



Public Health Authority of Cabarrus County
Board Meeting Minutes
October 11, 2016

The Cabarrus County Public Health Authority Board met on Tuesday, October 11, 2016 at 5:30 p.m. in the Board Room at Cabarrus Health Alliance 300 Mooresville Road, Kannapolis North Carolina.

Members Present: James T. Mack, Jr., Chairman
Dari Caldwell
Tedra Claytor, MD
Tom Kincaid, Vice-Chairman

Members Absent: Chad Weston, MD
Phyllis Wingate
Steve Morris

CHA Staff Present: Dr. William F. Pilkington, Secretary to the Board, Dianne Berry, Clerk to the Board, Erin Shoe, David Troutman, Jennifer Hatley, Kristin Klingsmith, Lauren Thomas, Paula Faggart, Rolanda Patrick, Ryan McGhee, Sarah Mardovich, Sue Yates, Suzanne Knight, Tamara Staehler, Tiffany Bazzelle, Whitney Schwalm

Others Present: April Vaillancourt and other staff members from Rolling Hills Farms

CALL TO ORDER

Chairman Mack called the meeting to order at 5:30 pm and offered the invocation.

PRESENTATIONS/AWARDS

GlaxoSmithKline Foundation Child Health Recognition Award

Rolanda Patrick, MPH (STARS) – Health Promotions

Mrs. Shoe shared that the North Carolina GlaxoSmithKline Foundation Child Health Recognition Awards Program honors local health departments, public health staff and individuals for innovative, collaborative programs that improve the lives of North Carolina's children. 2016 Child Health Award included Rolanda's program is Students Taking A Right Stand (STARS) which works with police officers, firefighters and the schools. STARS aims to reduce violence and victimization, prove students academically and promote positive encounters with law enforcement by helping minority youth with goal-setting and healthier behaviors. Rolanda's infectious personality promotes community partnerships and serves as a model for good decision making, healthy lifestyle choices and the ability to have fun while learning. Mrs. Shoe noted that Rolanda has been with Cabarrus Health Alliance for two years.

NCPHA Environmental Health Section W. A. "Bill" Broadway Award

Jennifer Hatley, RS – Environmental Health

Mrs. Shoe announced that Jennifer Hatley, Environmental Health, received the W. A. "Bill" Broadway award at the NCPHA Environmental Health Section awards luncheon in recognition of Superior Achievement and Professional Excellence in Environmental Health. She was presented the award by Lillian Barfield, Health Director in Davidson County. Jennifer was nominated for this award by CHA Environmental Health co-workers Mary Barbee and Chrystal Swinger. The W.A. Bill Broadway award is awarded to an Environmental Health Specialist annually by the Environmental Health Section of NCPHA. A selection committee chooses from those that have been nominated by their peers and is one of the highest honors that the Environmental Health Section can bestow upon an individual for outstanding contributions by the Environmental Health Specialist. The recipient chosen for the award must be actively engaged in contributing to the field of Environmental Health, must have performed duties above and beyond the usual employment requirements so as to elevate the professional status of the Environmental Health Specialist and must exemplify the characteristics and principles that Bill Broadway

stood for, which was character, professionalism, excellence and for being an educator. Mrs. Shoe stated that Jennifer has been with Cabarrus Health Alliance Environmental Health for 16 years.

Vice-Chairman Kincaid stated to both award recipients, "So proud of you and appreciate all you do."

CCM Food Recovery Program & Video

Mrs. Shoe shared that the Food Recovery Program began when a Cabarrus County elementary school teacher noticed that students were throwing away unopened, healthy breakfast items (granola bars, cartons of milk and yogurt and fresh produce). In an area where 15 percent of residents report they do not have access to a reliable source of food, which puts them at higher risk for health problems—nutritional food can make a big difference. Cabarrus Health Alliance began a Food Recovery Program that seeks to get healthy food items school children don't want before it hits the waste cans and into the homes of those in need. Volunteers collect the items from school sites and transport them to satellite food pantries. Since May 2015, the program has collected more than 40,000 pounds of food. Together with nine satellite food pantries, the program has distributed more than 821,000 pounds of food to almost 50,000 individuals in Cabarrus County.

