



## CITY OF CASPER-NATRONA COUNTY HEALTH DEPARTMENT

### BOARD OF HEALTH MEETING

JANUARY 19TH, 2023

Virtual by Zoom or in person in the ELKHORN Conference Room

ZOOM LINK: <https://us02web.zoom.us/j/84805911594>

Phone: 1 253 215 8782 Passcode: 84805911594

5:30 PM

**Present in person or by Zoom:** Anna Kinder, Tia Hansuld, Dr. Nelson, Eric Nelson, Dr Wold, Dr. Dowell, Dr. Jimada, Mike Cometto, Hailey Bloom, Tonya Nolan, Ruth Heald, Tammy Smith, Kendall Coursen, Mary Ann Lembke and City Councilwomen Brandy Harkins.

#### I. AGENDA/MINUTES

##### a. Board Elections

Ms. Hansuld nominated Dr. Nelson for the Board of Health Chair. Mr. Cometto seconded the motion, motion passed. Dr. Nelson nominated Ms. Hansuld for the Board of Health Vice Char position. Mr. Cometto seconded, motion passed.

##### b. Previous Meeting Minutes/Notes

###### i. November meeting minutes\*

Mr. Cometto motioned to approve the November 17, 2022 board meeting minutes. Ms. Hansuld seconded, motion passed.

#### II. BUDGET/FINANCIAL

##### a. FINANCIALS

###### i. October Financials\*

###### ii. November Financials\*

###### iii. December Financials \*

**Ms. Hansuld motioned to approve the October, November and December 2022 financials. Dr. Jimada seconded, motion passed.**

iv. WYOSTAR Transfer\*

Ms. Smith reported that 500,000 dollars have been transferred from the department checking account in the WYOSTAR investment account.

**Mr. Cometto motioned to ratify the 500,000-dollar transfer from the department checking account to the WYOSTAR investment account. Ms. Hansuld seconded, motion passed.**

v. Checking Account Transfer\*

Ms. Smith reported that 175,000 dollars has been transferred from a not interest-bearing checking account to the departments interest bearing checking account. Ms. Smith reported that many of the grants prefunded dollars to the department for the grant work. This is not the normal practice and currently we have approximately 5,000 dollars of grant funds that can not earn interest. Ms. Smith stated that moving these dollars allows us to earn interest on her funds. Ms. Smith reported that there is no need for the 175,000 dollars to be in the non-interest-bearing account.

**Mr. Cometto motioned to ratify the transfer of 175,000 dollars to the interest-bearing checking account. Ms. Hansuld seconded, motion passed.**

### III. BOARD

a. **Next Meeting Date**

i. **Proposed Meeting Date FEBRUARY 16th, 2023\***

Mr. Cometto motioned to approve the next meeting date of February 16<sup>th</sup>, 2023. Ms. Hansuld seconded, motion passed.

### IV. HEALTH OFFICER

i. Health Officer Report

Dr. Dowell reported that hospital is seeing some COVID but as a secondary condition with most people being admitted for some other condition first. Dr. Dowell reported that COVID infections are grossly underreported in the county at this point. Dr. Dowell reported that FLU and RSV have dropped significantly and that this has been an interesting FLU year. Dr. Dowell reported that Evusheld and Antibody treatment doesn't work for the new strain of COVID. Dr. Dowell reported that Paxlovid and Remdesivir what we are using to treat COVID.

### V. DIVISION REPORTS

**a. ADMINISTRATION-Anna**

**i. General Administration**

1. Reporting grid-updated, please review

Ms. Kinder reported that the staff are entering the data. Ms. Kinder will give access to Councilwoman Harkins.

2. Strategic Planning MAPP (Mobilizing for Action through Planning and Partnerships -TABLED

3. Adaptive Leadership Training-NACCHO

Ms. Kinder reported that the training has a lot of community partners, city partners and county partners attend. Ms. Kinder reported that the training went really well. General discussion followed.

4. Building update

Ms. Kinder reported that after a hard battle and uphill work the State Land and Investment Board awarded the department 4.5 million dollars for the new building. Mr. Nelson reported that this process was all political since the application has the second highest score. Mr. Nelson reported that 1.5 million has been earmarked at the federal level for the building with the help of Representative Cheney. Mr. Nelson stated that the RFP should be ready soon and that another member of his department will be working on the finalizing the land donation due to his conflict of moving to the City of Casper as council.

