



Public Health Authority of Cabarrus County  
Board Meeting Minutes  
May 12, 2020

The Cabarrus County Public Health Authority Board met virtually via GoTo Meeting® online, on Tuesday, May 12, 2020 at 5:30 p.m. Chairman James T. Mack, Jr. and several staff members were in attendance in the Board Room at Cabarrus Health Alliance, 300 Mooresville Road, Kannapolis, NC.

Members Present: James T. Mack, Jr., Chairman

Members Present: Tedra Claytor, Vice-Chair  
Chris Bowe  
Dr. Chip Buckwell  
Kimberly Dehler, DDS  
Lara Pons, MD  
Mark Spitzer  
Tom Kincaid  
Steve Morris

Staff Present: Dianne Berry, Clerk to the Board, Dr. Bonnie Coyle, Erin Shoe, Marcella Beam, Sue Yates  
Ryan McGhee [providing IT/virtual meeting support]

#### **CALL TO ORDER**

Chairman Mack called the meeting to order at 5:41 pm, and offered the invocation. Ryan McGhee, Chief Technology Officer, confirmed with Chairman Mack that all CHA Board members were present and had the ability to communicate simultaneously.

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

Mark Spitzer made the motion to adopt the April 14, 2020 virtual meeting agenda, as presented. With a second by Dr. Chip Buckwell, the motion passed 9:0.

#### **APPROVAL OF THE MINUTES**

Dr. Lara Pons made the motion to approve the minutes of the April 14, 2020 regular meeting minutes and the April 14, 2020 Closed Session Meeting Minutes, as presented. With a second by Dr. Buckwell, the motion passed 9:0.

#### **REPORTS**

##### **2019 State of the County Health Report**

Marcella Beam, Chief Community Health Officer/Healthy Cabarrus Executive Director, presented the 2019 State of the County Health Report. She reviewed with the Board priority health issue updates on action plan progress and outcomes, including substance use new strategies and interventions; mental health, childhood overweight and obesity. The report included mortality and morbidity data for Cabarrus County and the state of North Carolina and Marcella concluded the report with emerging issues, new initiatives, and next steps. Marcella stated that the 2019 SOCH Report will now be shared with our elected municipal officials and the Cabarrus County Commissioners, as the first step in the process to disseminate this report throughout Cabarrus County.

## **Certificate of Achievement for Excellence in Financial Reporting**

Sue Yates, Chief Financial Officer, proudly shared the Certificate of Achievement for Excellence in Financial Reporting recently presented to the Public Health Authority of Cabarrus County by the Government Finance Officers Association for its comprehensive annual finance report for the fiscal year ended June 30, 2019.

## **Financial Summary Report (for period ending 4/30/2020)**

Sue also reviewed the Financial Summary Report for period ending 4/30/2020. She noted that CHA is keeping appointments down in Dental and Clinical services at the current time, but we are also working to get Telehealth and Teledentistry up and running. She noted that Administration hopes to get services back at capacity, as soon as possible. She also reviewed the expenses for maintaining payroll bi-weekly as whole during COVID-19.

## **CONSENT AGENDA**

### **Budget Revisions**

Sue Yates reviewed budget revisions with the Board. She noted that the Medicaid Cost Settlement came in higher than predicted, by \$400,000. This reduced the budget by \$130,000 due to the MCS increase and D&C services. Dr. Kim Dehler made the motion to approve the Consent Agenda as presented. With a second by Mark Spitzer, the motion passed 9:0.

## **BUSINESS AGENDA**

### **Finance Policies**

Sue Yates reviewed the finance policies individually for review or revisions. They included:

- Public Health & Primary Care Services Eligibility Policy (minor changes)
  - Third Party Confirmation Letter Instructions – English (review only; no changes)
  - Third Party Confirmation letter Instructions – Spanish (minor changes)
  - Financial Policy & Assignment of Benefits (review only; no changes)
  - Glossary (minor changes)
- Reserve Policy (review only; no changes)
- Dental Clinic Fee Policy (Review only; no changes)
- Public Health Primary Care Services Debt Management Policy (minor changes)
- Dental Clinic Debt Management Policy (review only; no changes)

She explained that these finance policy changes included some URL link updates, or addressed the 20% employee discount, but basically all involved wording changes only.

Dr. Buckwell made the motion to approve the Finance Policies (Reviews and Revisions) as presented. With a second by Steve Morris, the motion passed 9:0.

