

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

# SEPTEMBER 21ST, 2023

## 5:30 PM

**Present in person or by Zoom:** Anna Kinder, Dr. Nelson, Tia Hansuld, Dr. Kirsch, Dr. Wold, Dr. Dowell, Mike Cometto, Ruth Heald, Tammy Smith, Tonya Nolen, Hailey Bloom, MaryAnn Lempke, Sabrina Kemper, Commissioner Nicolaysen, Brandon Daigle, Tim Schenk and County Attorney Jared Holbrook

1. **Meeting called to order for Food Rule Public Hearing Comment period**

Dr. Nelson opened the Food Rule Public Hearing comment period at 5:30 pm.

1. **Public Comment**

Dr. Nelson asked for public comments in favor of the Food Rule. There were no comments. Dr. Nelson asked for public comment in opposition of the Food Rule. There were no comments. Erica Meeks owner of the Curly Wolf Den was asking for clarification of the Certified Food manager verses Serve safe training. Do they have to be on location at all times? Ms. Heald stated that Serve safe is a certified food manger and the Health department will continue to offer the Serve Safe class twice a year and you can also complete the training online. The Certified food manger doesn’t have to be on site at all time but must have a certified manger and in their absence, they designate someone to act in their place. This person would be able to answer all questions related to inspections and safety. General discussion followed.

1. **Close Food Rule Public Hearing Comment**

Dr. Nelson closed the public comment period at 6:00 pm.

**Mr. Cometto motioned to pass the Food Rule as presented. Ms. Hansuld seconded, motion passed**.

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

**Mr. Cometto motioned to approve the August 2023 Board of Health minutes. Dr. Kirsch seconded, motion passed**.

## BUDGET/FINANCIAL

* 1. **FINANCIALS**
     1. J ULY Financials\* (TABLED)
     2. A UGUST Financials\*

Mr. Cometto stated that he has reviewed the July and August financials and didn’t see anything alarming. Mr. Cometto stated we should approve the financials preliminarily until the audit has been completed. General discussion followed.

**Dr. Kirsch motioned to preliminarily approved the July 2023 financials pending audit completion. Dr. Wold seconded, motion passed.**

**Dr. Kirsch motioned to preliminary approve the August 2023 financials pending audit completion. Dr. Wold seconded, motion passed.**

* + 1. State Census

Ms. Smith reported that the state census report is a report filed with the State of Wyoming on our yearly financials. The data is taken from the reports given to the Board of Health. General discussion followed. Signatures were completed.

Ms. Smith reported the Public Officers training is occurring October 24,2023. This training is required by state statue for all governing body members and those who manage entity accounts. Each Board of Health member must take this training by June 30, 2024.

## BOARD

* 1. **Next Meeting Date**
     1. **P** **roposed Meeting Date October 19t** **h,** **2023\***

**Ms. Cometto motioned to approve the next Board of Health meeting date at October 19, 2023. Ms. Hansuld seconded, motion passed.**

**ii. BUILDING PRESENTATION -MOA**

Mr. Daigle presented the progress on the design of the new building, a preliminary draft of the building, and the current timeline. Mr. Daigle stated the new building will be 35,497 square feet at this current rendition. The site at 12th and Conwell has been reviewed. The site is a former city snow dumping site. There are some logistics with soil and slope. Mr. Daigle reported that the executive committee and the DAG committee have been working hard on choices for likes and dislike of the design and everything is moving forward. Tim Schenk has been added to the team as the Owner’s representative moving forward. Mr. Schenk stated that he is excited to be part of the team.

1. BOND

Ms. Smith reported during the Public Officers training we learned we are required to have a Bond for those who manage our accounts. Everyone who has signature capabilities and works within the accounts needs to be bonded. Ms. Smith stated that we have secured the bond and will cost the department 372.00 per year.

1. Employee Handbook -ongoing
2. Board Retreat/Strategic October 3rd am- need to confirm time and location

Dr. Nelson reported that two groups were interviewed to facilitate strategic planning for the Board. Ms. Kinder reported after the interviews they felt that we are not at the level for a facilitator and can do this meeting within the Board members and Ms. Kinder. Ms. Kinder will be sending out more information and ready to start at 8:30 am on October 3, 2023.

## HEALTH OFFICER

i. Health Officer Report

Dr. Dowell reported 21 cases of West Nile statewide so far this year. Dr. Dowell stated that the wet spring and summer may be the cause of the increase in cases. Dr. Dowell reported that he thinks 1 in 4 will get the new COVID booster. Dr. Dowell reported that this is the same numbers for those getting the flu shot. Dr. Dowell is requesting that if employees are sick they should get tested for COVID. Dr. Dowell is not requiring the COVID booster but strongly suggesting everyone get it. Dr. Dowell stated that the clinic will have pediatric RSV but not for the adults. There are a lot of questions about the adult vaccine and if insurance is going to cover it for adults so we will wait on carrying it here at the Health Department. Dr. Dowell reported that the federal government is again sending out free COVID tests.

## DIVISION REPORTS

* 1. **ADMINISTRATION-**Anna

## General Administration

* + - 1. Reporting grid-updated, please review FY24

Ms. Kinder reported that this is for the Boards review of activities.

* + - 1. MAPP (Mobilizing for Action through Planning and Partnerships -TABLED
      2. City additional request Employee Market Study

Ms. Kinder reported that she has met with Mr. Napier and he is asking for more information on our business plan using money from our reserves. Ms. Kinder reported she is working with Representative Walters to increase funding for the independent health departments at the state level.

* + - 1. Job descriptions, Handbook, SOPs, Market Study, onboarding, performance evaluation, SMART HR-ongoing

Ms. Kinder reported that she is continuing to work on these and is having the managers review changes.

