

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

**BOARD OF HEALTH MEETING**

**DECEMBER 21, 2023**

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

**ZOOM LINK: https://us02web.zoom.us/j/81244693491**

**Phone: 1 253 215 8782 Passcode**: 81244693491

**5:30 PM**

Present: Mike Cometto, Jared Holbrook, Anna Kinder, Sabrina Kemper, Brandy Haskins, Dr. Caroline Kirsch, Dr. Mark Dowell, Hailey Bloom, Amanda May, Ruth Heald, MaryAnn Lembke, Tonya Nolen

Present via Zoom: Christie Nelson, Dr. Matthew Wold, Joan Evans

1. **AGENDA/MINUTES**

Meeting was called to order by Mr. Cometto at 5:30 PM

Mr. Cometto asked if there were any necessary changes to the meeting agenda. No changes were necessary.

* 1. **Previous Meeting Minutes/Notes**
		1. SEPTEMBER meeting minutes\*

Mr. Cometto entertained a motion and discussion on the September meeting minutes. No concerns from members of the board and no discussion. Dr. Wold motion to approve, Dr. Kirsch second. All in favor.

* + 1. OCTOBER MEETING CANCELLED
		2. NOVEMBER MEETING CANCELLED

Ms. Kinder noted that there were no meetings in October and November. Without action items, the board chooses not to have meetings and instead continues to review monthly activity in the board reporting on Google Drive.

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

Mr. Cometto stated her reviewed the financials and had no real concerns other than a few outstanding receivables which were now current. Entertained a motion for approval. Dr. Kirsch motioned to approve, Dr. Wold second. All in favor.

* + 1. October Financials\*

No questions or discussion. Dr. Kirsch motioned to approve, Dr. Wold second, all in favor.

* + 1. November Financials\*

No questions or discussion. Dr. Kirsch motioned to approve, Dr. Wold second, all in favor.

* + 1. Wyoming Government Investment Fund\*

Mr. Cometto said it was brought to board attention that CNCHD was losing funds in their WyoStar accounts. Lee Anne had experience working with this fund and had a meeting with the director Joan. Joan Evans gave a presentation on the fund and the details of it. At the end of the presentation Mr. Cometto asked if members of the board had any questions. Mr. Cometto asked Ms. Evans how easily the monthly statements are taccess. Ms. Evans reported that they are available in their online portal at the close of the month. Mr. Cometto also asked about security for moving money and if it would require two people to do so. Ms. Evans reported that there is not but that permissions can be set up however the board desires. No further questions. Mr. Cometto thanked Ms. Evans for her time.

* + - 1. Resolution (pending Board decision) \*

Mr. Cometto states we are losing money monthly in Wyostar and that it would be in the best fiduciary interest to move the money. Dr. Nelson agreed. Mr. Cometto stated the board can decide on amounts later and move money in January after Ms. Evans comes in person. Dr. Nelson moved to adopt the resolution, Dr. Kirsch second, all in favor.

1. **BOARD**
	1. **Next Meeting Date**
		1. **Proposed Meeting Date: January 18, 2024\***

Dr. Kirsch motioned to approve, Dr. Wold second, all in favor.

* + 1. Employee Handbook \*

Ms. Kinder informed that the last copy has been updated with page numbers. Dr. Kirsch motioned to approve, Dr. Wold second, all in favor.

* + 1. Board Retreat Minutes\*

Tabled until the minutes are formatted.

* + 1. Adoption of Holidays schedule 2024\*

This is the Natrona County schedule that the County Commissioners adopted. Dr. Kirsch motioned to approve, Dr. Wold second, all in favor.

* + 1. Board Elections

Tabled until January per board bylaws

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

Dr. Dowell reports that there is a moderate amount of influenza in the community. There also continues to be about 2-3 COVID patients at the hospital at any given time. COVID still remains high in the community with taste issues being a lasting effect for 3 or more months. Dr. Dowell recalls this being the quietest the hospital has been this time of year in 30 years but thinks it could be the calm before the storm.

