

**CITY OF CASPER-NATRONA COUNTY HEALTH DEPARTMENT
BOARD OF HEALTH MEETING
Thursday, July 21, 2016; 5:30 pm;
Elk Horn Conference Room**

BOARD MEMBERS PRESENT:

Michael Miller, DO
Tia Hansuld, FNP

Mike Cometto, CPA, via telephone

BOARD MEMBERS ABSENT:

Jessi Waring, DDS

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
Wendy Matson, MCH Program Manager	Ruth Heald, EH Program Manager
Mary Ann Lembke, AH Program Manager	Kimberly Little, MCH RN

OTHERS PRESENT:

Susan Markus, PhD, WYHC

Forrest Chadwick, Natrona County Commissioner

Bridget Hettgar, RN, WYHC

Dr. Miller called the meeting to order at 5:30 pm.

I. MINUTES/AGENDA

a) Previous Meeting Minutes

Ms. Eveland had one correction to add the words “skilled nursing” to the June 2016 minutes.

ACTION: Ms. Hansuld motioned to approve the June 2016 meeting minutes with the correction; seconded by Mr. Cometto. Motion carried.

II. BUDGET/FINANCIALS

a) Financials

Mr. Cometto indicated the fiscal year 2016 (FY 16) financials looked good.

ACTION: A motion was made by Mr. Cometto to approve the June 2016 financials; seconded by Ms. Hansuld. Motion carried.

III. BOARD BUSINESS

a) Next meeting date

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

ACTION: Mr. Cometto motioned to schedule the next board meeting for Thursday, August 18, 2016 at 5:30 pm; seconded by Ms. Hansuld. Motion carried.

IV. WYOMING HEALTH COUNCIL (WYHC)

a) Title X Family Planning Program Requirements and Funding

Dr. Markus updated the board on the current WYHC audit and her initial impressions. Dr. Markus gave a presentation on the history and purposes of Title X funding and the current status of Title X in Wyoming.

V. HEALTH OFFICER

Dr. Dowell recently attended a meeting with the Natrona County Commissioners concerning medical services in Midwest, Wyoming with a different service provider. Dr. Dowell had concerns about the service provider. The funding decision was tabled. Dr. Weidenbach indicated CNCHD would like to discuss the possibility of CNCHD providing services in Midwest with the commissioners. Dr. Weidenbach thanked Dr. Dowell for his services at this meeting.

Dr. Dowell updated the board on the Zika virus issues.

V. DIVISION REPORTS

a) General Administration

- i) Dr. Weidenbach welcomed Ms. Tia Hansuld, FNP, to the CNCHD Board. Ms.

Hansuld was appointed for a five (5) year period.

- ii) FY 16 Budget Amendments. After reviewing the FY 16 budget, Mr. Cometto recommended a budget amendment. Ms. Smith gave a summary of the budget changes.

ACTION: Mr. Cometto made a motion to amend the FY 16 budget; seconded by Ms. Hansuld. Motion carried.

- iii) Fiscal Year 2017 (FY 17) Budget. Dr. Weidenbach stated CNCHD had received the final funding amounts from the City of Casper and Natrona County. The funding amounts for FY 17 are ten (10) percent less than FY 16. Dr. Weidenbach has received finalized contracts from the State of Wyoming.

ACTION: Mr. Cometto made a motion to amend the FY 17 budget; seconded by Ms. Hansuld. Motion carried.

- iv) Dr. Weidenbach discussed the employee compensation proposal based on the FY 16 surplus. The proposal would cost approximately \$70,000 and would be funded from the reserves.

ACTION: Ms. Hansuld motioned to approve the employee compensation proposal; seconded by Mr. Cometto. Motion carried.

- v) Dr. Weidenbach updated the board on the current status of the Midwest School Gas Leak. The Center for Disease Control Agency for Toxic Substance and Disease Registry (ATSDR) and State of Wyoming are requesting more qualitative air monitoring. Natrona County School District would like to know when it is safe to use the school. CNCHD is assisting the State of Wyoming with the survey process on student and staff health issues. Ms. Gray is coordinating the group weekly meetings addressing this issue.
- vi) Dr. Weidenbach presented draft rebranding and logo graphics to the board. Dr. Weidenbach requested feedback on these designs from the board members. Dr. Weidenbach discussed her efforts to have the website updated.

b) Public Health Preparedness/Medical Reserve Corp/CPR

- i) Ms. Gray requested ratification of the contract with the Wyoming Department of Health Public Health and Emergency Preparedness Program for Base and Cities Readiness Initiative monies straw poll.