* + - 1. Wyoming Department of Health Workforce -ongoing
         1. Strategic Planning-Board level
         2. Strategic Planning-Staff level
         3. Education
         4. Certified translator
         5. Credible Mind- EAP

Ms. Kinder reported that she has submitted the Workforce grant and is waiting for the state to respond.

* + - 1. Job announcements
         1. Nurse
         2. 4 new staff-thank you

Ms. Kinder reported that we are fully staffed except for one nurse in the clinic. Ms. Kinder thanked the board for the market study and pay increase it has made a difference in recruitment of new staff.

* + - 1. P urdue NP recital\*

**Ms. Hansuld motioned to accept the agreement with Purdue. Dr. Wold, seconded, motion passed.**

* + - 1. WIC-MILLS SPACE MOU\*

Ms. Kinder reported that MOU for shared space with WIC has been reviewed by County Attorney.

**Mr. Cometto motioned to approve WIC MOU. Ms. Hansuld seconded, motion passed.**

* + - 1. LEAD MOU\*

Ms. Kinder reported this is an extension of the current contract with an increase in funding. Ms. Kinder reported that the program will be widened with many different departments.

**Ms. Hansuld motioned to approve the Lead contract. Dr. Wold seconded, motion passed.**

* + - 1. Recite Me\*

Ms. Kinder reported that the Recite Me is a tool to be used on our website to change our website to any language a user may need. Ms. Kinder reported that Wyoming Health Council sent us the information. General discussion followed.

**Mr. Cometto motioned to use the Recite Me app on our department website. Dr. Kirsch seconded, motion passed.**

* + - 1. Dotted I \*

Ms. Kinder reported that this is thru the Collective Health Trust for them to secure grant writers for the Department to secure additional funding for the building. The collective Health Trust foundation pays for the grant writers.

**Mr. Cometto motioned to approve use of Dotted I. Dr. Kirsch seconded, motion passed.**

* + - 1. Plan of Safe care contract – MCH\*

Ms. Kinder reported that we have received a contract from the State of Wyoming for MCH Plans of Safe care nurse. Ms. Kinder reported that this contract is for 100,000 dollars and would replace the nurse we lost with Ms. Huber retirement. General discussion followed.

**Dr. Kirsch motioned to approve the Plans of Safe Care contract. Dr. Wold seconded, motion passed.**

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

Ms. Bloom reported she has been very busy with the grant and meetings.

* + 1. Wyoming Cancer Resource Services
    2. Wyoming Cancer Coalition (WYCC)
       1. New staff

Ms. Bloom reported that Ms. Mathews is working and getting settled in her new position.

* + 1. Healthy Heart/Healthy U

Ms. Kinder reported that a new Healthy U class will begin in two weeks, and there are a lot of Healthy Heart activities for September with a nutritionist speaking at the library for Healthy Heart.

* + 1. Wyoming AIDS Education and Training Center
       1. New staff

Ms. Bloom reported that Ms. Larson is working an getting settled in her new position.

## ENVIRONMENTAL HEALTH-Ruth

## Ms. Heald reported that now that the Food Rule has been approved she will begin working on the FDA retail food program standards. Ms. Health will be applying for a new mini grant for staff training. General discussion followed.

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

Ms. Kinder reported that Amanda is on vacation.

* + - 1. New staff

Ms. Kinder reported that Ms. Rinker has be hired as the new clinic nurse and is working on completing training.

* + - 1. Vacancy

Ms. Kinder reported that we have one more nurse vacancy in the clinic and hope to fill the position soon.

* + - 1. Attachment WDOH Communicable Disease Report

Ms. Kinder reported that these are the measurables that we need to do moving forward.

Ms. Kinder reported we will be conducting COVID Flu drive thru clinics on Sept 30 9-1, October 14 10-2, and October 21 10-2.

* + 1. ADULT HEALTH PROGRAM-Mary Ann

Ms. Lempke reported that 81 of the 91 requested LT101’s was completed in August.

* + - 1. Expedition

Ms. Lempke reported that many outreach events have been completed. The testing trailer is going the Homeless outreach event of Fridays and we have found two positive Hep C patients. Ms. Lempke reported that many people are attending the Homeless event both partners and people. Ms. Lempke state this is helping people connect with the care they need.

* + - 1. HIV Case Management
         1. New staff

Ms. Lempke reported that Ms. Taylor Kinder has been hired as the new HIV Case manager and will be working on getting all the necessary training completed.

* + 1. MATERNAL CHILD HEALTH PROGRAM- Tonya
       1. New staff

Ms. Nolen reported that Ms. McReynolds is doing well and working on training. Ms. Nolen and Ms. Wilmes will be absorbing all the CSH caseload. Ms. Little will become the new Plans of Safe Care Nurse.

## PUBLIC HEALTH PREPAREDNESS- Tammy

## Ms. Smith reported that the preparedness staff will be attending the first Face to Face meeting with the State at the end of September. Ms. Smith stated the staff have been working hard on planning the COVID Flu clinics. Ms. Smith reported that the State of Wyoming has approved a Flu clinic as a full-scale exercise to cover many deliverables in the preparedness program.

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

Councilwomen Haskins has nothing to report. Ms. Haskins states that she is not involved with the budget meetings at the city.

Commissioner Nicolaysen stated that he had nothing to report.

Sabrina Kemper stated the flu clinics will go on the water bills this month for the Mills Tuesday clinics.

* 1. **Board Member Reports**

No reports at this time.

* 1. **ADJOURN**

**Mr. Cometto motioned to adjourn the meeting at 6:55 pm. Dr. Kirsch seconded, motion passed.**