Meeting called to order at 5:33pm by Mike Cometto.

I. AGENDA/MINUTES
   a) Previous Meeting Minutes/Notes*

Ms. Hansuld moved to approve previous meeting minutes, Dr. Waring seconded, motion passed.

II. BUDGET/FINANCIAL
   a) Financials*
       November 2016 Financials*

Mr. Cometto discussed that CNCHD has over-expended the equipment budget by $23,000. This over-expenditure was due to the unbudgeted funds the CNCHD received from 1% funds for vehicle purchases. The supplies line item is also over-expended by $23,000 as well. Ms. Smith will research the items purchased with the funds and provide information to the board.

Mr. Cometto was in touch with the county auditors regarding the fixed assets. Mr. Cometto recommends a journal entry to correct this item to include assets that were not added which the department has purchased in the last year.

Mr. Cometto expressed his that he would like to see grant payments come in a more timely manner.

Dr. Miller motioned to accept the financials, Dr. Waring seconded the motion, motion passed.

III. BOARD
     Next Meeting Date
     Scheduled for Thursday, January 19, 2017 at 5:30pm*

Ms. Shickich indicated she will be gone January and February for legislative duties.

Dr. Waring moved to approve January meeting date, Ms. Shickich seconded, motion passed.

IV. HEALTH OFFICER
    a) Health Officer Report
       Natrona County Norovirus activity-

Dr. Dowell indicated assisted living, ER, and schools noting increase in norovirus activity, many requests for interviews.

Natrona County Influenza vaccination rates-

CasperPublicHealth.org
Phone: 307.235.9340 Fax: 307.237.2036 Address: 475 S. Spruce Street, Casper, WY 82601
Wyoming is the 3rd worst in the nation for influenza immunization rates.

Dr. Dowell said there are two documented influenza cases at WMC.

**Natrona County Malaria case**

Dr. Weidenbach said the malaria case at MVRH was imported. The patient has travel history to Mozambique and did not take prescribed prophylaxis until he/she began showing symptoms.

Dr. Dowell said there are seven more cases of gonorrhea reported, Natrona County is higher than other counties.

V. DIVISION REPORTS

1) ADMINISTRATION

   a) General Administration
      i) Adoption of 2017 County Holidays*

Motion to adopt 2017 county holiday schedule by Dr. Miller, seconded by Ms. Shickich, motion passed.

   ii) Discussion of Natrona County Cancer Rates by Zipcode

Dr. Weidenbach discussed the all-cause cancer rates requested by CNCHD from WDH cancer registry program. Mills has significantly higher levels of cancer compared to the state rate, and 82601 zip code also has higher levels than the state rate. Natrona County has more zip codes that were lower than state rate than higher.

Dr. Weidenbach would like to use GIS to map the cases and analyze them to see if there may be an explanation for higher rates. Dr. Weidenbach is currently working with Wyoming Department of Health to acquire Natrona County-specific data from state cancer registry.

   iii) Update on Midwest School Gas Leak

Dr. Weidenbach said there have not been a lot of updates since last board meeting. NIOSH is declining to send anyone for a health impact evaluation. ATSDR is keeping the case open but also is not sending anyone onsite either. Dr. Weidenbach requested from ATSDR if there is the possibility of additional funding sources to complete a study on Midwest homes, the ATSDR indicated there isn’t any funding available.

   b) Public Health Preparedness/Medical Reserve Corp/CPR
      i) Central Wyoming Healthcare Coalition Charter*

Motion to approve the charter by Dr. Miller, Dr. Waring seconded the motion, motion passed.

Ms. Gray informed the board the Commission approved for the proceeds from the auction of the CNCHD bus will be given back to the Department.

Ms. Gray also went over the proposed goals of the Natrona County Medical Reserve Corps which include emergency support of the CNCHD, increasing sexual and domestic violence awareness, train volunteers to assist with CNCHD clerical needs, Implement chronic disease prevention and healthy lifestyle, implement DEEP training, continue to participate in flu clinics and special events, increase HIV testing and counseling and great an outbreak response team.
Ms. Gray also went over three tabletop exercises that she and other staff attended in the last two weeks.

c) Wyoming AETC/Sexual Health
Ms. Kinder said she hired Janel Shackelford who is the patient navigator who assists with signing people up for the affordable care act insurance. 60% of Ms. Shackelford’s time is paid for by title 10 grant funding and 40% is being paid by the disease prevention program. Ms. Shackelford will be expected to clinic clerical as a part of her duties. Ms. Shackelford is working on enrolling 16 Ryan White clients, 12 have been enrolled, 4 are left to be enrolled.

Ms. Shackelford will continue working to enrolling clients into healthcare.gov. Clients have until January 30 to enroll to receive coverage in February,

Janel will also be working with Enroll Wyoming during events as well as get the word out via social media to get others signed up for insurance. Within the CNCHD, if a person comes in for services, the navigator can be used to sign them up for insurance if they are uninsured. Ms. Kinder is anticipating a lot of activity outside of the enrollment period.

