



**CITY OF CASPER-NATRONA COUNTY HEALTH DEPARTMENT
BOARD OF HEALTH MEETING
Thursday, September 21, 2017; ELKHORN ROOM
5:30 PM**

I. AGENDA/MINUTES

a) Previous Meeting Minutes/Notes
July Board Meeting Minutes*

Motion was made approve the July 2017 board minutes by Ms. Hansuld. Dr. Miller seconded motion passed.

II. BUDGET/FINANCIAL

a) Financials*

- i. July 2017 Financials
- ii. August 2017 Financials*

Mr. Cometto stated that he has reviewed both July and August 2017 financials and everything looks good. Mr. Cometto was concerned that we still had outstanding state nursing funds. Mr. Cometto stated that Ms. Smith informed him that the payment was received in September 2017. Mr. Cometto thinks we are doing better than last year. Dr. Weidenbach reported that she was interviewed by a reporter asking about our budget and about employee bonuses. Dr. Weidenbach explained that it was a timing issue for funds we have not received yet and the bonuses were approved by to Board due finishing FY17 with a profit. The FY17 profit was caused by staff turnover and open positions and shouldn't be something that we can ensure in future years.

Dr. Miller motioned to approve the July and August 2017 financials. Ms. Hansuld seconded, motion passed.

iii. FY18 Final Budget*

Dr. Weidenbach reported that the final budget adjustments were in the MCH and Preparedness grants due to funding amount changes. Ms. Christman was moved to the Administration budget due to the fact she is now part time as research consultant. Ms. Christman will be working on Medicare certification and chronic disease management program. Adult Health is budget neutral with no needed supplement from other sources. Health insurance lines went up in all programs due to the 16 percent increase at the county level. Ms. Goehring, Nurse Practitioner, is working more hours in clinic due to the need for her services. A clerical position was added using funds from three grant programs and one fee-for-service program. The quality improvement position, which is recommended for national voluntary public health accreditation, is on hold due to funding limits. Ms. Hansuld motioned to approve the FY18 final budgets. Dr. Miller seconded, motion passed.



III. BOARD

Next Meeting Date

Proposed for October 19, 2017 at 5:30pm*

The Board will not have quorum for the proposed October 19, 2017 meeting. Dr. Miller motioned November 16th, 2017 at 5:30pm Ms. Hansuld seconded passed Next meeting is November 16, 2017 at 5:30pm.

IV. HEALTH OFFICER

a) Health Officer Report

Dr. Dowell reported he will be on TV tomorrow reporting on the public health issues with the flooding areas in the country. The following week the discussion will be regarding influenza season and he will be letting the public know we have the influenza vaccine at the Health Department.

V. DIVISION REPORTS

1) ADMINISTRATION

a) General Administration

i) Update on City of Casper funding and payment cycles

Dr. Weidenbach reported that we have received the official letter to let us know of our funding from the City of Casper. The letter also informed us that we will be getting paid quarterly tying the payment with our quarterly reports. This has created some concern with cash flow. Dr. Weidenbach will be setting up a meeting with Casper city manager, Carter Napier, to see if we can invoice on a monthly basis. Mr. Cometto would like us to be paid up front, but believes we have no problem with meeting requirements.

ii) Discontinuation of Navigator Grant

Dr. Weidenbach stated we were notified Tuesday that Wyoming Health Council would not be renewing the ACA Navigator grant. There was only funding for one navigator for the entire state through Title X. The navigator position at CNCHD was only part time navigator and part time clinic receptionist. She has been promoted to lead clinic receptionist.

iii) Update on Quality Improvement/Client Satisfaction Survey schedule

Working with Ms. Christman and currently doing a family planning customer satisfaction survey. MCH has started their customer satisfaction survey and Adult Health customer satisfaction survey is almost complete. Family planning is in the process of data collection with good results beginning with basic information and broaden to more detail later. Survey results will be made available to the Board at the November 2017 meeting.



iv) **Tile Repair in the front Lobby and Clinic**

Tile in the front is popping up due to the alkaline seeping through the foundation. We have old linoleum and tile in the back clinic area that doesn't match and is coming up creating a tripping hazard. The cost is approximately \$40,000 dollars for the tile and install throughout the building. The county has done a lot of maintenance to the building this year with new roof and front steps. New counter tops will be installed in the future in the clinic area. Ms. Hansuld asked what our reserve balance is currently. Mr. Cometto stated that we are at about \$500,000 dollars. General discussion followed. Board would like to look at the quotes and cost and decide at the November meeting.

b) Public Health Preparedness/Medical Reserve Corp/CPR

i) **Community Paramedicine Program**

Ms. Gray is on vacation. Dr. Weidenbach stated that we have been approached by Idaho State University Community Paramedics Program and they would like to shadow the staff from our health department to know what we do for the community. The nursing programs and Ms. Gray will be coordinating the shadowing.

c) Wyoming AETC/HIV Case Management

i) **Update on WY AETC projects**

ii) **Intent to apply for RFPs from Wyoming Department of Health for training for STIs, Hepatitis C, and HIV.**

Ms. Kinder reported that these two grants do many of the similar things that are required in the AETC grant

The first is to increase the capacity of community health centers for testing in HIV, Hepatitis C, and STIs and increase awareness similar to what the WYAETC program does but this will be based at the state level. CNCHD will be partnering with Wyoming Primary Care Association where we will be just a part of the bigger plan. This application is due October 2, 2017

The second application will be working on getting information and toolkits for HIV Pre-Exposure Prophylaxis (PrEP). This will be similar to AETC program and we will be applying for this grant and partnering with Wyoming Recovery and UW Family Practice to complete the work. This application is due October 16, 2017.

iii) **Summary of Women Working in HIV Care Event**

Ms. Kinder reported that this event was a big success with great networking. Multiple different agencies attended. There was a survey on the outcome and if they wanted to continue with doing this event on a quarterly or twice. The group wants to continue to meet a few times a year.

