



Public Health Authority of Cabarrus County
Board Meeting Minutes
February 9, 2021

A regular meeting of The Public Health Authority Board was held on Tuesday, February 9, 2021.

Chairman James T. Mack, Jr., conducted the meeting from the Board Room. Board members participated electronically via Microsoft TEAMS.

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

Members Present: Chris Bowe
Dan Hagler, MD
Kimberly Dehler, DDS
Lara Pons, MD, Vice-Chair
Mark Spitzer
Steve Morris

Members Absent: Dr. Chip Buckwell
Tom Kincaid

Staff Present: Betty Foh, Dianne Berry, Dr. Bonnie Coyle, Dr. Steve Cathcart, Erin Shoe, Julia Patterson, Marcus Misenheimer, Megan Shuping, Ryan McGhee, Sue Yates, Suzanne Knight

CALL TO ORDER

Chairman Mack called the meeting to order at 5:34 pm, and offered the invocation.

ADOPTION OF THE AGENDA

Steve Morris made a motion to approve the agenda. The motion was seconded by Mark Spitzer.
Approved 7:0.

APPROVAL OF THE MINUTES

Dr. Lara Pons made the motion to approve the January 19, 2021 regular meeting minutes. The motion was seconded by Chris Bowe and approved 7:0.

REPORTS

Financial Summary Report (6 months ending 1/31/21) was presented by Sue Yates along with CHA Snapshot (1/31/21) and Variance Analysis Year-to-Date. She stated that a new Dentist has been hired and a current Dentist has resigned effective 2/17/21. She explained that the differences in the Variance Analysis Year-to-Date are due to COVID. Sue stated that she hopes to hear from the state soon regarding additional funding for COVID efforts.

Dr. Bonnie Coyle presented the Health Director's Report. She shared updates and information on each department within CHA, Board of Health updates, and information at the Local, State and National levels on public health and future training opportunities for CHA Board of Health members through NALBOH. Dr. Coyle discussed COVID Response efforts. She stated that all CHA staff members participate in the vaccination efforts. She recognized Julia Patterson, RN, for her work in COVID scheduling, and her coordination efforts to ensure that CHA services continue for our patients. Dr. Coyle also stated that the COVID call center receives hundreds of calls per day for

appointments, and the entire team is hustling. She stated that support from the community has been tremendous. And although CHA has received no additional funds from the state, we should be hearing more by February 19th. Dr. Coyle thanked Chairman Mack and his wife for volunteering, and Mark Spitzer for volunteering several times at a COVID vaccination events at Cabarrus Arena. She also recognized Dr. Lara Pons who comes to assist in vaccinating every time she's not working at the hospital. She thanked all CHA Board members. And she noted that 40-50% of our staffing at COVID events are volunteers and volunteer providers and praised this community for their strong show of support. She mentioned the physician's volunteering along with advanced practitioners, and thanked Dr. Lara Pons and Dr. Kathleen Wolner for volunteering the most hours. Dr. Coyle also recognized Tom Kincaid and Caremoor Retirement for sponsoring a recent lunch at the arena. She noted that we want to make sure staff and volunteers get a good lunch each time they are at the arena. Dr. Coyle reminded the Board that NALBOH is offering an in-person public health board training in Grand Rapids, Michigan August 1-3, 2021. She promised to continue to provide updates on this training if there is interest. Dr. Coyle also discussed advocacy efforts, and Congressman Richard Hudson's recent visit to Cabarrus Arena and his efforts to provide additional funding to support long-term vaccination planning and execution, and flexibility to vaccinate education staff members now. Dr. Coyle also mentioned lunch sponsors and provided a list for all sponsors from January 19 – end of February. She noted that the community has really stepped up, and thanked all our sponsors as well as our local restaurants who are giving us marked discounts to stretch our funding dollars. She also thanked all the other sponsors who have dropped off cases and cases of bottled water, snacks, and any other items that have been requested.

COVID Update

Dr. Coyle stated that we are up to 17,132 cases in Cabarrus County since March 2020. She shared statistics on weekly cases as of January 23, 2021, a report on weekly positive test results and number of daily hospitalizations. Erin also shared graphs on vaccine tracking and first doses administered by demographics. She reviewed the number of vaccinations administered by Cabarrus Health Alliance to date, the vaccine groups vaccinated, and the latest research from NCDHHS. Erin shared metrics to determine if we are moving in the right direction, and Cabarrus' commitment to Control COVID-19 and recommendations for municipalities, businesses and schools. The report include advocacy efforts to date from a recent visit by Congressman Richard Hudson, and she recognized our providers who have volunteered countless hours at our vaccine clinics. Erin concluded the report with a list of lunch sponsors and other donations to date.

