



Public Health Authority of Cabarrus County
Board Meeting Minutes
June 9, 2020

A regular meeting of The Public Health Authority of Cabarrus County Board of Commissioners was held on Tuesday, June 9, 2020 at 5:30 p.m. in the Board Room at Cabarrus Health Alliance, 300 Mooresville Road, Kannapolis, NC.

In response to the State of Emergency declarations related to the spread of Coronavirus 2019 (COVID-19) and to limit physical interaction to slow the potential spread of COVID-19, The Public Health Authority of Cabarrus County meeting was held electronically via GoTo Meeting®

Members Present: James T. Mack, Jr., Chairman – physically present

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

Staff Present: Dianne Berry Dr. Bonnie Coyle
Erin Shoe Ryan McGhee
Sue Yates

CALL TO ORDER

Chairman Mack called the meeting to order at 5:40 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. He noted that Dr. Claytor and Dr. Pons had logged in on the public side, so they had audio capability only.

ADOPTION OF THE AGENDA

Dr. Kim Dehler made a motion to approve the agenda. The motion was seconded by Mark Spitzer and approved by unanimous vote.

APPROVAL OF THE MINUTES

Tom Kincaid made the motion to approve the May 12, 2020 regular meeting minutes. The motion was seconded by Dr. Kim Dehler, and approved by unanimous vote.

REPORTS

Financial Summary Report

Sue Yates, Chief Financial Officer, presented the Financial Summary Report for period ending 5-31-20. She stated that she is doing her best to project what funds will be needed by end-of-year. She noted a \$300,000 loss from COVID-19 response, but stated FEMA funds will help our numbers.

CONSENT AGENDA

Budget Revisions

Sue Yates reviewed budget revisions with the Board, which is mainly aligning with funds. She noted that the changes are due to either an increase or decrease in a funding source, a new source of funding, or realignment of revenues and/or expenses. Dr. Kim Dehler made the motion to approve the Consent Agenda. The motion was seconded by Dr. Tedra Claytor, and approved by unanimous vote.

BUSINESS AGENDA

Results Based Accountability Performance Measures Update

Ryan McGhee, Chief Technology Officer, noted that the initial Results-Based Accountability Measures were presented on January 14, 2020 and revisited for approval at the February 11, 2020 Board meeting. Board members who shared concern about measures were contacted to ensure that CHA programs are capturing adequate performance measures to report to the Board. Ryan noted that with Dr. Kim Dehler's input in meeting on two different occasions as the team working on this looked at program and population indicators, these new revised measures for Dental were established. Board members offered ideas to how to measure data, including diagnosis codes, and number of kindergarteners with tooth decay during Kindergarten screenings. Erin Shoe stated that we could start with SY 2020-21 with kindergartners, but it would take the entire first quarter to get all screenings completed. Dr. Chip Buckwell made the motion to approve the revised Accountability Performance Measures for Dental. The motion was seconded by Chris Bowe, and approved by unanimous vote.

RULE MAKING AND ADJUDICATION FOR PUBLIC HEALTH AUTHORITY BOARD

Erin Shoe, Chief Operating Officer, stated that is an annual policy review. She reminded the Board that they are a rule-making Board. She noted that we already have a rule in force regarding prohibiting the use of tobacco products on Government grounds and parks. She noted that there are no changes to this policy, but an annual review and approval by the Board is required. Tom Kincaid made the motion to approve the Rule Making and Adjudication for Public Health Authority Board policy. The motion was seconded by Dr. Chip Buckwell and approved by unanimous vote.

FURLOUGH UPDATE AND 60-DAY PLAN

Erin Shoe provided an update to the Board on COVID-19 response efforts, and a snapshot of impact to the agency. She noted that we were encouraged teleworking wherever possible, and we have continued temperature checks and symptoms screens at both CHA – Kannapolis and Concord Dental/Dream Center. Face coverings have been required in meeting rooms along with adherence to social distancing rules. Masks are provided to those who don't have one. She noted that the Executive Management Team has created a policy, which will be e-mailed out on June 10, 2020. Erin noted that all CHA departments are seeing in impact. The CHA Dental Clinics are starting to ramp back up, and using the portable dental equipment that's normally used in the schools to add two additional 2nd floor Dental operatories and one additional Dental operator in WIC. Erin noted that we are excited about these new strategies for treatment.

- Erin also announced that Family Care Coordination staff are all set up to do everything from home, as
- COVID-19 staff are using their work spaces. She added that we are working on better technology for this Department to be able to continue to work from home.
- Vital Records continues to be drop-off only since March 20th. In July, we hope to resume in-person services, but that will be based on COVID-19 data at that time.
- Erin noted that the decision was made back on March 20th that the Syringe Exchange Program (SEP) needed to continue, so we temporarily moved the location. Increased utilization of this

program has increased significantly over the last few months. Other staff, including some School Health Nurses, assisted in the program during this time. The SEP was moved back to the Care Center the week of June 1, 2020.