CasperPublicHealth.org

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2) NURSING

a) Adult Health Program

- i) Ms. Lembke reported the staff visited 226 people last month and this month is busier than last. They expect to complete about 260 visits this month with additional LT101s. The nurses have completed 72 LT101s and 90 case management visits already this month.
- ii) Overview of planned diabetes self-management education services to be implemented and visit with Lander clinic

Ms. Lembke reported that she and Ms. Christman went to Lander to work with Cynthia Herrera, certified diabetes educator. Ms. Herrera conducts A1C clinics once per month and provides diabetes self-management education for nominal fee, which provides access to needed diabetes self-management education for those who are uninsured or underinsured. Ms. Lembke is looking at the feasibility of doing a similar clinic here at CNCHD.

Dr. Dowell stated the hospital is starting their Diabetic program again. The state is offering a monthly webinar on diabetes self-management education training.

- iii) Update on LT101s
Ms. Lembke reported that this is the busiest time of the year for LT101s and all the staff are working hard to complete them.
- iv) Update on Medicaid Waiver services in Natrona County
Ms. Lembke reported that there are two new agencies in the county providing waiver services.

b) Disease Prevention

- i) Summary of Back to School Clinics
Ms. Cardine reported back to school clinics have been slow, but we are predicting it to increase. Comparing August this year vs last year with the increased advertising we have had 45 more visits.
- ii) Update on 2017 Influenza Immunization Clinics
Ms. Cardine reported that the department is planning three community flu clinics. Several businesses are having us come to them for private clinics.
- iii) Update on Sexual Health Educator position and work accomplished
Ms. Cardine reported that the sexual health educator has distributed 17 condom dispensers around town. Adult drug court had us present the sexual education training. Ms. Cardine reported that we are doing a weekly training at juvenile detention center.



- iv) Update on LARC training and implementation
Ms. Cardine reported that LARC training was done. Merck provided a training to staff on Nexplanon and the clinical Nexplanon policy is complete and implemented.
 - v) Ms. Cardine has been working on HIV Pre-Exposure Prophylaxis (PrEP) clinical policy, which Dr. Dowell approved with minor changes. The clinic is now able to accept patients seeking HIV Pre-Exposure Prophylaxis.
- c) Maternal and Child Health Program**
Ms. Matson was out of the office with nothing additional to add to her report.
- 3) ENVIRONMENTAL HEALTH DIVISION**
- a) Update on Parkway Plaza

Ms. Heald stated that it has been very quiet at the Parkway Plaza. The final recommendation on the discolored water is to flush regularly and have replaced old water heaters. The department has not received any additional public comments or complaints since our last Board meeting.
 - b) Review of Eclipse-related Environmental Health work
Ms. Heald reported that it was relative non eventful for the environmental health staff. CNCHS staff notified the Mills police and fire of illegal campground. One illegal food operator was given a cease and desist notice and we had cooperation with the Evansville Police Department to enforce the cease and desist. Overall, our work for environmental health went well and opened some better communication with the city fire and finance after this event.
 - c) Discussion of Food Rule Revisions and FDA Model Food Rule

Ms. Heald reported that the Wyoming Department of Agriculture is beginning preliminary discussion of updating the Wyoming Food Safety Rule and considering the FDA Model Food Rule. Ms. Heald reported locally we didn't make any amendments to the existing Wyoming Food Safety Rule, but that we can adopted local food codes to strengthen the state regulation, if the Board desired. Examples of where the state regulations could be stronger include, manager or facility to have food safety trained staff members on site at all times; regulating bare hand contact with food. Laramie County and Teton County have already made these changes. Ms. Heald thinks we need to consider making these changes for our county as well. Ms. Heald is now a member of the Governor's Food Safety Council. Dr. Weidenbach stated that most states have these similar guidelines where additional regulations are adopted locally. Ms. Heald thought it might be good to see what changes the state makes to the



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Wyoming Food Safety Rule, but stated that this could take a long period of time and we may want to implement changes before the state.

- i) Ms. Heald reported that the template DEQ Delegation Agreement for small wastewater systems has arrived this week. The template needs local review, but that we hope to have the delegation agreement in place by the end of 2017.

VII. CITY/COUNTY LIAISON REPORTS

Chadwick has nothing to report.

VIII. BOARD MEMBER/COMMUNITY REPORTS

No board member had anything to report.

Dr. Weidenbach reported the Wyoming Medical Center Foundation Gala is the September 29th at The Hangar Bar and Grill.

Dr. Weidenbach was appointed to the WMC Board of Directors in August 2017 and the position on the hospital board has helped informed practice at CNCHD.

Heather Duncan Malone reported this her last meeting as she leaving her position as county attorney. Many staff members thanked her for all her hard work.

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

*Requires Board Action