



CASPER-NATRONA
COUNTY HEALTH DEPARTMENT

City of Casper-Natrona County Health Department
Board of Health Meeting
February 18th, 2021
North Platte Room
5:30 pm

Board Members Present:

Dr. Andy Dunn, *via Zoom*
Mike Cometto, *via Zoom*
Dr. Mark Dowell, *via Zoom*

Christie Nelson, *via Zoom*
Tia Hansuld, *via Zoom*

Staff Present:

Anna Kinder, Executive Director
Hilary Cage, Disease Prevention Manager
Mary Ann Lembke, Adult Health Manager
Ruth Heald, Environmental Health Manager
Shelly Smith, Environmental Health Admin. Assistant

Tammy Smith, Bookkeeper
Tonya Nolen, MCH Manager
Hailey Bloom, Prevention Manager
Stephanie Rogers, Admin. Assistant

Others Present:

Eric Nelson, County Attorney
Brook Kaufman, County Commissioner, *via Zoom*

Mayor Steve Freel, *via Zoom*

Absent:

Dr. Matthew Wold

Meeting called to order at 5:30.

- I. **Agenda/Minutes**
 - a. **Previous Meeting Minutes/Notes**
 - a.i. November Meeting Minutes

ACTION: Ms. Hansuld motioned to approve the November 2020 meeting minutes. Motion was seconded by Ms. Nelson. Motion passed.

- a.ii. December Meeting Cancelled

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- a.iii. January Full Meeting Cancelled
- a.iv. January Special Session Minutes

ACTION: Ms. Nelson motioned to approve the minutes for the special session board meeting in January 2021. Motion was seconded by Ms. Hansuld. Motion passed.

II. Budget/Financial

a. Financials

- a.i. November Financials
- a.ii. December Financials
- a.iii. January Financials
 - a.iii.1. Mr. Cometto reviewed the financials. The only thing missing were the budget reports. Ms. Smith reports an update to the software and is working to get the report generated. Otherwise, everything looks well with the financials.

ACTION: Ms. Hansuld motioned to approve the November 2020 financials. Motion was seconded by Dr. Dunn. Motion passed.

ACTION: Ms. Hansuld motioned to approve the December 2020 financials. Motion was seconded by Ms. Nelson. Motion passed.

ACTION: Ms. Hansuld motioned to approve the January 2021 financials. Motion was seconded by Dr. Dunn. Motion passed.

III. Board

a. Next Meeting Date

- a.i. Proposed Meeting Date of March 18th, 2021

ACTION: Ms. Hansuld motioned to approve the date of the next board meeting. Motion was seconded by Ms. Nelson. Motion passed.

- a.ii. Board Bylaws – Onboarding
 - a.ii.1. After review by the county attorney, there are minimal verbiage changes that should be made to the bylaws. Other than this, the bylaws read well and look good.

ACTION: Ms. Hansuld motioned to approve the board bylaws. Motion was seconded by Ms. Nelson. Motion passed.

- a.iii. Ratify Holiday Schedule

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ACTION: The board voted to ratify the straw pull vote on the 2021 Holiday Schedule. No further discussion was had.

a.iv. County Meeting

a.iv.1. Ms. Kinder and the CNCHD board were invited to attend a meeting on April 8th, 2021. This meeting is a training for newly elected officials, but applicable to board members and other elected officials. Ms. Hansuld and Ms. Nelson both volunteered to attend with Ms. Kinder.

IV. Health Officer

a. Health Officer Report

- a.i. Dr. Dowell extends compliments to the Health Department for all of their hard work. It is encouraging to see trends decreasing throughout Natrona County and the state. Covid-related hospitalization is down and everything is moving in the right direction. Plans are in the works to slowly increase the gathering sizes.
- a.ii. Reports of colds and flu are down this year compared to other years. Very little flu has been reported, and there have been no reported hospitalizations due to flu.

