



**CITY OF CASPER-NATRONA COUNTY HEALTH DEPARTMENT  
BOARD OF HEALTH MEETING  
Thursday, November 16, 2017; ELKHORN ROOM  
5:30 PM**

**I. Presentation of the Work of Mountain West AIDS Education and Training Center, Wyoming AETC, and Introduction to Practice Transformation in Relation to HIV Continuum of Care – Sara Savage, MPH (Mountain West AIDS Education and Training Center) and Anna Kinder, MS, OTR/L (CNCHD/Wyoming AIDS Education and Training Center).**

Ms. Savage stated that she was here to complete a site visit on behalf of University of Washington and the Mountain West AIDS Education and Training Center (AETC). Ms. Savage reported that she has been with the Mountain West AETC regional headquarters in Seattle for six and half years. Ms. Savage reported that it has been a pleasure to be here and has learned a lot about public health in Wyoming. Ms. Savage stated this HRSA region has ten states and is the biggest region geographically. The big push is working to get people into care in the rural area. Ms. Savage stated that Ms. Kinder is doing great things as Project Director of Wyoming AETC and as the Practice Transformation Coordinator of the Mountain West AETC.

**II. AGENDA/MINUTES**

**a) Amendments to the Agenda**

Dr. Miller motioned to add Board of Health Bond and the Non-Discretionary expenditures list on the agenda. Ms. Hansuld seconded, motion passed.

**b) Previous Meeting Minutes/Notes**

September Board Meeting Minutes\*

Ms. Hansuld motioned to approve the September 2017 Board Minutes. Dr. Miller seconded, motion passed.

**III. BUDGET/FINANCIAL**

**a) Financials\***

i. September 2017 Financials\*

ii. October 2017 Financials\*

Ms. Hansuld motioned to approved September 2017 and October 2017 financials. Dr. Miller seconded, motion passed.

**IV. BOARD**

**Next Meeting Date**

Proposed for December 21, 2017 at 5:30pm\*

Dr. Miller motioned to approved December 21, 2017 as the next Board of Health

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CASPER-NATRONA  
COUNTY HEALTH DEPARTMENT

meeting. Ms. Hansuld seconded, motion passed

## V. HEALTH OFFICER

### a) Health Officer Report

Dr. Dowell reported an increase in gonorrhea in the county. Dr. Dowell reported that Wyoming Medical Center staff have a 99% rate of vaccination for influenza. Dr. Dowell will have non-vaccinated Wyoming Medical Center staff wear masks during the peak of the influenza season.

## VI. DIVISION REPORTS

### 1) ADMINISTRATION

#### a) General Administration

##### i) Update on meeting with Casper City Manager

Dr. Weidenbach reported that she met with Mr. Napier, the city manager, and the meeting went really well. The Department will be doing monthly invoicing and hope to be current with payments very soon.

##### ii) Update on Quality Improvement/Client Satisfaction Surveys

###### (1) Adult Health Customer Satisfaction Survey Results

###### (2) Disease Prevention Customer Satisfaction Survey Results

###### (3) Maternal and Child Health Customer Satisfaction Survey Results

Dr. Weidenbach reported that surveys for the nursing programs have gone out and we are getting really good feedback of the services provided and staff. We are getting about a 70% return rate which is really good. Dr. Miller reported that he was really impressed with the results of the survey. Ms. Hansuld stated that it shows we are getting into people's homes and that they really like our services.

###### (4) Timeline for Environmental Health Customer Satisfaction Survey Results

Dr. Weidenbach reported that the surveys for Environmental Health are going out more slowly because they are being disseminated to the manager on site during the routine inspections. The Environmental Health customer satisfaction surveys will be collected until a total of 100 surveys are returned. The department will be considering ongoing, continuous customer satisfaction surveys for the public who were involved with wastewater/septic installations.

##### iii) Quotes for Tile Replacement in CNCHD Building Lobby/Clinic\*

This will be tabled until the next meeting.

##### iv) Non-discretionary expenditures\*

Ms. Smith reported that a list of non-discretionary expenses should be approved by the board as yearly expenses and would not need requisitions to approve for payment. These are items like gas, lights, trash, payroll

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CASPER-NATRONA  
COUNTY HEALTH DEPARTMENT

expenses and other building functions that must be paid each month.

Dr. Miller motioned to approve the list of non-discretionary list of bills. Ms. Hansuld seconded, motion passed.

v) Bond for the Board\*

Ms. Smith reported that currently there is no Bond for the Board of Health. Since the Board is approving and signing expenditures, there should be a bond to cover the board members. The Board directed Ms. Smith to get a bond for the Board of Health.

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

i) Contract amendment for Base Preparedness with Wyoming Department of Health Public Health Emergency Preparedness Program\*

Ms. Gray reported that the original contract had the incorrect dollar amount and this is an amendment to that contract. Dr. Miller motioned to approve the contract. Ms. Hansuld seconded, motion passed.

ii) Overview and Discussion of federal Medical Counter Measure (MCM) Operational Readiness Review (ORR) Interim Report for Casper-Natrona County Health Department.