- In Kannapolis Clinical Services, Pediatrics was scaled back. Triage from home, beyond the 8 am – 5 pm schedule. In June/July, we will be ramping back up. But still considered PPE. How much are we utilizing? Will we have enough?
- Women’s Health – scaled back non-emergency visits. One RN was reassigned for COVID-19 response. We will be ramping up Women’s Health appointments within the next week.
- Communicable Disease has continued. Erin noted that they have a great core team who has kept things rolling along. Elective procedures will start in June/July.
- Health Promotions (School Engagement/Healthy Cabarrus) has continued virtual meetings. Marcella Beam and Sandra Torres are working on meeting for < 10 people present.
- Erin stated that she hopes that in June/July, we will have a better sense of normalcy.
- She added that next, CHA will be meeting with the public schools for fall planning. Will we see a surge in COVID-19 cases this fall?
- Environmental Health stopped restaurant inspections back in March, but onsite (Septic Tanks, Wells, etc.) has seen no changes. Pool permits have continued. Staff is expecting an explosion of temporary food establishment permits in coming months.

Erin concluded that Dental has seen the largest impact. 15 Dental employees were furloughed and some under Emergency FMLA. TeleDentistry was adopted. Erin thanked Dental Director Janie Woodie and Dr. Elly Steel for being the catalysts to put this into place.

COVID-19 UPDATE

Dr. Coyle reviewed her COVID Re-Opening Update and plans from March – July in each CHA department. What’s next? Will we see a surge this fall? Are we in a surge right now? She also shared Cabarrus County data trends. She stated that from 6/3/20 – 6/9/20, Cabarrus County had 100 new cases. Last week was the greatest number in one week, to date. She reminded the Board that it takes two weeks for symptoms to show up, so it’s not a surprise. People are not practicing the 3 W’s. (Wear a cloth face covering; Wait 6 ft apart. Avoid close contact. Wash your hands often or use hand sanitizer). Dr. Coyle stated there had been 25 deaths, ages 21 to 103. Many younger people are getting infected. Hospitals are kicking up again. There are 8 hospitalized locally as of today. 406 have recovered. Active cases are increasing, and these are not long-term care patients. She stated that the upshift makes her nervous. Mark Spitzer asked if the data is not related to the # of tests. She added that World Health Organization (WHO) originally said patients are not spreading COVID-19, but now they think otherwise. Dr. Coyle stated that shelters are available for COVID-19 positive patients, but they have not been needed. Dr. Coyle stated that CHA will be conducting on-site COVID-19 testing ongoing. “We want to find them and test them. If we have too much spread, too fast, we will overwhelm the hospital. The max is 20. There are now 8. But the numbers are creeping up.” Tom Kincaid stated that in Long-Term Care, staff work in more than one facility. We need to know which long-term care facilities have COVID-19 to avoid cross-contamination. Is that possible?” Erin Shoe responded that there is a state report updated every Monday and Thursday. She said she would send out the link on Wednesday. Dr. Coyle stated that the state wants 100-120 tests done daily. CHA is hitting that target. She noted that Atrium, Novant, and Cabarrus-Rowan Community Health Centers are also testing. We are offering testing to reach minority populations, who are most likely to become infected and have no access to care.

Dr. Coyle stated that CHA School Health Nurses are helping. Some are working all summer with contact tracing. They have all finished up SY 20. It’s starting to stretch our staff’s capacity. She noted that PPE and N95 supplies are low, but we are keeping an eye on this.

Dr. Coyle concluded, “The Cabarrus County COVID-19 Score Card is tipping in the wrong direction. The next few weeks will be telling. But we have to have those difficult conversations.”

PUBLIC HEARING ON FY2021 BUDGET

ADOPTION OF THE FY 2021 BUDGET

Chairman Mack opening the floor for the public hearing on the FY2021 budget. He noted that the preliminary budget was presented to the Board at their May 12, 2020 meeting. He announced that in accordance with GS 166A-19.24 and the 24 hour requirement for public hearings held remotely, members of the public will have the opportunity to submit comments on the FY2021 CHA budget by calling (704) 920-1915 to leave a voicemail, or by emailing PublicComment@CabarrusHealth.org. The Board will then reconvene on Thursday, June 11, 2020 at 5:30 pm for the purpose of adopting the FY21 budget.