ACTION: Ms. Hansuld motioned to ratify the straw poll approving the contract Wyoming Department of Health Public Health and Emergency Preparedness Program for Base and Cities Readiness Initiative; seconded by Mr. Cometto. Motion carried.

- ii) Dr. Weidenbach reviewed the contract with Wyoming Department of Health Public Health and Emergency Preparedness Program for County Health Officer (CHO). The contract provides state funding for the CHO. The County Attorney has requested some material changes to the contract from the State of Wyoming Attorney General's office.

ACTION: Mr. Cometto motioned to table the contract with the Wyoming Department of Health Public Health and Emergency Preparedness Program for County Health Officer; seconded by Ms. Hansuld. Motion carried.

- iii) Ms. Gray requested approval of the contract with the Wyoming Department of Health Public Health and Emergency Preparedness Program for Ebola/Zika virus funding. The contract provides \$30,000 for FY 17.

ACTION: Mr. Cometto motioned to approve the contract with Wyoming Department of Health Public Health and Emergency Preparedness Program for Ebola/Zika virus funding; seconded by Ms. Hansuld. Motion carried

c) **Wyoming AETC**

- i) Ms. Kinder had nothing to add to her written reports provided to the board.

2) **NURSING DIVISION**

a) **General Nursing**

- i) Ms. Eveland noted she believes staff will have to complete at least sixty-one (61) LT 101 assessments during the first ten (10) days of August. The assessments will take approximately one (1) hour to complete.
- ii) Ms. Eveland stated the new nurse will provide HIV case management services in starting in August 2016.

b) **Adult Health (AH)**

- i) Ms. Lembke indicated AH staff have been very active in the community. Currently

staff are providing case management services to 97 active clients and have nine (9) pending clients. All six (6) private pay skilled nursing clients have transitioned to other providers. In June with two (2) full time nurses and the Director of Nursing CNCHD conducted 245 visits. CNCHD is actually gaining patients.

c) **Disease Prevention**

- i) Ms. Goehring reported the Title X audit has gone well. She stated the new nurse will provide HIV case management services.

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

- i) Ms. Matson requested approval of the contract with Wyoming Department of Health Maternal and Child Health Program for Maternal and Child Health and Temporary Assistance for Needy Families (TANF) monies.

Ms. Hansuld motioned to approve the contract with the Wyoming Department of Health Maternal and Child Health Program for Maternal and Child Health and TANF monies; seconded by Mr. Cometto. Motion carried.

- ii) Ms. Matson anticipates MCH staff helping AH with the LT 101s in August 2016.
- iii) Ms. Matson indicated MCH received a copy of the memorandum of understanding with the State of Wyoming. Dr. Weidenbach noted she may request some straw poll votes for contracts to keep the contract process moving.
- iv) Ms. Matson reported MCH was involved with the annual audit concerning TANF funding. The auditors did not find any compliance issues and were positive.
- v) Ms. Matson noted MCH is having difficulty with Spanish translation services. Ms. Matson is working with DP to possibly share time with the new bilingual receptionist.
- vi) Ms. Matson was excited to inform the board about the improved newborn referrals from hospital staff. From April 2016 to July 2016 MCH received 52 referrals with 17 referrals requesting services. From July 2016 forward MCH has received 65 referrals with 31 referrals requesting services. Ms. Matson attributed this improvement to the improved information and relationships with Wyoming Medical Center staff.

3) ENVIRONMENTAL HEALTH (EH) DIVISION

- a) Dr. Weidenbach reported the City of Casper has approved the CNCHD Board of Health

to move forward as a board with fees for services. Dr. Weidenbach stated the City of Casper is unclear what requirements are necessary. Once the legal requirements are determined staff will seek approval from the board.

- b) Ms. Heald indicated EH staff had survived “Fair Week” and she had no new information for the meeting.

VI. CITY/COUNTY LIAISON REPORTS:

Commissioner Chadwick complimented Ms. Heald on handling a public discussion about fees at a meeting.

VII. BOARD MEMBER REPORTS

There were no board member reports for this meeting.

Dr. Miller motioned to move into Executive Session; Ms. Hansuld seconded the motion. Motion passed at 7:04 pm.