



**CITY OF CASPER-NATRONA COUNTY HEALTH DEPARTMENT BOARD
OF HEALTH MEETING
Thursday, July 20, 2017; ELKHORN ROOM
5:30 PM**

I. AGENDA/MINUTES

- a) Previous Meeting Minutes/Notes**
May Board Meeting Minutes* June
Board Meeting Minutes
Dr. Miller motioned to approve the
May and June minutes. Ms. Hansuld
seconded, motion passed.

II. BUDGET/FINANCIAL

- a) Financials***
i. June 2017 Financials*

Mr. Cometto reported that the financials looked good for the end of the fiscal year. Mr. Cometto reported that the department finished the year with \$71,000.00 savings. Ms. Hansuld motioned to approve the June financials. Dr. Miller seconded, motion passed

- ii. FY17 Budget Revisions*
- Mr. Cometto reported that the overall numbers for the department didn't change. These budgets were to correct specific line spending.
Ms. Hansuld motioned to approve the FY17 budget revisions. Dr. Miller seconded, motion passed.

III. BOARD

Next Meeting Date

Proposed for August 17, 2017 at 5:30pm*

Ms. Hansuld motioned to approve the next board meeting date. Dr. Miller seconded, motion passed.

IV. HEALTH OFFICER

a) Health Officer Report

Dr. Dowell reported there has been an increase in HIV cases. Many new cases are moving to town from other areas. Dr. Dowell stated that we do great HIV case management because of the experience of our nursing staff.



V. DIVISION REPORTS

1) ADMINISTRATION

a) General Administration

i) Employee Compensation/Bonuses*

Dr. Weidenbach reported that the reason we had the profit in the year was due to position vacancies and that other staff had to work to cover those duties. The employee bonuses are a way to thank the staff for all their hard work.

Ms. Hansuld motioned to approve the employee bonuses. Dr. Miller seconded, motion passed.

ii) County Health Officer Contract 2017-2018*

Dr. Miller motioned to approve the County Health Officer contract. Ms. Hansuld seconded, motion passed.

iii) Staff considerations

Dr. Weidenbach reported that the last two years we have had spend down in a couple grants. Dr. Weidenbach would like to spend that money on staff instead of stuff and will be hiring a clerical position to help with the Preparedness program, the AETC program, and the HIV Case management program.

Dr. Weidenbach reported that funding for Title X has changed at the federal level. Funding is guaranteed until May 2018. Dr. Weidenbach believes we can absorb the loss if the funding doesn't continue. Dr. Weidenbach reported with the changes at the federal level Wyoming Health Council has reached out to see if we could take over the contract that employees Lyndsey Parke. Lyndsey works with Cancer education for the region. Dr. Weidenbach would need to look at the details but believes this is something we can do to continue the program. Wyoming Health Council is looking at making sure all the smaller grants they have continue with other agencies.

b) Public Health Preparedness/Medical Reserve Corp/CPR

i) Update on Eclipse Planning

Ms. Gray is on vacation. Dr. Weidenbach reported that the program has been really busy with Eclipse planning and making sure we have all the medical stations maned.

c) Wyoming AETC/HIV Case Management

Ms. Kinder is on vacation. Dr. Weidenbach reported that the HIV Case management continues to grow and the case load is currently at 49 patients.



2) NURSING

a) Adult Health Program

Ms. Lembke reported that her new staff member has a case load and is fully up and running. Ms. Lembke reported that August will be a really busy month for LT101's, she believes there will be at least 50 more than the previous month. This is the really busy time of the year for them.

b) Disease Prevention

Ms. Cardine reported that the clinic has been busy. The jail had a new HIV case and a new HIV case walked into the clinic for services. Ms. Cardine reported that the new cases continue to come to us. Ms. Cardine reported that she is prepping for the back to school clinics and flu clinics. Ms. Carine feels things are moving well for both of these clinics and that using the ICS structure will be beneficial for success.

c) Maternal and Child Health Program

i) Ratification of Wyoming Department of Health Maternal and Child Health Contract*

Ms. Hansuld motioned to approve the contract. Dr. Miller seconded, motion passed.

Ms. Matson reported that she is advertising for a half time MCH nurse. Hope to fill the position soon. Ms. Matson reported she is working on a fee schedule for the MCH services. The hope is that we will be able to bill insurances for the services we provide.

3) ENVIRONMENTAL HEALTH DIVISION

a) Updates from National Environmental Health Association annual conference

Ms. Heald reported that the conference was good. Ms. Heald attended sessions on lead contamination at shooting ranges, managerial control for food safety and quality control, and float tanks. There is a lot of other information that Ms. Heald will be working on to use in our department.

Ms. Heald reported that the department has been working with the Parkway Plaza on many issues. The latest issue came to the department from the city when they received a complaint from a board member of the CFR. There is a brown water issue and the department is testing water to find out if it is safe. There was a cease and desist order given to the Parkway in the last month due to the fact they had no electricity. The Parkway Plaza had their electricity reinstated and the cease and desist order was cancelled. The department is requiring the Parkway Plaza to give customers bottled water for drinking and the kitchen is using bottled water for cooking until water test result determine if the water is safe.



VII. CITY/COUNTY LIAISON REPORTS

There were no members of the city/county to give reports.

VIII. BOARD MEMBER REPORTS

Mr. Cometto reported that the Dentist he reached out to is unable to join the board. The board will continue to look to fill the vacant position.

Dr. Weidenbach reported that she is being interviewed for a position on the Wyoming Medical Center board.

Dr. Miller motioned to adjourn the meeting. Ms. Hansuld seconded, motion passed.

***Requires Board Action**