Mrs. Shoe shared a short video about the food recovery program from through a partnership between Cabarrus Health Alliance and Cabarrus Cooperative Christian Ministry. David Troutman, Environmental Health Director, shared in the video General Statute in place that allows the general public to donate unopened food items. He explained that Cabarrus County students in the public schools are currently recovering only pre-packaged, unopened foods and milk products. These food items must be disposed only if they are out of date or out of temperature. He explained that donated foods must meet all the requirements. Barry Porter, CCM's Food Program Manager, shared that food donations are encouraged and appreciated. Mrs. Shoe noted that GlaxoSmithKline awarded a \$5,000 prize to Cabarrus Health Alliance, which was then designated to Cooperative Christian Ministry to help them continue to build on that project.

ADOPTION OF THE AGENDA

Chairman Mack asked for a revision to the agenda, moving **Compendium of Animal Rabies Prevention and Control 2016** to the first item under New Business. Motion to adopt approved agenda by Vice-Chairman Kincaid, with a second by Mrs. Caldwell. Revised agenda for October 1, 2016 meeting was approved 4:0

APPROVAL OF MINUTES

Vice-Chairman Kincaid motioned to approve the minutes of the August 2, 2016 regular meeting and August 2, 2016 closed session meeting as presented. The motion was seconded by Dr. Claytor and approved 4:0

CONSENT AGENDA

BUDGET REVISIONS AND AMENDMENTS REQUESTS

Mrs. Yates reviewed with the Board the budget revisions and amendment requests:

- § 7,500– Budget additional funds and move funds to the appropriate line item for the State Prescription Drug Overdose Prevention Agreement Addendum funding (Public Health Solutions)
- § 26,744 – Move funds to the appropriate line items for Healthy PALS (Public Health Solutions)
- § 9,655 – Budget for funds received from the Komen Community Outreach and Education Grant (Clinical Services)
- § 5,000 – Record State Agreement Addenda funds for Ebola (Communicable Disease)
- § 41,825 – Move funds to the appropriate line item for the REACH grant (Public Health Solutions)
- § 20,000 – Record budget for mosquito control funds received from Kannapolis and City of Concord (Environmental Health)
- § 5,000 - Budget for funds received due to being awarded the 2016 North Carolina GlaxoSmithKline Foundation Child Health Award in the Local Health Department category (General Admin)
- § 39,385 – Budget for the Lifestyle is Medicine Grant received from the Northeast Foundation (Public Health Solutions)
- § 2,655 – Budget for funds received from the summer food service program site inspections (Environmental Health)
- § 50,000 – Budget for one time state appropriated funding to expand wellness kitchen initiatives (General Admin)
- § 1,910 – Budget for funds received from the Division of Vocational Rehabilitation Services (Environmental Health)

Mrs. Yates reviewed the budget amendments and transfers, including the one-time state appropriated funding of \$50,000 by the NC General Assembly to expand Wellness Kitchen Initiatives. Dr. Pilkington noted that CHA is looking seriously at a joint public/private partnership with Dole Foods at the Research Campus to establish a culinary kitchen near the new ballpark to teach people with chronic health diseases about healthy cooking. Dr. Pilkington noted that this \$50,000 will be used for a master plan study for the culinary kitchen. Mrs. Caldwell noted that Livingstone College in Rowan County also has a culinary program. Mrs. Caldwell motioned to approve the Budget Revisions and Amendments as presented. Seconded by Dr. Claytor, the motion passed 4:0.

