

**CITY OF CASPER-NATRONA COUNTY HEALTH DEPARTMENT**

**BOARD OF HEALTH MEETING**

**AUGUST 17TH, 2023**

**Virtual by Zoom or in person in the ELKHORN Conference Room**

**5:30 PM**

**Present in person or by Zoom:** Anna Kinder, Dr. Nelson, Tia Hansuld, Dr. Kirsch, Dr. Wold, Dr. Dowell, Amanda May, Ruth Heald, Tammy Smith, Tonya Nolen, Hailey Bloom, Sabrina Kemper, and County Attorney Jared Holbrook

1. **AGENDA/MINUTES**
   1. **Previous Meeting Minutes/Notes**
      1. JULY meeting minutes\*

**Ms. Hansuld motioned to approve the July 2023 Board of Health meeting minutes. Dr. Kirsch seconded, motioned passed.**

1. **BUDGET/FINANCIAL**
   1. **FINANCIALS**
      1. JULY Financials\*

**Ms. Hansuld motioned to table the July financials until Mr. Cometto has reviewed them. Dr. Kirsch seconded, motion passed.**

1. **BOARD**
   1. **Next Meeting Date**
      1. **Proposed Meeting Date SEPTEMBER 21ST, 2023\* (**Anna out of town)

Dr. Nelson reported that Ms. Kinder will be in town for the meeting.

**Ms. Hansuld motioned to approve September 21, 2023 as the next Board of Health meeting. Dr. Kirsch seconded, motion passed.**

* + 1. Employee Handbook -ongoing
    2. Board Retreat/Strategic Planning Proposal

Ms. Kinder sent information on the company EY to facilitate our Retreat. Ms. Kinder reported that the funding is not currently in our budget. Ms. Kinder is working with Collective Health Trust to secure funding. Dr. Dowell reported that he was not impressed with the work this company did at the last retreat he attended. Dr. Dowell stated that a lot of Board members have other commitments and when you go to a strategic planning you want to get to business without a lot of touchy-feely activities. Ms. Bloom stated she attended a strategic planning at the state and the facilitator had experience in Public Health. Ms. Kinder reported that we can influence what we want to do with this group and would like it to be a two-step process with the Board and then the staff. General discussion followed. The Board would like to move forward with the strategic planning and research other facilitators. Dr. Wold would like to have plenty of notice and should be available September and October.

* + 1. **REQUIRED PUBLIC OFFICER TRAINING**

Ms. Kinder reported that this training is required by state statute. Ms. Kinder reported that the state will be doing another training in the spring with hope that there will be more notice. Ms. Kinder stated that Ms. Smith has a contact to make sure we have more information. Ms. Smith stated we have a general email to contact the state. Ms. Smith reported the state only gave 30-day notice on the training date. Ms. Smith stated that the state may only give the same amount of notice in the spring. Ms. Smith reported that department is a virtual site and that there are opening for others to attend at our location. Ms. Kinder stated that the email with other people offering the training will have a fee associated with their training. The state training is free.

1. **HEALTH OFFICER**
   * 1. Health Officer Report

Dr. Dowell reported that the hospital is full of sick people. There is a variety of things going on not one reason for the admissions. Dr. Dowell has seen some COVID but usually as a secondary issue. Dr. Dowell stated we should see vaccines in the fall. Dr. Dowell reported we are waiting on protocols of what will be given. Dr. Dowell states the infant RSV vaccine is a game changer and the department will be giving these to the infants. Dr. Dowell stated that the adult RSV will not be given at the department at this time.

General discussion followed.

1. **DIVISION REPORTS**
   1. **ADMINISTRATION-**Anna
      1. **General Administration**

Reporting grid-updated, please review FY24

Ms. Kinder reported that she has shared the new grid with all the Board Members.

MAPP (Mobilizing for Action through Planning and Partnerships -TABLED

Building update

Ms. Kinder reported the building is moving fast and progressing well. The Board will see a presentation on September 21st at the regular board meeting. Ms. Kinder reported that an Owner Rep has been secured for the building. Ms. Kinder reported that she has met with a grant writer and will be working on securing the 9 million short fall. General discussion followed.

City additional request Employee Market Study

Job descriptions, Handbook, SOPs, Market Study, onboarding, performance evaluation, SMART HR-ongoing

Ms. Kinder reported that she met with Carter Napier at the city along with the city HR and Finance personnel. Ms. Kinder reported that we still don’t know what our funding level will be from the city. Ms. Kinder reported that she has spoken with Councilwomen Harkins and is hoping to know soon.