Mark Spitzer encouraged every CHA Board member to go out to the arena and volunteer. He stated that he has volunteered on several Fridays and it's very uplifting. He asked about our community of color who have been hit the hardest and underrepresented in the number of COVID vaccinations administered to date. He asked, "What can we do as a Board to help calm their fears? We need your guidance. How can we get them vaccinated?" Erin Shoe responded that she has been meeting with El Puento Hispano, and they will have a soft launch next week. Also assisting in these efforts will be Sandra Torres of El Puento Hispano and we will be reaching out to the Forest Hill Latino Free Clinic. Erin stated that the COVID team is also working with African American churches through the Parish Nurse program, and noted that we'll be seeing a mobile COVID vaccination bus traveling around very soon. Also, the Community Health Centers are newly approved COVID vaccinations, and those clinics serve a lot of minorities. CHA is also working with Davita Dialysis to transfer the COVID vaccine to them, for the high minority popular they serve. Erin stated that many are coming together to make sure no one is missed. And for the homebound, a soft launch take place on Friday, February 12 while we work with local transportation providers to bring those patients to CHA. Erin concluded that many initiatives are ongoing to make the vaccine available to all.

Clinical Services Strategic Plan and Scorecards

Clinical Services Strategic Plan and Scorecards was presented by Suzanne Knight, Julia Patterson and Marcus Misenheimer. Suzanne reviewed the goals to create a public facing data repository for Women's Health, Pediatrics and Medical Records to inform the community and enhance decision making for Pediatrics and Women's Health by the end of fiscal year 2021. She also shared their goal to transform our workplace to be inclusive and equitable for employees from marginalized and underrepresented communities by developing internal and external practices, programs and policies that achieve equity. She discussed the SUN Clinic, which by the end of fiscal year 2022 will continue to provide exceptional maternal health services to women who use substances and she reviewed the action steps, metrics and measures. Goals also included Aligning and integrating public health program to address social determinants to health by utilizing screenings to be administered by all front line staff and to determine a tool that works in each clinic (Pediatrics, Women's Health/Communicable Disease), training all clinical staff on the SDOH tool, and using the SDOH screening tool to refer through NC Care 360. Julia Patterson noted that by FY 2022 clinical programs will increase NC Care 360 usage by 60% to make referrals and track success. Action steps will include assessment of time commitment to oversee referral process (patient navigator/Community Health Worker); Identifying a working model for patient referral and scheduling, and coordination with Lifestyle Medicine. Goal 4 is to expand CHA capacity to include alternative service delivery and outreach models that improve access to care. Marcus Misenheimer noted that includes hiring a Community Health Worker (Disease Intervention Specialist) by FY 2022 and by FY 2024, re-establishing the Centering Pregnancy Program to improve disparity gap in Infant Mortality Rates (IMR) in Cabarrus County.

Family Care Coordination Strategic Plan and Scorecards

Megan Shuping stated that Goal 1 will be to create a public facing data repository to improve the community and enhance decision making. The objective was for the FCC Scorecard to be live on the CHA website by January 2021. She shared action steps, the metric/measure and the champions behind this. Goal 2 is to use an equity lens for data collection, analysis, use and dissemination. She stated by that fiscal year 2023, FCC will develop real time demographic reporting for all active cases to ensure care management services are available and utilized throughout the county. Megan also stated that by fiscal year 2023, Triple P data collected from individual practitioners will improve to 65% of practitioners using the demographic tracking tool and also by 2023, 75% of Project MORE participants will report demographics to promote services to additional areas if service gaps are identified. In order to ensure equitable access to services, programs, opportunities and information, Megan stated that by fiscal year 2022, 90% of materials for bilingual/bicultural clients will be available. And by fiscal year 2025 90% of CMARC and CMHRP cases with immigration status issues will receive wrap-around services. Also Meghan shared with by fiscal year 2022, FCC will develop a process for assignment of bilingual/bicultural staff to provide direct services based on needs of individual programs, by hiring bilingual/bicultural staff, maintaining staff with a bilingual/bicultural lens, and carrying out a documented implementation plan. She also shared that Goal 3 will involve expanding and maximizing community partnerships to effectively address social determinants to health. By fiscal year 2025, FCC will fully utilize NC Care 360 to make referrals, track success and assess needed resources in Cabarrus County. This will involve completing the online registration for programs to be included in the NC Care 360 platform which includes pregnancy care management (CCMRP), early childhood care management, (CMARC) and Project More. Staff will then be trained to send and receive referrals. FCC staff will utilize NC Care 360 and conduct a mid-year assessment. Goal 4 is to expand CHA capacity of include alternative service delivery and outreach models that improve access to care. Megan stated that by fiscal year 2025, Project MORE will incorporate at least two supplemental grants to ensure funding and capacity for Hispanic/Latin-x population by collaboration with Pregnancy Care Management, increasing referrals, increasing parent's knowledge of their child's emerging development and age-appropriate child development.

CONSENT AGENDA

The Budget Revisions were presented by Sue Yates. She noted that the increases were to align budgets with actuals. She noted that some funds were received from North Carolina for COVID response. Mark Spitzer made a motion to approve the consent agenda. The motion was seconded by Dr. Kim Dehler. Approved 7:0.