2) NURSING

a) Community Nursing Division
   i) Casper College MOU for Health Science Student Volunteers*
Motion made by Ms. Shickich to approve the MOU for Health Science Student Volunteers, Ms. Hansuld seconded, motion passed. Discussion included clarification that the MOU is designed as a larger MOU to include all health sciences students, not only nursing students to assist CNCHD.

Community Nursing Director Ms. Christman is working on manuals for the Maternal Child Health and Adult Health programs and is also getting to know the programs and other department areas in her first few months.

   ii) Adult Health
Ms. Lembke said they have 75 active clients and 8 new admits since the end of the month. 136 LT101’s have been completed for the month. Adult health has one hearing on January 5, 2017 and three hearings on January 18, 2017 for clients who are appealing the outcome of their LT101’s.

Ms. Lembke also said adult health has lost a part time position and is hoping to replace the position soon.

   iii) Maternal and Child Health
Ms. Matson received a written memo via email today from the Wyoming Department of Health regarding a funding reduction of $36,000 from the TANF funds. The TANF grant was cut at the federal level and applied to all counties. The contract is a fee for service contract, but is capped. In addition, the program is statutorily mandated. WDH will be sending an amended contract.

b) Disease Prevention-
Ms. Goehring said flu clinics are continuing and they are offering flu vaccine to anyone who comes into the clinic. Ms. Goehring is working with the University of Wyoming residents who rotate through the clinic for title 10 requirements regarding confidentiality. Clinic staff is required to specifically speak to the residents about confidentiality according to the grant guidance.
Ms. Goehring indicated there were some difficulties with the 340B medication program, regarding terminology and is working with Geneva Woods, the pharmacy representative, for assistance.

Ms. Goehring also indicated that Gonorrhea continues to be seen in the clinic.

3) ENVIRONMENTAL HEALTH DIVISION
   a) Denial of license for tattoo facility/request for public hearing January 2017
Ms. Heald indicated a gentleman named Brian Gray requested a tattoo license and was denied due to the fact the location he would like to tattoo is a room in an apartment. Mr. Gray has requested an administrative hearing with the board of health. The CNCHD Tattoo Regulations require a separation of working space from the living space by a solid partition which is the basis of the denial. The intent of the regulation is to not have anyone tattooing in their residence. The hearing with Mr. Gray will be on the agenda for the January board meeting. Dr. Miller requested a copy of the tattoo regulations. The denial letter and floor plan were given to the BOH.

   b) Briefing on unlicensed establishments cooking/serving food to the public
Ms. Heald said her staff had to stop operations at Poverty Resistance due to their cooking soup and serving soup to the public. The facility currently is operating as a food pantry without oversite, but when preparing food, must have a license. Poverty resistance was not following the food code when they served the soup, and need a license. A licensed facility has offered to make soup and sandwiches to take to poverty resistance for distribution. For the business that is donating the food, they may follow the donated food policy the CNCHD currently has. Poverty Resistance will be working on public donations to transform the space into a full licensed facility.

Campus kitchen was also discussed—the program recovers college campus leftover foods to distribute to agencies throughout town. EH will be working more closely with non-profits that provide food to the public.

   c) Intent to update/adopt county campground regulations
Ms. Heald has updated the temporary campgrounds section of the regulations, and will be sending out the public notice soon to start the adoption process. Ms. Heald anticipates the public hearing may be able to be held at the January board meeting.

   d) Intent to update/adopt county wastewater regulations
Ms. Heald is working on updating the CNCHD wastewater regulations in order to come into compliance with the pending DEQ delegation agreement with the CNCHD.

Ms. Heald said EH is investigating norovirus at Manor Heights school (had 90-112 students out at one time) samples from effected students were positive for norovirus. In addition, another school that has been effected is Bar Nunn School. The initial restaurant related cases were ruled out.

VII. CITY/COUNTY LIAISON REPORTS- No representative present

VIII. BOARD MEMBER REPORTS-
Ms. Shickich shared the University of Wyoming received one of 75 grants of $50 million total for
all grants for a Federally Qualified Health Center.

Ms. Shickich also gave a legislative update. The Labor health and social services committee met at the state legislature and discussed some of the impacts of the budget cuts to health services throughout the state. They discussed that the Governor will set aside $240 million for involuntary hospitalizations. Mr. Pat Sweeney from Natrona County has been assigned to the committee. There is discussion of looking at raising taxes at the state level to assist with the $700 million education deficit. The EMS compact bill is up for discussion which includes licensure between states.

Dr. Waring passed out information for the Casper Fitness Co-Op. The Co-Op will donate all proceeds to the Blue Envelope for the classes offered in December.

Meeting adjourned at 6:31pm

VIV. EXECUTIVE SESSION-not held

*Requires Board Action