BUSINESS AGENDA

Compendium of Animal Rabies Prevention and Control 2016

Mrs. Knight stated that she was bringing before the Board a revision of the Rabies law. Current law has been in effect in NC since 1935. She stated that significant revisions should have gone before the North Carolina General Assembly this summer, but did not make it. The recommended changes in the law came from the National Association of Public Health Veterinarians on March 1, 2016. The state is recommending that all North Carolina counties adopt these new recommendations, and to adopt the rule that enacts them. The Compendium of Animal Rabies Prevention and Control 2016 will have positive financial impact on pet owners and how it affects a quarantine. Mrs. Knight noted that guests from Rolling Hills Farms are here this evening, in this very situation with their dog, Odie. Currently the law states an animal who has been exposed to a possible rabid animal, and has had a lapse in vaccination, must remain in quarantine for six months. Under new law, an animal could be home after 45 days. Mrs. Knight requested that the CHA Board adopt this new law. She noted that quarantine is usually the result of exposure to raccoons or other wild animals, not other dogs. Odie's owners explained their circumstances to the Board. Mrs. Knight stated that with this new law, the most significant impact would be for animals who have been vaccinated for rabies and their owners have proof of that vaccination. However, animals who do not have any vaccinations at all are in a different category and that does not change with this new compendium. She noted that both Rutherford and Mecklenburg counties have already adopted this law, along with other counties in NC. Mrs. Knight noted that, upon adoption, this will become the second rule enacted by the Cabarrus County Public Health Authority Board. Mrs. Caldwell motioned to adopt the Compendium of Animal Rabies Prevention and Control 2016 as presented. The motion was seconded by Vice-Chairman Kincaid and approved 4:0.

CHA Audit Services

Mrs. Yates explained that audit contract is up for renewal. Requests for proposals were sent out to five auditing firms on December and two responsive proposals were received, from Martin Starnes and Potter & Company. 3-year proposals were requested. Mrs. Yates stated that Potter & Company has contracted with Cabarrus Health Alliance and completed the annual audit for the past nineteen years. She requested a continuation two year contract with Potter & Company, PA. for Annual Audits for Fiscal Years 2017 (\$20,600) and 2018 (\$21,200). She explained that due to the research completed regarding the impact of changing auditors and the knowledge Potter & Company P.A. has of Cabarrus Health Alliance, it would be prudent to remain with the current audit firm. In addition, the history provided by Potter & Company has been beneficial in determining if any process or procedure changes would be advantageous to Cabarrus Health Alliance and they have always been very easy to work with. Vice-Chairman Kincaid motion to approve the continuation of a two year contract with Potter & Company, PA. for Annual Audits for FY 2017 and 2018 as presented. The motion was seconded by Dr. Claytor and approved 4:0.

Workforce Development Plan

Mrs. Shoe presented a new plan which will guide CHA in recruitment, retention, and staff development activities, continuing education for all employees, and leadership development. She stated that the aim is to foster and develop a workforce that meets core competencies for public health. Mrs. Shoe also discussed current budgetary allocation and future budgetary needs related to recruitment, retention, and workforce development. Also an accreditation standard, Mrs. Shoe stated this plan will align workforce demographics with the community, using a public health tool. She noted that this is formalizing what we have already been doing. A living document. Mrs. Caldwell motioned to adopt the Workforce Development Plan as presented. The motion was seconded by Dr. Claytor and approved 4:0.