BUSINESS AGENDA

CHA Strategic Plan 2020-2025

Betty Foh presented the final version of the CHA Strategic Plan 2020-25 to the Board. She pointed out some updates in the industry section and noted that the word *competitors* was changed to *collaborators*. She requested approval of this final version by the Board. Chris Bowe made a motion to approve the CHA Strategic Plan 2020-2025 as presented. The motion was seconded by Mark Spitzer. Approved 7:0.

Personnel Policy Revisions

Dr. Steve Cathcart presented revisions to the CHA Personnel Policy. He noted that some of the changes were just in wording making it more gender neutral language. But that the major changes were in Bereavement Time which formerly was only 3 days using Sick Leave was increased to five (5) days bereavement for death. He noted that this policy change shows more 'heart' for employees, and if more time is needed more leave time is encouraged, and employees just need to work with their supervisor. A new maternity/paternity leave policy was presented which allows 3 weeks of paid leave upon the birth of a child, which replaced the policy that allowed new parents to bring their newborn to work. He noted that this 3 weeks would run with 12 weeks of approved FMLA, with CHA paying salary for 3 weeks, but FMLA leave would still be limited to only 12 weeks/ 480 hours. Dr. Cathcart that this this change would provide more equity for all, including our new fathers at CHA. Other changes included emergency appointments by the CEO, progressive discipline which was streamlined to a 4-step process, with the removal of pre-disciplinary. Also, the non-solicitation policy was ratified to be permitted, as long as an employee's action does not interfere with work. Dr. Cathcart noted that all the major highlights for changes to the CHA Personnel policy were emailed out to the Board for review in an Excel spreadsheet. Mark Spitzer asked Dr. Cathcart if he had rolled out these personnel policy revisions yet to staff and what was their reaction. Dr. Cathcart stated that he shared the changes with the CHA Leadership Team and supervisors last week, and there was positive response. He stated that once the Board approves, these changes will be community with staff. Dan Hagler made a motion to approve the Personnel Policy revisions are presented. The motion was seconded by Christ Bowe. Approved 7:0.

Policy Reviews/Revisions

Dr. Steve Cathcart reviewed the Whistleblowers Policy & Reporting and Conflict of Interest Policy. He noted that these policies had been moved from Finance to Human Resources and both are reviewed and approved by the Board annually. He also noted that there were no changes made to either policy and both are for review and approval, only. Dr. Pons made a motion to approve the Whistleblowers Policy & Reporting and Conflict of Interest Policy. The motion was seconded by Mark Spitzer. Approved 7:0.

FY 22 Strategic Budgetary Items

Dr. Bonnie Coyle and Sue Yates reviewed with the Board the list of new budget requests planned for FY2022. They included:

Environmental Health – On-Site Position

Request from the County, will need to request vehicle as well
\$75,000 for salary and fringe; \$22,000 for vehicle

Human Resources – Learning Management System

Funding will come from other CHA revenues - \$22,000

Syringe Service Program – Supplies for program not approve with grant state dollars

Funding will come from other CHA revenues - \$10,000

School Health Director – Director to oversee the School Health Program

Request funds from the County - \$165,000 salary and fringe

School Health – New electronic medical records system

Request from the County - \$84,400

Population Health – Epidemiologist, Communicable Disease

Request from the County - \$98,145 salary and fringe

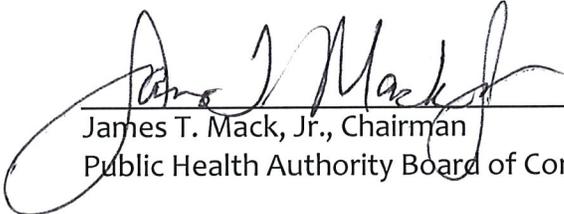
Dr. Coyle stated that these are the main areas where we are looking to identify new funding to move forward. She asked the Board if there were any questions. Chris Bowe asked why we don't have a School Health Director already. Dr. Coyle replied that the position was structured this year and we reorganized the School Health program in general, joining two programs. Chris Bowe asked about the EMR system for School Health and if there would be ongoing annual fees. She acknowledged that there will be ongoing annual fees for the new EMR system.

ANNOUNCEMENTS

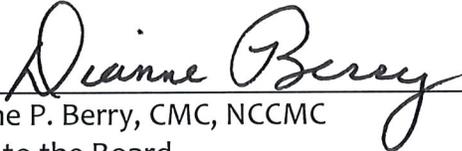
Chairman Mack reminded Board Members that the next regular meeting is scheduled for Tuesday, March 9, 2021 at 5:30 pm. He thanked the CHA Team for all they are doing. He stated that he had an opportunity to work at the Arena during a COVID vaccination clinic and everyone is doing an excellent job.

MOTION TO ADJOURN

There being no further business to come before the Board, Dr. Dan Hagler made a motion to adjourn The meeting at 7:12 p.m. The motion was seconded by Mark Spitzer. Approved 7:0.


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

ATTEST


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