



Public Health Authority of Cabarrus County  
Board Meeting Minutes  
February 11, 2020

The Cabarrus County Public Health Authority Board met on Tuesday, February 11, 2020 at 5:30 p.m. in the Board Room at Cabarrus Health Alliance, 300 Mooresville Road, Kannapolis, NC.

Members Present: James T. Mack, Jr., Chairman  
Dr. Chip Buckwell  
Kimberly Dehler, DDS  
Lara Pons, MD  
Mark Spitzer

Members Absent: Tedra Claytor, MD, Vice-Chairman  
Tom Kincaid  
Steve Morris

Staff Present: Dianne Berry, Clerk to the Board, Betty Foh, Wendy Harsch, Alice Luttmann, Ryan McGhee, Kim Ragan, Erin Shoe, Chrystal Swinger, Janie Woodie, Sue Yates

#### **CALL TO ORDER**

Chairman Mack called the meeting to order at 5:33 pm, and offered the invocation.

#### **PRESENTATION FROM CABARRUS MEDICAL SOCIETY ALLIANCE - Swing for the Kids! 2019**

Long-time supporters and advocates for CHA School Health and members of the Cabarrus Medical Society Alliance, Rachel Kunesh, Dr. Lynn Hammers, Lynn Takla, Kirby Sheridan and Carolyn Farris, from the Cabarrus Medical Society Alliance recapped the 2019 golf tournament. Rachel Kunesh proudly announced that 2019 was their best fundraising year yet, raising \$45,000 for the CHA School Health program. Chairman James T. Mack, Jr. noted, "All of us have witnessed the work you put into this. We appreciate your hard work, and we are sorry to see you go. But we thank you for over 15 years of your dedicated support and commitment to the CHA School Health program and for a total of more than \$386,000 over the years you have organized this golf tournament. Erin Shoe, Chief Operating Officer, added that this year, Chief Mark Allison prepared a treat at the year-end wrap-up party. She also thanked the Cabarrus Medical Society Alliance for helping the CHA School Health Nurses in vision screenings for more than 5,000 students.

#### **ADOPTION OF THE AGENDA**

Dr. Lara Pons made a motion to approve the agenda. The motion was seconded by Dr. Kimberly Dehler and approved by unanimous vote.

#### **REPORTS**

**Financial Summary Report (for period ended 1/31/20) and DPH Quarterly Fiscal Monitoring Report (for period ended 12/31/19)** were presented by Sue Yates, Chief Financial Officer. She noted that the Year-to-Date Balance on the Financial Summary Report as of 1/31/20 was \$74,742. She reminded the Board that CHA is not supposed to make a profit, and it all depends on revenues.

Erin Shoe, Interim Public Health Director and COO, presented the **Customer Service Report** for

**December 4, 2019.** She noted that staff greatly appreciates the one-day survey per quarter vs. the previous week-long surveys. She stated that she had no concerns from the results of this survey, and directed the Board to reach out to her or Dianne Berry, if there were questions.

### **APPROVAL OF THE MINUTES**

Dr. Dehler made a motion to adopt the minutes from the Cabarrus Health Alliance Board's November 12, 2019 regular meeting, the January 14, 2020 regular meeting, and the January 14, 2020 closed session meeting. The motion was seconded by Mr. Spitzer, and approved by unanimous vote.

### **ENVIRONMENTAL HEALTH UPDATE**

Chrystal Swinger, Environmental Health Director, provided to the Board information the On-site Wastewater Program and volume of work since 2016, Food Lodging Institutions Program, Public Pools, Child Care Centers/School Buildings (which includes 59 public schools plus charter schools), Childhood Lead Poisoning Prevention, and Tattoo Establishments. Mrs. Swinger noted that Environmental Health goals are to 1) adjust staffing based on needs to maintain 100% inspection rate for food lodging institutions program, 2) continue adopting technology to increase efficiencies and 3) adopt quality assurance programs as released from the state consultants. Dr. Buckwell discussed lead poisoning prevention and the possibility of adding this screening to required kindergarten physicals. Alice Luttmann, who serves on the Cabarrus Child Fatality Task Force, noted that lead screening is required on Pre-K Program physicals. Mr. Spitzer concurred, asking if CHA could mandate lead testing for Cabarrus County and Kannapolis City Schools preschoolers. Mrs. Shoe said that she would find out, noting that the CHA Board could advocate for this change.

