Health (MCH)**

i) Ms. Matson stated she anticipates MCH staff helping AH with the LT 101s in August 2016. MCH received a copy of the MOU with the State of Wyoming. Dr. Weidenbach noted she may request some straw poll votes for contracts to keep the contract process moving.

ii) Ms. Matson reported she has brainstormed with staff on how to track social work services provided to clients by current staff.

**3) ENVIRONMENTAL HEALTH (EH) DIVISION**

a) Ms. Heald updated the board on the new HealthSpace software. Ms. Heald is working with the HealthSpace technical assistance staff to make corrections. EH staff are learning the new system.

b) Ms. Heald informed the board about a norovirus outbreak at a daycare in Casper. The daycare completed the required cleaning.

c) Ms. Heald reported on the meeting with the Natrona County Commissioners and the scheduled meeting with the Casper City Council for the final approval of an increased fee schedule for EH services. Both entities have to approve the fee increase before it can become effective.

d) Ms. Heald reported the Wyoming Department of Environmental Quality has passed new wastewater regulations.

**VI. CITY/COUNTY LIAISON REPORTS:**

There were no reports for this meeting.

## **VII. BOARD MEMBER REPORTS**

Ms. Shickich reported the Wyoming Department of Health (WDOH) will have some cuts. The rumor is WDOH will be cut fourteen (14) percent. WDOH will eliminate some programs and reduce others. These changes are expected to become effective July 1, 2016.

Dr. Waring stated she worked with Ms. Kinder at the Care Fair.

Mr. Cometto noted he survived the Casper Marathon and congratulated the CNCHD staff that participated.

Dr. Waring closed the meeting at 6:07 pm and the board went into Executive Session.