

**CITY OF CASPER-NATRONA COUNTY HEALTH DEPARTMENT
BOARD OF HEALTH MEETING
Thursday, February 18, 2016; 5:30 pm;
North Platte Room**

BOARD MEMBERS PRESENT:

Dr. Jessi Waring, DDS
Ms. Mary Lynn Shickich via telephone

Mr. Mike Cometto, CPA
Dr. Michael Miller, DO

BOARD MEMBERS ABSENT:

None

STAFF PRESENT:

Dr. Kelly Weidenbach, Executive Director
Ms. Beth Eveland, Nursing Director
Ms. Tammy Smith, Office Manager
Ms. Mary Ann Lembke, AH Program Manager
Ms. Wendy Matson, MCH Program Manager

Dr. Mark Dowell, CHO
Ms. Rita Goehring, DP Clinic Director
Mr. Chris Corlis, HR Professional
Ms. Ruth Heald, EH Program Manager
Ms. Audrey Gray, PHP Manager

OTHERS PRESENT:

Mr. Greg Fladeger, Casper Journal

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

I. MINUTES/AGENDA

a) Previous Meeting Minutes

The previous meeting minutes were reviewed without comment or question.

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

II. BUDGET/FINANCIALS

a) Financials

Mr. Cometto reviewed the financials and stated the financials looked good. Mr. Cometto further commented the reconciliations are much more efficient and Ms. Smith has done a great job with the financials.

ACTION: A motion was made by Dr. Miller to approve the January 2016 financials; seconded by Ms. Shickich. Motion carried.

III. BOARD BUSINESS

a) Next meeting dates

Due to board member availability a change for the March 2016 meeting date was proposed.

ACTION: A motion was made by Mr. Cometto to schedule the next board meeting for Thursday, March 24, 2016 at 5:30 pm; seconded by Dr. Miller. Motion carried.

IV. HEALTH OFFICER

Dr. Dowell reported the number of flu cases in Natrona County has been minimal to date. Dr. Dowell will discuss the Zika virus on television on February 19, 2016.

V. DIVISION REPORTS

a) General Administration

- i) Dr. Weidenbach presented the fiscal year (FY) 2017 budget. Dr. Weidenbach reported both the City of Casper and Natrona County asked directors to decrease the funding requests for the budget by ten (10) percent. Dr. Weidenbach stated the budget shows a deficit when comparing revenue to expenses based on some of the recent changes. Dr. Weidenbach explained she has not filled three (3) vacated positions. Mr. Cometto commented the FY 2017 budget proposal appeared reasonable with the explanations.

ACTION: A motion was made by Mr. Cometto to approve the proposed FY 2017 budget; Dr. Miller seconded the motion. Motion carried.

b) Public Health Preparedness/Medical Reserve Corp/CPR

- i) Ms. Audrey Gray requested the board approve three (3) Memorandums of Understandings (MOUs) with Natrona County School District (NCSD). Ms. Gray stated she is just updating the current MOUs with NCSD. These agreements allow CNCHD to use a facility as a point of dispensing (POD) location; to provide assistance in copying documents in an emergency; provide food service transportation. Ms. Gray indicated the county attorney has reviewed the MOUs.

ACTION: A motion was made by Mr. Cometto to approve the MOUs with NCSD; Dr. Miller seconded the motion. Motion carried.

2) NURSING DIVISION

a) General Nursing

- i) Ms. Beth Eveland reported she is working with the Veterans' Administration to transfer clients to other service providers. Ms. Eveland stated the Wyoming Department of Health has a meeting in Cheyenne to discuss conflict free case management in April.

b) Adult Health (AH)

- i) Ms. Mary Ann Lembke, AH Program Manager, updated the board indicating staff had 270 visitations last month and that CNCHD has kept the current Medicaid waiver caseload at the same level.
- ii) Dr. Weidenbach requested the board approve a temporary staffing service agreement with Resource Staffing Incorporated due to the recent staff shortages. CNCHD currently has three (3) certified nursing assistant (CNA) employees. One employee is unable to work due to medical reasons and another employee is on restricted duty.

ACTION: A motion was made by Mr. Cometto to approve the service agreement with Resource Staffing Incorporated; Dr. Miller seconded the motion. Motion carried.

c) Disease Prevention:

- i) Ms. Rita Goehring informed the board that staff was busy working on the new Patagonia electronic medical records system.

d) Maternal and Child Health (MCH)

- i) Ms. Wendy Matson, MCH Program Manager, stated she had nothing different from her written report.
- ii) Dr. Weidenbach discussed the Natrona County audit report. The auditor had a finding concerning the Temporary Assistance to Needy Families funding under the MCH program. CNCHD is meeting the guidance provided by the Wyoming Department of Family Services but not the requirements of the OMB circulars. Dr. Weidenbach shared the corrective action plan measures with the board. Mr. Cometto

recommended staff review the GAQC website.

3) ENVIRONMENTAL HEALTH (EH) DIVISION

- a) Ms. Ruth Heald, EH Program Manager, updated the board on the search for a new environmental health specialist. CNCHD has received some local applications from well qualified candidates.

VI. CITY/COUNTY LIAISON REPORTS:

No city/county liaisons attended the meeting.

VII. BOARD MEMBER REPORTS

No board members had any information to report.

VIII. EXECUTIVE SESSION

The CNCHD Board went into executive session at 5:58 pm.