## **Public Participation in Community Health Improvement**

Erin Shoe, Chief Operating Officer, explained that this is a policy that is presented to the Board for review, annually. This policy states how our community can participate in the health improvement process. She stated that there were no revisions for 2020. Dr. Pons made the motion to approve the policy as presented. With a second by Dr. Buckwell, the motion passed 9:0.

## **COVID-19 Staffing Update**

Erin Shoe presented the COVID-19 staffing report to the Board. She reviewed Cabarrus County data trends, and shared that updates have been provided on the CHA Website since March 13, 2020. She reviewed the most current data on confirmed COVID-19 cases in Cabarrus County, and discussed the re-opening metrics. Erin also noted that there had been a slight uptick on COVID-19 symptom-like cases over the past 14 days. She noted that long-term care facilities have been the most vulnerable. Environmental Health staff have been reaching out, utilizing best practices, fielding calls. Going forward there may be time for stop and visit calls. Tom Kincaid added that it's better to catch COVID-19 early vs later, to be proactive vs. reactive.

Dr. Bonnie Coyle reviewed testing results over the past 14 days. Each week there are a number of new cases. But we want two weeks of a downward trend. This would represent a positive outcome and indicate to us that we are moving in the right direction. She noted that there were 4 COVID-19 hospitalizations as of May 12<sup>th</sup>, added that if the hospital reaches capacity, we will have a crisis. Dr. Coyle stated, "We have reached our peak of 20. Now seeing a steady decline, a good downward trend. As with other chronic illnesses, it is interesting for CHA to see and analyze trends." Dr. Coyle announced that the plan is to provide testing to 700-800 citizens weekly, with primary testing sites being at Atrium Health – Cabarrus, Novant Health, Cabarrus Health Alliance and Cabarrus-Rowan Community Health Centers. She added that CHA was at the Kannapolis YMCA on May 12<sup>th</sup> and Atrium Health - Cabarrus was at Central Cabarrus High School. Thursday May 14<sup>th</sup> CHA will be at A. L. Brown High School, and Friday, Atrium Health will be at Living Waters Church of God. Dr. Coyle also shared that COVID-19 drive-up testing will soon begin at Cabarrus Health Alliance, by appointment. Patients will remain in their vehicles to decrease traffic inside the building. Dr. Pons asked if citizens have to be symptomatic for testing. Erin Shoe responded that if citizens want a test, or have been exposed, they can get a test, even if asymptomatic. Chairman Mack inquired about the turn-around time for test results. Erin Shoe responded that it is 24 hours or less for Atrium Health and < 48 hours for Lab Corp. Chris Bowe added that LapCorp has done a remarkable job throughout this pandemic. He also stated that Atrium Health – Cabarrus and CHA, working together through this, has been a good partnership.

#### **Preliminary Budget FY 2021**

Sue Yates reviewed the preliminary budget FY2021. The budget message summarized the total budget of \$21,139,274, the contribution amount requested from Cabarrus County, and other position funding request for additional school health nurses and Communicable Disease personnel. Board members were requested to send any questions or concerns they have about the FY2021 budget to her. The FY21 budget will be on the June 9, 2020 Board meeting agenda for adoption.

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

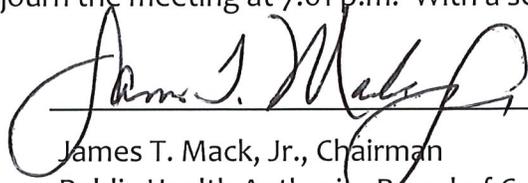
Chairman Mack called for informal public comments/speakers from the floor. There were none.

#### **ANNOUNCEMENTS**

Chairman Mack announced that Dr. Tedra Claytor's second term on the Public Health Authority Board will end on June 30, 2020, and she has chosen not to return due to additional administrative responsibilities at Atrium Health – Cabarrus. He noted that we are currently looking for a Board representative with education and background in the field of Infectious Disease to fill this vacancy. Dr. Lara Pons' term also ends on June 30, 2020, and she has already submitted her application for re-appointment.

#### **MOTION TO ADJOURN**

There being no further business to come before the Board, Chairman Mack asked for a motion to adjourn. Tom Kincaid made the motion to adjourn the meeting at 7:01 p.m. With a second by Dr. Kim Dehler, the motion passed 9:0.

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

ATTEST

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