5. Employee Market Study

Ms. Kinder reported that she worked with the county HR to follow the same methodology that the county used to complete the market study of salaries. Ms. Kinder and Mr. Cometto have extensively worked on the market study. Mr. Cometto would like to consolidate some areas more. Ms. Kinder reported that she found an old salary Matrix for reference. Ms. Kinder reported working on job descriptions, employee handbook and employee evaluations. Ms. Hansuld asked if we could get to the minimum easily. Ms. Kinder reported that with the grants she believes it can be completed. Ms. Hansuld reported that some of the salaries seemed low but people need to remember that we have good benefits. Mr. Nelson suggested that Ms. Kinder present how the mythology was used to come up with the levels and present it to the board. Ms. Kinder reported that she will narrow things down for the board to approve at the next meeting.

6. Job announcements

a. Proposing Nurse/HIV Case Management

Ms. Kinder reported that she is evaluating this possible position.

7. CNCHD By-Laws

Ms. Kinder stated that we have been working on the By-Laws for a long time. Ms. Kinder stated that we need to get these completed, signed and filed with the state. Ms. Kinder stated that state statute says they only need to meet quarterly but feel that the monthly meeting is best since we have a lot of things at different times. Mr. Nelson suggested that these be tabled until some verbiage can be corrected and adding in the City of Mills. General discussion followed.

8. Board Goals

Ms. Kinder asked the Board of Health what goals they would like the department and herself to begin working on. General discussion followed. The board believes the new building, salary matrix and MAPP process will take up most of Ms. Kinder's time.

9. Holidays approval

**Ms. Hansuld motioned to approve the county holiday schedule. Mr. Cometto seconded, motion passed.**

10. Meeting schedule

Ms. Kinder stated that this was discussed during the By-Laws section.

11. Next month Standard Operating Procedures, Employee Personnel Handbook

Ms. Kinder reported that she has been revision these items and will be working with the managers to review and then present them to the Board for approval.

12. Farewell-County Attorney

Ms. Kinder thanked Mr. Nelson for all the hard work he has given to the department and stated that we will miss his help but look forward to working with him at the city level.

**b. COMMUNITY PREVENTION-Hailey**

- i. Community Prevention
- ii. Wyoming Cancer Resource Services (WCRS)
- iii. Wyoming Cancer Coalition (WYCC)
- iv. Healthy Heart/Healthy U
- v. Wyoming AIDS Education and Training Center

Ms. Bloom stated the only addition she had to the report was that a Healthy Heart and a Healthy U class are scheduled for February.

**c. ENVIRONMENTAL HEALTH-Ruth**

- i. Voluntary National Retail Food Regulatory Program Standards

Ms. Heald asked the board to look at the Retail Food Regulatory Program Standards she has created. Ms. Heald stated that these are standard that would be additions to the state standards. Ms. Heald stated there are not a lot of changed and both Teton and Laramie counties have passed additional standard. Ms. Heald stated that there would be a 45 day pubic comment period before the board would be able to implement. Ms. Heald would like to reach out to business for their input. Ms. Heald reported that this work was funded by NACCHO grants. General discussion followed. Ms. Heald will report the proposed additions/changes at the next board meeting.

**d. NURSING PROGRAMS**

i. DISEASE PREVENTION CLINIC-Kendall

Ms. Coursen reported that she has offered the Medical Assistant position and waiting to hear if she will accept. Ms. Coursen reported that due to the inability to hire a nurse this was and option that would work with the providers and complete other job duties that other staff members have been completing in the building.

ii. ADULT HEALTH PROGRAM-Mary Ann

1. Expedition
2. HIV Case Management

Ms. Lempke reported that December was a busy month for LT101's. Ms. Lempke reported that she is learning the new programs she is supervision and currently have 39 Ryan White clients.

iii. MATERNAL CHILD HEALTH PROGRAM- Tonya

Ms. Nolen reported that they will begin offering a breastfeeding support group and a preparing for breast feeding class on a monthly basis.

**e. PUBLIC HEALTH PREPAREDNESS- Tammy**

Ms. Smith reported we will be completing a girl scout cookie distribution drill in March. This drill will help the department practice for a strategic national stockpile distribution from the Centers for Disease Control. Ms. Smith reported that the plan is for the staff to receive all the cookie shipment for the county, they will separate for the different troops and send them out. This is what would happen if we were distribution stockpile in an emergency for the surrounding counties. Ms. Smith reported that the preparedness staff will also be deploying and setting up the portable shelter that was purchased last year in February with emergency management to better understand how it works. Ms. Smith reported that the department is once again providing CPR classes to the community. Classes are full thru February.

**f. City of Casper/City of Mills/County Liaison**

\*Welcome Brandy Haskins for City Liaison

Councilwomen Haskins reported nothing to share but would like to take information back to the council when we have things.

**g. Board Member Reports**

No reports from the Board Members.

**h. Adjourn**

**Ms. Hansuld motioned for the Board of Health to adjourn at 6:27 pm. Ms. Cometto seconded, motion passed.**