Wyoming Department of Health Workforce -ongoing

Strategic Planning-Board level

Strategic Planning-Staff level

Education

Certified translator

Ms. Kinder reported that all the items have been identified for the workforce grant funding. Ms. Kinder stated that she will be completing this application and submitting soon.

Job announcements

Nurse/HIV Case Management

Ms. Kinder reported that the nurse will be working 3 to 4 days a week in the clinic and 1 to 2 days a week in adult health completing assessments. Ms. Kinder reported with the wage increase, we have already received six applications. Ms. Kinder reported the HIV case management position will be addressed after meeting with the state on the Expedition contract. The contract is up for renewal and we need to see what that will be moving forward.

Purdue NP agreement\*

Ms. Kinder reported Purdue has not responded to our comments on the contract. This is tabled until they respond.

WIC-MILLS SPACE MOU-tabled

Ratify MOU with WDOH/CHCCW vaccine\*

**Ms. Hansuld motioned to ratify the WDOH/CHCCW vaccine MOU. Dr. Wold seconded, motion passed.**

Credible Minds

Ms. Kinder reported that this is a dashboard behavioral mental health service. Ms. Kinder reported that Credible minds report that 75% of people who visit will be looking for information while 25% of those who visits would be referred to services. Ms. Kinder reported that the cost may be paid for from the Workforce grant. Ms. Kinder reported that this would be a good for the SIMS group and other agencies that work with mental health services. General discussion followed. The Board would like to continue looking into Credible Minds.

Workplan review status (new attempt for tracking

Lead MOU

Ms. Kinder reported the statement of work is being reviewed by the county attorney and when we have a contract it will be brought to the Board.

* 1. **COMMUNITY PREVENTION-**Hailey
     1. Community Prevention

Ms. Bloom reported that things are progressing with the grant and has been working with the state.

* + 1. Wyoming Cancer Resource Services

Ms. Bloom reported that there are many vacancies across the state with currently only two people working in the Wyoming Cancer program statewide. Ms. Quick has been helping to cover the open areas to get those needed services to cancer patients.

* + 1. Wyoming Cancer Coalition (WYCC)

Ms. Bloom reported the position has been filled and will be starting early September.

* + 1. Healthy Heart/Healthy U

Ms. Bloom reported the Healthy Heart grant ended in June. Healthy heart has and event in September. Ms. Kinder reported that the kits are still available. Those who take the course and complete course from us will allow us to receive reimbursement from the state. Ms. Kinder reported that we will be completing a course soon.

* + 1. Wyoming AIDS Education and Training Center

Ms. Bloom reported the position has been filled and will be starting early September.

* 1. **ENVIRONMENTAL HEALTH-**Ruth
     1. Food Rule- update

Ms. Heald stated that we have had two questions at this point. They are posted to the website with answers. Ms. Heald stated this what she expected. General discussion followed. Summary of changes will be given to the board again for the September board meeting.

* 1. **NURSING PROGRAMS**
     1. DISEASE PREVENTION CLINIC-Amanda

Ms. May reported that she is reviewing the applications and hope to have interviews soon. Ms. May reported that KNOWYO will be completing a site visit this month. Ms. May stated that the KNOWYO program pays for STD testing for the uninsured.

* + 1. ADULT HEALTH PROGRAM-Mary Ann

Ms. Kinder reported that Ms. Lempke is in Cheyenne for training and nothing to report.

* + - 1. Expedition
      2. HIV Case Management
    1. MATERNAL CHILD HEALTH PROGRAM- Tonya

Ms. Nolen reported that the Breast Support Group is seeing an increase in attendance. Ms. Nolen has reported that Ms. Huber’s case load has been absorbed by the department. Ms. Nolen reported that the nurses will be completing the MESCH master class, this is not required they just want to make sure they are doing the program correctly. Ms. Nolen reported that the Children Special Health program is being overhauled by the state with a reported completion in September. Ms. Nolen state we shall see if this happens.

* 1. **PUBLIC HEALTH PREPAREDNESS-** Tammy

Ms. Smith reported that the state is allowing Flu clinics to count as a full-scale exercise drill. Ms. Smith reported that the Flu clinic on October 14 will be a full-scale exercise with all staff involved. Ms. Smith reported that this will complete many of the grant deliverables.

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

Ms. Kemperreported that a k-6 charter school will be starting in the Mills elementary building this fall. Ms. Kemper is hoping that this will help with some increase services to the health department Mills location.

* 1. **Board Member Reports**

**No reports given.**

* 1. **ADJOURN**

**Ms. Hansuld motioned to adjourn the meeting at 6:13 pm. Dr. Kirsch seconded, motion passed.**