### **CONSENT AGENDA**

Mrs. Yates presented the budget revisions for approval. Dr. Buckwell made a motion to approve the consent agenda, as presented. The motion was seconded by Mr. Spitzer and approved by unanimous vote.

### **BUSINESS AGENDA**

#### **Results Based Accountability**

Betty Foh, Quality Improvement & Accreditation Program Manager, along with Ryan McGhee, Chief Technology Officer, reminded the Board that we are no longer using the dot charts used in the past for measuring organization goals met. A Powerpoint presentation was presented at the January 14, 2020 CHA Board meeting and Board members were given documents to take home for review. Mr. Spitzer noted that he is still reviewing the documents provided, but asked when the Board would have an opportunity to ask questions. Ms. Foh responded that Program Managers and the CHA Executive Management Team set goals, and how it affected the community.

#### **Vacation Accrual Rates**

Mrs. Shoe noted that the CHA Personnel Policy was reviewed and changes were adopted at the January 14, 2020 Board meeting. She noted that the vacation accrual change needs additional modifications. She requested the Board to consider adoption of a paragraph revision to be inclusive of all previous work experience at a Local Government Retirement System or Teachers and State Retirement System organization: Page 25: Employees hired since January 2000, who contributed to the Local Governmental Retirement System or Teachers and State Retirement System may have their years of service credited from that employer. The credited years of service will be counted toward calculating the employee's annual leave accrual rate, after the required documentation is provided to Human Resources. New employees must provide proof of years worked within one year of becoming employed at CHA.

Mrs. Shoe noted that anyone with prior TSERS or LGERS experience would be qualified. She said this would not make a lot of difference in annual vacations accruals, but it would mean a lot to employees. She noted that since this e-mail went out to employees on January 12, 2020, 15 forms have already been returned with the required documentation. Mr. Spitzer asked Erin to expand the prior experience categories to include Centers for Disease Control (CDC), the Federal Government, and prior state or public health prior experience from other states. Mr. Spitzer made a motion to approve the Vacation Accrual Rates changes as recommended. The motion was seconded by Dr. Pons, and approved by unanimous vote.

#### **INFORMAL PUBLIC COMMENTS/SPEAKERS FROM THE FLOOR**

Chairman Mack called for comments from the floor. Mrs. Shoe asked the Board to check their availability for Tuesday, March 22 or Thursday, March 24 to attending a CHA Strategic Planning Session. She asked the Board to e-mail her their availability.

#### **ANNOUNCEMENTS**

Chairman Mack announced that Dr. Bonnie Coyle has accepted the Board's offer of employment as Cabarrus County Public Health Director, and her start date is April 13, 2020. He noted that Lundee Covington, Cabarrus County Human Resources Director, requested that all interview notes from those on the panel be returned to her. He asked that this information be returned to him or Dianne Berry, so they could be returned to Lundee Covington.

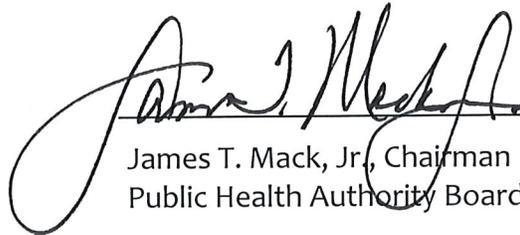
Chairman Mack reminded the group that he will be at Cabarrus Health Alliance on Thursday, February 27, 2020, 9:30 am – 3:00 pm for Conversation with the Board Chair listening session. He encouraged all those interested in meeting to sign up. Dr. Pons indicated that she would plan to join in for those meetings.

Chairman Mack announced that he and Dr. Pons, CHA Board Nominating Committee, met with Chris Bowe on February 10, 2020. He explained that Mr. Bowe is Phyllis Wingate's recommendation for her replacement on the CHA Board as a representative of the Atrium Health – Cabarrus Governing Board, and that Mr. Bowe serves as President of the NorthWest Market, Atrium Health. Their recommendation was to move forward with the Board and Committees appointments process through the Cabarrus County Board of Commissioners. Dianne Berry will follow up with a letter of recommendation and next steps in the onboarding process.

Mr. Spitzer requested that a letter of commendation be sent to Lundee Covington and Paula McNair with Cabarrus County Human Resources, for all their hard work. He noted that it was a pleasure working with them both and they were both greatly appreciated.

#### **ADJOURNMENT**

There being no further business to come before the Board, Dr. Pons made a motion to adjourn the meeting. The motion was seconded by Dr. Buckwell and approved by unanimous vote.



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

ATTEST



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