ADOPTION OF THE FY 2021 BUDGET

Sue Yates presented Highlights on the FY2021 Budget. She pointed out the following:

The Medicaid Settlement \$1,275,706 was budgeted. \$1,651,038 was received in FY20

- Merit increases budgeted at an average of 3% for 10.5 months; approximately cost \$224,738
- Health Insurance rate increase 4.5% to \$6,903 per full-time employee
- NC Local Governmental Retirement (employer contribution) rate increased to 10.2% from 8.99%

She reviewed new budget requests to Cabarrus County for FY21:

- One new elementary school opening fall 2020
- One new high school opening fall 2020
- Increase Mary Frances Wall School Nurse to full-time
- Increase part-time School Nurse to full-time
- County's 40% share of increase in School Nurse hours and benefits

Sue also reviewed a new budget request to Cabarrus County for FY21:

- CHA seeking funding for a full-time Preparedness Coordinator. Position now includes COVID-19 response along with multiple county collaborations. Previously, the County had funded 60% of this position, with the other 40% supported by a contract with Rowan County. (Rowan County is requesting a full-time position as well for FY21)

And Sue reviewed additional funding request to Cabarrus County for Preparedness for COVID-19 Response:

Total expenses March 2020- April 2020

- \$369,539.77
 - \$30,970.54 supplies
 - \$338,569.23 personnel

Total expenses anticipated May 2020 – December 2020

- \$625,536.23 personnel needs
 - Summer – 8 school nurses, 1 dental staff person, 1 epidemiologist, 20% of public relations/social media personnel
 - August thru December – 2 full-time nurses, 2 part-time nurses, 3 screeners, 1 processing assistant, 3 call center staff, 1 epidemiologist, 20% of public relations/social media personnel; a portion of the preparedness coordinator who is partially funded for next year

ANNOUNCEMENTS

Public Health Director Annual Performance Review (Timeline)

Chairman Mack stated that since Dr. Coyle just joined Cabarrus Health Alliance full-time on April 10, 2020, the plan would be different for her FY20 Performance Evaluation by the Board. In the interim period of June 9 and August 11, she will be reaching out to each individual Board member to hear their recommendations for FY21 goals. At the August 11, 2020 Board meeting, Dr. Coyle will present her goals for FY21 and review her work to date as the new Public Health Director, and identifying challenges she sees that need to be addressed in the coming year. At that time, the Board will review and approve her FY21 goals.

RECOGNITION OF DR. TEDRA CLAYTOR

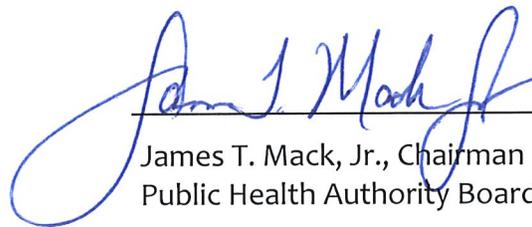
Chairman Mack announced that this would be Dr. Tedra Claytor's last meeting as a member of The Public Health Authority Board. Her appointment term ends on June 30, 2020. He thanked Dr. Claytor for her service to the Board from June 16, 2014 – June 30, 2020, for serving as a Cabarrus Health Alliance Board member and as Board Vice-Chair. He stated that Dr. Claytor was send a token of appreciation from Cabarrus Health Alliance and the Public Health Authority Board. Other Board members echoed Chairman Mack's remarks:

- Mark Spitzer: "Sorry you are leaving. We enjoyed our time. You have contributed to this Board significantly."
- Steve Morris: "I echo that. We will miss your expertise. From both the Board of Health and Cabarrus County."
- Tom Kincaid: "I echo all those comments. You will be missed."
- Dr. Chip Buckwell: "6 years is a legacy. Thank you for your service."
- Erin Shoe: "Thank you Dr. Claytor. Communicable Disease appreciates you answering their calls. And we are excited to still be able to have that working relationship."
- Dr. Lara Pons: "I have enjoyed working with you. Thank you for all you are doing thru COVID-19. We will miss you a lot!"
- Dr. Kim Dehler: "I have always heard good things about you. Thank you very much."
- Chris Bowe: "I echo all counts. Sorry I didn't get to know you better."

Thank you, Dr. Claytor, for making a difference to Public Health and the citizens we serve. Dr. Claytor thanked the Board and CHA administrators for their comments.

MOTION TO CONTINUE MEETING

At 7:16 pm, Mark Spitzer made the motion to continue the meeting until Thursday, June 11, 2020 at 5:30 p.m. in order to comply with NC General Statue GS 166A-19.24 regarding public hearings and public comments 24-hour requirement for virtual meetings. The motion was seconded by Tom Kincaid 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