Project Lazarus -Naloxone Law and Public Health Intervention

Mrs. Klinglesmith presented to the Board the work of The Healthy Cabarrus Substance Use Coalition and highlighted that the Coalition adopted the Project Lazarus Model in this community as a guide to reduce overdose deaths. She also spoke about the public health intervention involving treatment of overdose with the opioid antagonist Naloxone and efforts to make Naloxone more accessible, noting Senate Bill 734 as a support. On June 20, 2016 Senate Bill 734 was signed allowing pharmacies to give Naloxone without a prescription, regardless of what insurance you have. She explained how Naloxone the medication that reduces the effects of opioid overdose. She also shared that from 1999-2014, there was an up and down trend in deaths in Cabarrus, Rowan and Stanly counties, with 216 deaths in Cabarrus County and 280 deaths in Rowan County. Mrs. Klinglesmith shared data from the North Carolina Disease Event Tracking and Epidemiologic Collection Tool (NC DETECT), a tool that allows authorized users to view data from emergency departments, the Carolinas Poison Center, and the Pre-hospital Medical Information System (PreMIS), as well as pilot data from select urgent care centers. Mrs. Klinglesmith stated that this model to make Naloxone more accessible is being used across NC and across the country, including teaching how to use it, education, and when to call 911. She noted that formerly there was a fear of getting in trouble and highlighted the importance of providing education on the Good Samaritan Law that outlines the layers of protection an individual will have in the event that someone overdoses in their presence. CHA adopted a Naloxone standing order. Mrs. Klinglesmith explained that next steps will be to; continue to support local pharmacies, making sure they have the toolkits, sharing NC DETECT data with the community as it's part of our state reporting requirements, going out and sharing what we have learned, and in the future, with guidance from medical stakeholders, train medical professionals on safer prescribing of opioids. She noted that it's important as a coalition to have the right people at the table.

On behalf of the Cabarrus County Public Health Authority Board, Dr. Claytor motioned to adopt the Naloxone Law and Public Health Intervention, and to support approve that the Cabarrus County Public Health Authority Board for Senate Bill 734 for Naloxone dispensement to people at risk of experiencing an opiate-related overdose or to their family, friends and others in a position to assist them. In an effort to share the adoption of the Naloxone Law and related Public Health Interventions a letter of support was signed and will be sent to Cabarrus County Commissioners. The motion was seconded by Mrs. Caldwell and passed 4:0.

FY2016 Strategic Plan Review

Mrs. Shoe reviewed the FY2016 Cabarrus Health Alliance Strategic map, which are strategic planning activities in 2016. She stated that priority objectives were completed, and new Goals & Objectives presented on at the June 13, 2016 Board meeting as well as Quality Improvement projects this year. She noted that Dr. Pilkington had already alluded to one of these. Mrs. Shoe stated that the Executive Management Team is exploring opportunities to expand services across the board, including how to expand kitchen operations, and offer more corporate wellness. She noted that 96 documented media publications were sent out in 2016, and that CHA was represented at 38 community health fairs, participated in a mental health project, and that Lauren Thomas led the community needs assessment. She invited Lauren to share the process for the strategic plan moving forward.

FY16-FY20 Strategic Plan Report

Mrs. Thomas reported on the Community Needs Assessment, which is conducted every 4 years through the Community Planning Council. She explained that Cabarrus Health Alliance's Strategic Planning process involves knowing how to address priority health issues from the needs assessment, and learning how to address health issues within the agency. Beginning in June 2016, she and Mrs. Bazzelle became the strategic planning work and engaged in six focus groups with 54 people and SWOT analysis of 79 respondents. A survey was conducted in the community similar to the SWOT analysis, which wrapped up in September. 513 comments were received from SWOT analysis. Mrs. Thomas and Mrs. Bazzelle incorporated an external reviewer to assist in the coding of themes. She noted that through the process they found a lot of agency strengths, and including employee talent and financial stewardship. It was found that Service Delivery and the QI process were strengths, and there were Global climate concerns.

Mrs. Bazzelle noted that they arrived at 15 recommendations, and then worked with the CHA Executive Management Team to define new Strategic Map for 2016-17 year while we kept our vision in mind. She shared the new Strategic Map formatting. Mrs. Bazzelle explained that while keeping in mind our mission is to serve the community, objectives were divided into new categories. For 2016-17 listed priority objectives, agency-wide QI projects were included, along with the development of products and services to sustain us. She noted that CHA

supports a culture of continuous Quality Improvement. Plans and polices/procedures will be implemented to ensure continuance of critical functions in event of an emergency/power failure.

Vice-Chairman Kincaid motion to adopt the FY16-Fy20 Strategic Plan and the priority issues identified by the Community Planning Council: Substance Use, Mental Health and Obesity. The motion was seconded by Dr. Claytor and passed 4:0.

