



CITY OF CASPER-NATRONA COUNTY HEALTH DEPARTMENT
BOARD OF HEALTH MEETING

JUNE 15, 2023

Virtual by Zoom or in person in the ELKHORN Conference Room

ZOOM LINK: <https://us02web.zoom.us/j/83373952427>

Phone: 1 253 215 8782 Passcode: 83373952427

5:30 PM

Present in person or by Zoom: Anna Kinder, Tia Hansuld, Dr. Nelson, Hailey Bloom, Tonya Nolen, Tammy Smith, Dr. Wold, and County Attorney Jared Holbrook

Meeting was called to order at 5:30 p.m.

Dr. Nelson would like to add WYOSTAR Funds resolution and Executive Session to the Agenda

Ms. Hansuld motioned to add WYOSTAR Funds and Executive Session to the Agenda. Dr. Wold seconded, motion passed.

I. AGENDA/MINUTES

a. Previous Meeting Minutes/Notes

i. APRIL meeting minutes*

Ms. Hansuld motioned to approve the April 2023 Board of Health meeting minutes. Dr. Wold seconded, motion passed

ii. MAY MEETING CANCELLED

II. BUDGET/FINANCIAL

a. FINANCIALS

i. APRIL Financials* Ms. Hansuld motioned to approve the April 2023 financials, Dr. Wold seconded, Mr. Cometto voted yes by proxy and the motion passed.

ii. May Financials* * Ms. Hansuld motioned to approve the May 2023 financials, Dr. Wold seconded, Mr. Cometto voted yes by proxy and the motion passed.

iii. FY24 PROPOSED BUDGET* Ms. Kinder reported that there are two different budgets based on the Employee Market Study completed by Ms. Kinder. Ms. Kinder reported that the min budget was for staff to stay at the minimum pay

range from the market study, and the mid budget is to increase the staff pay range to the mid-level from the market study. General discussion followed, with Dr Nelson stating for the health department to be competitive we should approve the mid-level budget in order to have pay levels higher to be competitive in seeking and retaining staff.

Ms. Hansuld motioned to approve the mid budget for Fiscal year 2024. Dr. Wold seconded, Mr. Cometto voted yes by proxy and the motion passed.

- iv. WYOSTAR FUND Ms. Kinder reported that the Board of Health has informally set aside one million of funds for the new building project. Ms. Kinder reported that we have other funding formally committed that will need to be spend/committed by December 2024. County Attorney Holbrook crafted a resolution to commit the one million dollars in the WYOSTAR account for the building. General discussion followed. Ms. Hansuld motioned to approve the resolution presented by County Attorney Holbrook. Dr. Wold seconded, motion passed.

III. BOARD

a. Next Meeting Date

i. Proposed Meeting Date JULY 20, 2023*

Ms. Hansuld motioned for the next Board for Health meeting to be July 20, 2023. Dr. Wold seconded, motion passed.

ii. Board vacancies

1. Dr. Caroline Kirsch-County

Ms. Kinder reported that Dr. Kirsch had applied to the County for the open position and the County Commissioner have approved her application.

2. Mike Cometto*-City Ms. Kinder reported that the City had asked some questions on term limits with Mr. Cometto application. Ms. Kinder reported that the most recent changes to the By-Laws had removed the term limits for Board of Health Members.

Ms. Kinder reported that the open Board of Health positions have been posted in multiple locations since MAY.

Ms. Hansuld motioned to approve Dr. Kirsch and Mr. Cometto to fill the open positions on the Board of Health. Dr. Wold seconded, motion passed.

- iii. Employee Handbook -ongoing Ms. Kinder reported that she anticipates approval at the August 2023 meeting.

iv. Board Retreat

1. Approval of Minutes*

Ms. Hansuld motioned to approve the minutes of the May 8, 2023 Board retreat. Dr. Wold seconded, Mr. Cometto voted yes by proxy, and motion passed.

IV. HEALTH OFFICER

i. Health Officer Report

Dr. Dowell reported that he is working on the departments employee TB management. The current process is out of date. Dr. Dowell reported that he had an interview with a Rural Ranching Radio program for the area about COVID and Ranching. Dr. Dowell reported that this is the fourth time he has completed the interview. Dr. Dowell reported that hospital is full of lost of infections and his office had 120 referrals. Dr. Dowell reported that lack of primary care access in our community and our state is not being addressed. Dr. Dowell stated that we need to look for funding for a County Navigator for the public to utilize for services. Dr. Dowell stated that we need 2-3 full time positions for our county. Ms. Kinder stated that she is looking of ways to get funding and Wyoming Community Foundation is looking for grants that could fund these positions. General discussion followed on the need for additional physicians. Dr. Dowell reported a very interest case of Herpes of the Brain. Very challenging but doing better.