V. Division Reports

a. Administration

a.i. Covid-19 Update

a.i.1. Update – Testing/Vaccination

- a.i.1.a. Contact tracing is staying up to date with no issues.
- a.i.1.b. Testing numbers have dramatically decreased.
- a.i.1.c. SOLV software to hopefully be available March 1st.
- a.i.1.d. Rapid Covid tests may finally be useable in the near future. A new lab tech has been added to the staff to help develop these processes.
- a.i.1.e. We are currently awaiting a contract for response funding, but have received funds from the state for Covid vaccine response.
- a.i.1.f. A contract has been signed with the Eastridge Mall to utilize the space that was formerly Macy's for large scale vaccine response.
- a.i.1.g. The vaccine response is going well. We are currently working to finalize plans to go offsite and help high risk populations and those who are homebound and in



need. Vaccines are also officially opened to those who are 65 years of age and older.

a.i.1.h. Vaccines have been almost completely administered to those in group 1B4. We are working to finished teachers in K-12, and beginning to work with child care centers. The goal is to be finished with group 1B6 within the next week.

a.i.2. WDOH Contract for Vaccination

ACTION: Ms. Nelson motioned to approve the WDOH Contract for Vaccination. Motion was seconded by Dr. Dunn. Motion passed.

a.ii. General Administration

a.ii.1. Reporting Grid

a.ii.1.a. Working to return to more of a routine and consistent reporting in all departments.

a.ii.2. MCH, AH, EH – Returning to “Normal”

a.ii.2.a. These departments will be less involved in the Covid response to return to their regular work duties.

a.ii.3. Strategic Planning for Board – *tabled*

a.ii.4. FOIA policy – *tabled*

a.ii.5. Performance Evals – *tabled*

a.ii.5.a. Final draft is slated to be sent to the board for review.

a.ii.6. RFP for IT – *tabled*

a.ii.6.a. Mr. Nelson suggests a committee to “interview” companies to find the best fit for CNCHD.

a.iii. Public Health Preparedness/CPR

a.iii.1. Joel will be going to Cheyenne, WY for two weeks for training with the Wyoming Department of Health. Site visits for CRI are also coming in the future.

a.iii.2. CPR has remained mostly on hold. There is an approach in the works to begin offering classes again.

a.iv. Wyoming AETC/HIV Case Management/Ryan White Programs/WCRS/WYCC

a.iv.1. Programs are working to resume business as usual and operate as normal.

a.iv.2. WYCC Vacant Position

a.iv.2.a. Currently, there is one interested candidate.

b. Community Prevention Program

b.i. Casper Pride Contract

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ACTION: Ms. Nelson motioned to approve the Casper Pride contract. Motion was seconded by Dr. Dunn. Motion passed.

c. Environmental Health Division

- c.i. The environmental health department is working to get back on a routine schedule. There is currently one opening in the department, and one staff member on maternity leave.
- c.ii. Interagency Agreement Between Wyoming DFS and CNCHD

ACTION: Ms. Nelson motioned to approve the agreement between Wyoming DFS and CNCHD. Motion was seconded by Ms. Hansuld. Motion passed.

d. Nursing

- d.i. Disease Prevention Clinic
 - d.i.1. The clinic is currently operating with the same protocols in place. There is a decrease in regular immunizations visits, but remaining steady with birth control and sexual health appointments. Clinic staff is still diverted in to Covid response.
 - d.i.2. At this time, we have given roughly 9,100 Covid vaccines with another 6,000 being given to our partners in the community. Vaccines are being administered as fast as they are being received.
- d.ii. Adult Health Program
 - d.ii.1. Adult Health has seen recent changes in staffing with two departures. Remaining staff is still seeing and caring for patients to the best of their abilities. Currently, legislators are looking at this program for potential budget cuts, as well as making changes to how the program operates.
- d.iii. Maternal Child Health Program
 - d.iii.1. The MESCH contract has finally been received after a long wait. Training will begin in March, with ten sessions each lasting three hours. The department must be fully transitioned over to this program within the first sixty days after training.
 - d.iii.2. CSH is working diligently on annual updates.
 - d.iii.3. In person visits resumed early in February, but phone visits are still available when necessary. The department saw 177 visits in January and will continue to get busier.
 - d.iii.4. MCH has taken a large step back from the Covid response.

VI. City/County Liaison Report

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- a. Commissioner Kaufman reports that they are continuing work on contested property taxes. She also reports that the Nordic Lodge has been removed and there are talks for a new building, likely to come in 2022. The county will also be having a strategic planning session on February 19th.
- b. Mayor Freel reports he has nothing additional, but commends CNCHD on all of the hard work they continue to put in with Covid and the vaccine.

VII. Board Member Report

- a. Mr. Cometto and Ms. Kinder both express a deep gratitude toward our community partners at Wyoming Medical Center, Mesa Primary Care, Casper College, and the Casper Event Center.
- b. The board has nothing to report at this time.

VIII. Adjourn

ACTION: Ms. Hansuld motioned to adjourn the meeting. Motion was seconded by Ms. Nelson. Motion passed.

Meeting adjourned at 6:30 pm.