Ms. Gray presented the results of the federal MCMORR report. Ms. Gray stated there will be a new federal scoring system next year.

iii) Review of County-wide After Action Report for Public Safety and Medical Response to the Great American Eclipse.

Ms. Gray reported that she completed the after action report for the event. Ms. Gray offered to do this since LT. Anderson was retiring.

iv) CNCHD Facilitation of Centers for Medicare and Medicaid Services (CMS) Preparedness Requirements.

Ms. Gray reported that she is working with other healthcare facilities to get their plans in place to be in compliance with new CMS requirement around emergency preparedness for all CMS-certified healthcare facilities. Tabletops are being completed with the various facilities, including long term care, kidney dialysis center, assisted living facilities, home health agencies, etc.

v) Updated on Natrona County Medical Reserve Corp

Ms. Gray reported that there are currently not state training officers due to the state program being terminated. Ms. Gray is the only person in the county that can currently teach ICS 300 and ICS 400 classes. Ms. Gray reported that the BLS classes may only be taught quarterly since the classes rarely fill up. The Heartsaver classes are always full.



CASPER-NATRONA  
COUNTY HEALTH DEPARTMENT

**c) Wyoming AETC/HIV Case Management/Ryan White Programs**

- i) University of Washington Subaward to Casper-Natrona County Health Department for provision of AIDS Education and Training Centers Program\*  
Ms. Kinder reported this is contract for her routine program activities. General discussion followed on the contract details. Ms. Hansuld motioned to approve the contract. Dr. Miller seconded, motion passed.
- ii) Update on WDH Communicable Disease Unit RFP for HIV Education and Biomedical Intervention awarded to Casper-Natrona County Health Department  
Ms. Kinder applied and was awarded this contract. This contract is for two years and could extend after this time period. The Board will be asked to vote on the final contract in January 2018, once Attorney General's office and County Attorney review.
- iii) Discussion of World AIDS Day Activities and WDH Communicable Disease Mini Grant application for funding.  
Ms. Kinder reported that there will 4 different sites during the week where people can get tested for HIV free of charge. Officially World AIDS Day is December 1, 2017 but they will be honoring the day all week long. The sites include CNCHD, University of Wyoming Family Practice, Rocky Mountain Infectious Disease, and Healthcare for the Homeless (12<sup>th</sup> Street Clinic).

**2) NURSING**

**a) Adult Health Program**

- i) Update on LT101s Ms. Lembke reported that they have been really busy with these visits, but that they are keeping up with just three nurses.
- ii) Update on Medicaid Waiver services in Natrona County  
Ms. Lembke reported that the program continues a steady growth. Ms. Lembke reported that the health department performs case management for 25% of all waiver clients in the county.

**b) Disease Prevention**

- i) Contract with Wyoming Health Council for provision of Title X Services October 1, 2017 through March 31, 2018\*  
Dr. Weidenbach reported that the Title X funds are looking more secure on the federal level. This new contract is just a continuation of the same program. Dr. Miller motioned to approve the contract. Ms. Hansuld seconded, motion passed.
- ii) Summary of 2017 Influenza Immunization Clinics  
Ms. Cardine reported that the clinic has given 1,604 flu shots at this time. We have 396 flu vaccines left. Ms. Cardine reported that CNCHD will be hosting walk-in clinics on Fridays for influenza vaccine until supplies run out.

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CASPER-NATRONA  
COUNTY HEALTH DEPARTMENT

**c) Maternal and Child Health Program**

i) Update on program activities.

Ms. Matson stated that the MCH division had completed their annual retreat and set new goals. Outreach will be a big part of the new goals. Ms. Matson stated that referrals continue to overwhelm the program, as we often receive more referrals than what we can take on from a staffing standpoint.

Ms. Matson reported that she is talking with the Kinskey foundation to work together on improving maternal and child health in the county. Ms. Matson will continue to work with this foundation and report the progress.

**3) ENVIRONMENTAL HEALTH DIVISION**

a) Public Comment to Board of Health – Ms. Linda Henderson, Owner of Lazy 8 Bar (Department file included in Board packet)

Ms. Henderson did not attend the meeting.

b) Update on Parkway Plaza and Public Health Actions

Ms. Heald reported that there was a gas leak at the Parkway Plaza and the gas was turned off at the establishment. The electricity was still on and the kitchen could do cold food. The Parkway relocated all of the guests. A cease and desist order was written and given to the Parkway on Friday afternoon. By Friday evening they were able to get gas back on and fix the problems. They were open for business Friday evening.

**VII. CITY/COUNTY LIAISON REPORTS**

Commissioner Chadwick reported that the funds to the towns and cities looks safe at the legislative level. School funding is still falling short of what is needed and not sure where they are going to get the money for the short fall. Sales tax revenue is where we expected it to be and we are now planning for fiscal year 2019.

**VII. BOARD MEMBER REPORTS**

There were no reports from the Board members.

**VIII. EXECUTIVE SESSION**

**\*Requires Board Action**