Vice-Chairman Kincaid thanked Mrs. Thomas and Mrs. Bazzelle for all the work they did for the Agency's Strategic Planning process and the Community Needs Assessment. He stated, "It's not an easy job!"

Compensation and Benefits Study

Budget Amendment for CHA's Compensation and Benefits Study - \$28,000

Mrs. Shoe stated that Cabarrus Health Alliance has not had a complete compensation study since we became CHA in 1997. Several salary table adjustments have been completed but not a comprehensive, robust study. This type of study will allow us to be more competitive in recruiting and retaining staff. She noted that two companies submitted proposals: Piedmont Triad, which is an NC based organization with two project staff with decades of experience in the public sector. No experience in Cabarrus County. Their process is driven by face-to-face employee interviews in conjunction with paper surveys. Timeline is March 2017. Cost is \$25,000.

Springstead is a national company with a larger project staff in specialized areas. This company has had significant experience in Cabarrus County. Their process is driven by employee surveys. Timeline is January 2017. Cost is \$25,500 + up to \$2,500 for travel and printing.

Mrs. Shoe stated that January 2017 would be better for the budget process for FY2018. Both quotes were reviewed, and not that much different. The main difference is in their processes. She noted that we are competing with Carolinas Healthcare System and Novant, not another public health department. Both companies had positive references, but she noted that Springstead just seems to have the edge with technology, and she believes good results will come from this. Mrs. Caldwell noted that this compensation and benefits study would be very helpful to the CHA Board as a reference point for the future. Vice-Chairman Kincaid noted that Springstead conducted a very intense study last year for City of Kannapolis. Mrs. Shoe noted that there are adequate funds from indirect lapsed salaries to cover this expenditure. Vice-Chairman Kincaid motioned to approve Springstead to complete a full compensation and benefits study for Cabarrus Health Alliance and to adopt the budget amendment in the amount of \$28,000 to cover the costs. The motion was seconded by Dr. Claytor and passed 4:0.

INFORMAL PUBLIC COMMENTS/SPEAKERS FROM THE FLOOR

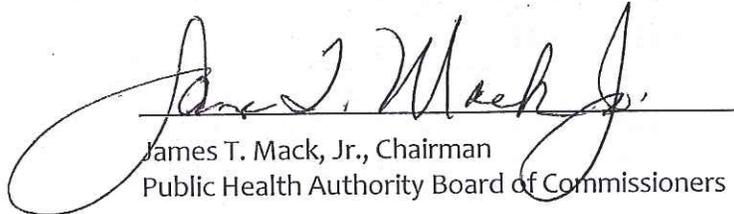
Chairman Mack called for informal public comments. There were none.

ANNOUNCEMENTS

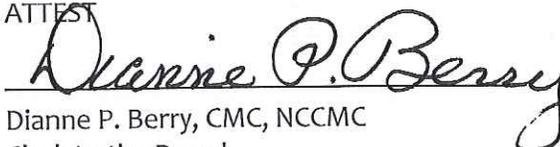
Chairman Mack called for announcements. Mrs. Shoe introduced three Centers for Disease Control (CDC) funded interns working at Cabarrus Health Alliance: **Whitney Schwalm**, working in Communicable Disease on the PREP HIV prevention project; **Tiffany Bazzelle**, working on Accreditation, Quality Improvement and Strategic Planning; and **Sarah Mardovich**, recent UNC Chapel Hill graduate, working with our affiliates at North Carolina Research Campus, inventory assessment and where is that overlap is possible, as well as on childhood obesity.

ADJOURNMENT

There being no other business to come before the Board, Chairman Mack called for a motion to adjourn. Vice-Chairman Kincaid motioned to adjourn the meeting at 6:20 pm. Upon a second by Mrs. Caldwell, the motion passed 4:0


James T. Mack, Jr., Chairman
Public Health Authority Board of Commissioners

ATTEST


Dianne P. Berry, CMC, NCCMC
Clerk to the Board