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

Reporting grid-updated, please review FY24

MAPP (Mobilizing for Action through Planning and Partnerships -TABLED, applied for potential training

Ms. Kinder reports we were selected for a pilot study and will be getting more information in January in DC.

SOPs

Ms. Kinder reports managers are working through them and hope to be finished mid January.

2024 Behavioral Health Training Institute Cohort 9

Central Wyoming Counseling Center- Jim Cowser

Ms. Kinder reports they met today and are working on getting things moving. This is intended to increase capacity between public health and behavioral health to provide increased mental health support in community. Will be going to St. Louis in March.

 Ford Wyoming Center Health Fair- January 13th

Point in Time Count- January 25th

Ms. Kinder reports CNCHD will be using the Mills location as a satellite spot.

Building update

Ms. Kinder reports this has been very busy. The commissioners selected the CMAR on Tuesday as Samson. They intend to begin dirt work in March. Had a change order for MOA to help with moving. The board needs to discuss and Ms. Kinder will get more information.

Wyoming Legislature Appropriations meeting- December 18, 2023

Ms. Kinder reports that they had late change of a no vote to a yes vote for the committee to take this on. Rep. Walters will help forward a bill to increase state nursing dollars to reflect current wages. Will move to the floor of the session.

NACCHO Membership Committee

Ms. Kinder reports she was selected to serve on a committee.

Master Gardner’s April 27 Soil Study

Ms. Kinder is working with the EPA through the lead grant to host an event where people can bring in soil samples for testing and receive education about lead to Master Gardeners.

Council of State and Territorial Epidemiologists’s Building STLT Capacity: Improving Data Collection for Disproportionately Affected Populations during Case Investigations of Reportable Diseases. -Pilot testing in March

Next projects: Job descriptions, onboarding, performance evaluation, SMART HR-input of data now

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

Ms. Bloom reports this grant cycle is coming to an end in June and they will have to apply for a new 2 year cycle beginning in July 2024

* + 1. Wyoming Cancer Resource Services

Ms. Bloom reports the state just renewed this grant for one more year before they will have to reapply.

* + 1. Wyoming Cancer Coalition (WYCC)

Ms. Bloom reports this grant cycle is coming to an end in June and they will have to apply for a new 2 year cycle beginning in July 2024

* + 1. Healthy Heart/Healthy U
		2. Wyoming AIDS Education and Training Center
			1. University of Washington Subcontract No UWSC11536 \*

Dr. Kirsch motioned to approve, Dr. Wold second, all in favor

* 1. **ENVIRONMENTAL HEALTH-**Ruth

Ms. Heald reports she completed the final report for the NEHA FDA grant. They will not be announcing next years grantees until January 2024. The board asked Ms. Heald to get some documents together for who qualifies as a certified food safety manager and exemptions. Ms. Heald got those together and to Anna and will discuss in January.

* 1. **NURSING PROGRAMS**
		1. DISEASE PREVENTION CLINIC-Amanda
			1. Wyoming Health Council follow-up site visit

Ms. May reports they are still awaiting the final letter but the visit went well and were removed from probation.

* + - 1. Easy Vax

Ms. May reports we had under 10 people utilize and we still have lots of flu vaccine.

* + 1. ADULT HEALTH PROGRAM-Mary Ann

Ms. Lembke reports Adult Health is going well.

* + - 1. Expedition
				1. Contract\*

Ms. Lembke reports Expedition had some changes to have a case manager separate from the contract. This meant there were changes to the expedition contract to extend it through 2025 with only an educator and removing the detailer and DIS. This allows for main focus to be on education and outreach. Dr. Kirsch motioned to approve, Dr. Wold second, all in favor.

* + - 1. HIV Case Management

Ms. Lembke reports going well.

* + 1. MATERNAL CHILD HEALTH PROGRAM- Tonya

Ms. Nolen reports all is going well. Newest nurse is now MESCH trained and independent and building a caseload.

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

Ms. Kinder reports they just turned in some budget amendments.

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

Ms. Kemper reports Mills location finally has a sign.

* 1. **Board Member Reports**
	2. **ADJOURN\***

Dr. Kirsch motioned and Dr. Wold second, all in favor. Meeting adjourned at 6:13 PM.