V. DIVISION REPORTS

a. ADMINISTRATION-Anna

i. General Administration

1. Reporting grid-updated, please review
2. Strategic Planning MAPP (Mobilizing for Action through Planning and Partnerships -TABLED
3. Building update Ms. Kinder reported that the County Commissioners have approved the committee recommendation of MOA for the architects and Mr. Holbrook will be completing a contract for them to complete the work. Ms. Kinder reported that the DAG work groups will begin meeting soon to get the design process moving forward.
4. Employee Market Study
 - a. Job descriptions, Handbook, SOPs, Market Study, onboarding, performance evaluation-ongoing
Ms. Kinder reported that she is reviewing the Market study again so that it can be set up for success. Ms. Kinder reported that Ms. Kurcheck county HR has worked with her on the Market Study and is using the same process as the county. Ms. Kinder hopes to implement the market study pay in July or August.
5. Smart HR* Ms. Kinder reported that she is working on getting the program active with real time keeping. Move to Smart HR for on boarding and off boarding HR issues. Ms. Kinder hopes that the Smart HR will trigger when Nursing Licenses are up for renewal. Ms. Kinder reported that there will be a way to punch in and out for time keeping of work hours for staff. General discussion of time keeping and entry

followed. Ms. Hansuld motioned to continue to implement Smart HR. Dr. Wold seconded, Mr. Cometto voted yes by proxy and the motion passed.

6. Wyoming Department of Health Education opportunity/Wyoming Department of Health Workforce Development Ms. Kinder reported that there is approximately 192,000 for the next four years. Ms. Kinder will report to the board with ideas on how to utilize these funds. Ms. Kinder reported that Accreditation, Training, and Certifications are some of the ideas.
7. Job announcements
 - a. Nurse/HIV Case Management
 - b. Disease Intervention Specialist
 - c. WYAETC
 - d. CLINIC NURSE

Ms. Kinder reported that with the mid-range of salary approved she is hopeful we will be able to fill these positions faster.

8. CHCCW MOU*

Ms. Kinder reported that the MOU is for our department to have a secondary location for the Emergency Operation Center for the Preparedness Plan to continue doing services if our building is not available. Ms. Hansuld motion to approve the CHCCW MOU. Dr. Wold seconded, Mr. Cometto voted yes by proxy, and motion passed.
9. Colorado Mesa MOU* general discussion followed. Ms. Hansuld motioned to table Colorado Mesa MOU until further information is obtained. Dr. Wold seconded, Mr. Cometto voted yes by proxy and the motion passed.
10. GIS Agreement* Ms. Kinder reported that both the City and County use this along with the Department. Ms. Hansuld motioned to approve the GIS Agreement. Dr. Wold seconded, Mr. Cometto voted yes by proxy and the motion passed.
11. Wyoming Department of Health funding Ms. Kinder reported that the State Nursing funding levels have not changed since we went independent. This is true for the other independent health departments. Ms. Kinder is working with Senator Walters to see what can be done. General discussion followed.
12. Mills and WIC

Ms. Kinder reported that the WIC office has started providing services the third Thursday of each month at the Mills location. General discussion followed on the need to increase the services at the Mills location.

b. COMMUNITY PREVENTION-Hailey

- i. Community Prevention
- ii. Wyoming Cancer Resource Services (WCRS) Ms. Bloom reported that this is the last cycle of this grant.
 - 1. Amendment-Ratify* Ms. Hansuld motioned to ratify the WCRS Amendment. Dr. Wold second, Mr. Cometto voted yes by proxy and motion passed.
- iii. Wyoming Cancer Coalition (WYCC)
- iv. Healthy Heart/Healthy U Ms. Bloom reported that the current class will be wrapping up this month.
- v. Wyoming AIDS Education and Training Center
Ms. Bloom reported that Ms. Schiller have given notice and her last day was 06/14/23. We currently have an open position.

c. ENVIRONMENTAL HEALTH-Ruth

- i. Food Rule-tabled until July
Mr. Holbrook reported that no board action needs completed until after the public meetings.

d. NURSING PROGRAMS

- i. DISEASE PREVENTION CLINIC-Amanda
 - 1. Site Visit
Ms. Kinder reported that the site visit wan not good and we have lots of work to completed. Ms. Kinder reported that we will be working hard on getting everything corrected.
- ii. ADULT HEALTH PROGRAM-Mary Ann
 - 1. Expedition Ms. Lembke reported that they are doing lots of testing events and education programs.
 - 2. HIV Case Management
Ms. Lembke reported that we currently have 37 HIV Clients
Ms. Lembke reported that 70 LT101 assessments were completed in May
- iii. MATERNAL CHILD HEALTH PROGRAM- Tonya
Ms. Nolen reported that the State Site Visit went really well. Ms. Nolen reported that 300 people attended the community baby shower event and the MOM to MOM walks have 21 people participating. Ms. Nolen reported that Ms. Huber will be retiring on 06/30/2023. Ms. Nolen reported at this time we will not be filling her vacant position.

e. PUBLIC HEALTH PREPAREDNESS- Tammy

- i. Preparedness Contract-ratify*
Ms. Hansuld motioned to ratify the straw poll vote of the Preparedness contract. Dr. Wold seconded, Mr. Cometto voted yes by proxy and the motion passed.

ii. CHO Contract-ratify*

Ms. Hansuld motioned to ratify the straw poll vote of the CHO Contract. Dr. Wold seconded, Mr. Cometto voted yes by proxy and the motion passed.

Ms. Kinder reported that she met with the State Preparedness staff and the number 2 person from CDC. Ms. Kinder reported that she wanted to make sure that they understood that we are not New York and our weather is not warm and has issues.

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

There were no reports as no representatives attended the meeting.

g. Board Member Reports

There were not reports from the Board of Health Members.

h. ADJOURN

Ms. Hansuld motioned to adjourn the meeting at 6:20 pm and go into Executive Session. Dr. Wold seconded, motion passed.