



**CITY OF CASPER-NATRONA COUNTY HEALTH DEPARTMENT
BOARD OF HEALTH MEETING
Thursday, October 20, 2016; 5:30 pm;
Elk Horn Conference Room**

BOARD MEMBERS PRESENT:

Mike Cometto, CPA
Tia Hansuld, FNP

Mary Lynn Shickich
Michael Miller, DO

BOARD MEMBERS ABSENT:

Jessi Waring, DDS

STAFF PRESENT:

Kelly Weidenbach, DrPH, Executive Director
Rita Goehring, DP Clinic Director
Anna Kinder, WYAETC Manager
Wendy Matson, MCH Program Manager
Mary Ann Lembke, AH Program Manager

Mark Dowell, MD, CHO
Tammy Smith, Office Manager
Chris Corlis, HR Professional
Ruth Heald, EH Program Manager

OTHERS PRESENT:

Forrest Chadwick, Natrona County Commissioners
C. Susan Christman

Mr. Cometto called the meeting to order at 5:32 pm.

I. MINUTES/AGENDA

a) Previous Meeting Minutes

ACTION: Ms. Hansuld motioned to approve the August 2016 meeting minutes; seconded by Dr. Miller. Motion carried.

II. BUDGET/FINANCIALS

a) Financials

Mr. Cometto reviewed the financials and stated he is awaiting the reconciliation

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of capital assets with the Natrona County audit. Ms. Smith reported on the audit activities.

ACTION: A motion was made by Ms. Shickich to approve the August and September 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 November 2016.

ACTION: Dr. Miller motioned to schedule the next board meeting for Thursday, November 17, 2016 at 5:30 pm; seconded by Ms. Hansuld. Motion carried.

IV. HEALTH OFFICER

- i) Dr. Dowell reported an increase in HIV and syphilis infections in Wyoming and Natrona County.
- ii) Dr. Dowell stated Natrona County is proactive in flu vaccinations. According to Dr. Dowell other counties in the state are not as proactive as Natrona County.

V. DIVISION REPORTS

a) General Administration

- i) Dr. Weidenbach requested approval of the Rocky Mountain Recovery Systems Inc. Contract used for debt collection services. Dr. Weidenbach received approval from the county attorney's office.

ACTION: Dr. Miller motioned to approve the Rocky Mountain Recovery Contract Systems Inc.; seconded by Ms. Shickich. Motion carried.

- ii) Dr. Weidenbach updated the board on the Midwest School Gas Leak. Dr. Weidenbach indicated the school district has hired an industrial hygienist firm Geosyntec. Geosyntec will oversee mitigation work likely paid for by FDL. Geosyntec or another third party firm will provide construction management. Dr.



Weidenbach has spoken with the school board on this topic.

- iii) Dr. Weidenbach requested approval of the HealthInsight HIPAA Compliance Consultant Statement of Work (SOW) Agreement. This consultant will evaluate CNCHD's HIPAA compliance. Dr. Weidenbach noted this agreement is not in the budget.

ACTION: Ms. Shickich motioned to approve the HealthInsight HIPAA Compliance Consultant Statement of Work (SOW) Agreement; seconded by Ms. Hansuld. Motion carried.

- iv) Dr. Weidenbach discussed her intent to start Department Strategic Planning in 2017. Dr. Weidenbach informed the board this activity is necessary to develop a strategic plan and is the first step for public health accreditation. Dr. Weidenbach will be requesting board input and will hire a facilitator for this process.
- v) Dr. Weidenbach stated C. Susan Christman has been hired to fill the Director of Community Nursing Division. Ms. Christman will start on November 7, 2016.

b) Public Health Preparedness/Medical Reserve Corp/CPR

- i) Dr. Weidenbach notified the board Ms. Amanda Huckabay will fill the Public Health Preparedness Specialist position beginning November 7, 2016.
- ii) Dr. Weidenbach noted the Medical Reserve Corps (MRC) was disbanded with the recent staff resignation. Ms. Gray plans to reinstate the MRC with a different plan of activities after Ms. Huckabay starts working for CNCHD.

c) Wyoming AETC/Sexual Health

- i) Ms. Kinder requested the board conditionally approve the University of Washington Subaward Agreement for provision of AETC services.

ACTION: Dr. Miller motioned to conditionally approve the University of Washington Subaward Agreement for provision of AETC services; seconded by Ms. Hansuld. Motion carried.

- ii) Ms. Kinder informed the board Ms. Brooke Olson was hired to fill the Community Education Specialist position on September 19, 2016.



- iii) Ms. Kinder requested the board approve the Title X Patient Navigator Contract. This contract will help CNCHD reach out to the community and help guide the public on insurance services.

ACTION: Ms. Hansuld motioned to approve the Title X Patient Navigator Contract; seconded by Dr. Miller. Motion carried.

2) NURSING DIVISION

a) Adult Health (AH)

- i) Ms. Lembke indicated AH staff are very active in the community serving on different boards. Additionally, staff have participated in the point of dispensing (POD) exercises and Women's Expo.
- ii) Ms. Lembke informed the board the new LT 101 process has challenges. There are a lot of appeals and court hearings. It is harder for individuals to qualify for services on the new LT 101.

b) Disease Prevention

- i) Ms. Goehring reported on the number of vaccinations and immunizations provided over the past two months.
- ii) Dr. Weidenbach requested approval the Memorandum of Understanding (MOU) and Letter of Agreement with the University of Wyoming (UW) Family Practice for OB/GYN consultation and resident training. Dr. Weidenbach indicated the attorneys from both entities have approved the MOU.

ACTION: Ms. Shickich motioned to approve the Memorandum of Understanding (MOU) and Letter of Agreement with the University of Wyoming (UW) Family Practice for OB/GYN consultation and resident training; seconded by Ms. Hansuld. Motion carried

c) Maternal and Child Health (MCH)

- i) Ms. Matson reported on MCH activities. Ms. Matson thanked Dr. Weidenbach for making a presentation to the Blue Envelope Health Fund during her absence. The presentation was successful and CNCHD received a grant for \$9,910 to help pay for breast pumps.



3) ENVIRONMENTAL HEALTH (EH) DIVISION

- a) Ms. Heald reviewed the timeline for the fee schedule public hearing for EH services. The hearing is scheduled for the next board meeting November 17, 2016.

VI. CITY/COUNTY LIAISON REPORTS:

- a) Commissioner Chadwick reported on a pilot program for Title XXV services in Wyoming. The Wyoming Department of Health Director Forslund will be in Casper on November 1, 2016 to discuss Title XXV services. Commissioner Chadwick invited CNCHD to attend the meeting. He also reported a new Parks Director will start on November 1, 2016.

VII. BOARD MEMBER REPORTS

None.

VIII. EXECUTIVE SESSION

ACTION: Ms. Shickich motioned to move into Executive Session; seconded by Ms. Hansuld. Motion passed.