



Public Health Authority of Cabarrus County  
Board Meeting Minutes  
May 11, 2021

A regular meeting of The Public Health Authority Board was held on Tuesday, May 11, 2021.

The meeting was held in the Cabarrus Health Alliance Community Rooms. The meeting was live streamed on YouTube. Several members joined the meeting via Microsoft TEAMS.

Members Present on-site: James T. Mack, Jr., Chairman  
Lara Pons, MD, Vice-Chair  
Mark Spitzer  
Steve Morris  
Dr. Chip Buckwell

Members Present via TEAMS: Chris Bowe  
Dan Hagler, MD  
Kimberly Dehler, DDS

Members Absent: Tom Kincaid

Staff Present: Dr. Bonnie Coyle, Dr. Steve Cathcart, Erin Shoe, Ryan McGhee (moderating online streaming), Sue Yates, Marcella Beam, Melanie Grafals, Tracy Adams, Kristin Klinglesmith, Kevin Shanus

#### **CALL TO ORDER**

Chairman Mack called the meeting to order at 5:42 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 6:0. (not all board members were present when meeting began)

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

Steve Morris made the motion to approve the April 13, 2021 regular meeting minutes. The motion was seconded by Dr. Chip Buckwell. Approved 6:0.

#### **REPORTS**

**Financial Summary Reports** – CHA Snapshot, Financial Summary Report, Variance Analysis Year-to-Date

Sue Yates shared the three financial monthly reports starting with the snapshot. Dental continues to be yellow based on the decrease in services as an impact from COVID; recruiting for a dentist due to a resignation. Analysis report shows two main differences from last year due to COVID response funding. Final report shows forecast for remainder of the year. CHA is forecasted to end the year in the positive. CHA is billing for vaccines; vaccine reimbursement is higher than it was months ago. Medicaid Cost Settlement has been submitted to the state and anticipate hearing from them in June with final numbers. No questions regarding financial reports.

### **COVID-19 Update:**

Erin Shoe provided an overview of COVID efforts and response. All metrics are improving. Ms. Shoe shared future vaccine clinic plans and how to continue to encourage individuals to receive a vaccine. Board member Mark Spitzer asked about specific groups who may be vaccine hesitant/reluctant.

### **Health Directors Update:**

Dr. Bonnie Coyle provided a Health Directors update including COVID vaccine billing, Hep A case increase, Medicaid Transformation, PHAB updates, Racism is a Public Health Crisis proclamation updates, and House Bill 558. The group discussed educating representatives about the consequences of this bill and prohibiting the requirement of all vaccines. Board members asked Dr. Coyle for speaking points so they can reach out to representatives to advocate against this bill that is dangerous to public health.

### **Healthy Cabarrus & Marketing Strategic Plan Reports:**

Marcella Beam presented the Healthy Cabarrus Strategic Plan including goals, action steps, metrics, champions, and dates. Ms. Beam shared steps that have already begun including meetings on housing. Ms. Beam elaborated on action planning retreats that have taken place and are scheduled. Ms. Beam will be creating a Social Determinants of Health training for Healthy Cabarrus' Advisory Board and additional community groups. The board had no questions related to this strategic plan.

Melanie Grafals presented the Healthy Foods (Wal-Mart grant) strategic plan. Ms. Grafals shared plans to collect data, coalition activity, successes of pilots, and integration of social determinants of health strategies into program activities.

Tracy Adams reviewed the strategic plan for marketing/communications. Ms. Adams shared that CHA is formalizing marketing efforts in order to maximize branding efforts and marketing budgets. Ms. Adams shared the group is now using a request system to track requests.

Kristin Klinglesmith reviewed the strategic plan for Substance Use/Syringe Exchange. She shared upcoming legislation that is concerning to the continuation of the program. Ms. Klinglesmith shared the adoption of NC Care 360 for referrals, using the 'Are You Better Off' survey, and the turn the curve activities. Dr. Chip Buckwell asked for more information about Senate Bill 607 so board members can advocate against provisions in the bill that will be harmful to the community.

The board members discussed strategy on approaching legislators. They discussed the benefits of reacting as a group vs. individually; they discussed approaching representatives outside of our area vs. only connecting with our representatives. The group asked Dr. Coyle for information to help advocate for important public health issues. Mr. Spitzer asked if the state had any strategies to help public health or to be aware of legislation that could harm public health. Dr. Coyle informed the board of The Public Health Associations of North Carolina. The association has a new director, Katy Griffin, who has been communicating regularly with health directors.

### **CONSENT AGENDA**

The **Budget Revisions** were presented by Sue Yates. She noted that the changes were to align budgets with actuals. She noted that some funds were received from North Carolina for COVID response. Mark Spitzer asked if COVID costs were covered and Ms. Yates shared that all of our costs are covered thanks to the generosity of the county. Ms. Yates shared that billing receivables related to COVID vaccines were beginning to arrive. The motion to approve the consent agenda was made by Dr. Chip Buckwell and seconded by Steve Morris. Approved 8:0.

## **BUSINESS AGENDA**

### **Finance Policy**

Ms. Yates presented finance policies for review. Many had no changes, this serves as the annual review. The primary change is the requirement for multiple bids for purchases over \$7,500 (this is a change from \$5,000 to \$7,500). The finance policies were approved. Motioned by Mark Spitzer, second Dr. Lara Pons. Approved 8:0.

### **PRELIMINARY BUDGET**

Ms. Yates presented the fiscal year 2022 budget at \$24 million. CHA's request to Cabarrus County is \$9 million. The increase to county is primarily for school health, epidemiologist, and environmental health personnel. CHA presented the request to county commissioners April 19, 2021. Fund balance appropriation consists of CHA's portion of health insurance and hours for school health, information technology infrastructure, clinical services, and to balance the decrease in dental revenue.

The FY 2022 budget includes: \$1.4 million for Medicaid Cost Settlement, merit increases for staff at 3% (average), health insurance as a flat renewal, and an increase in the retirement contribution from 10.2% to 11.38%. Several dental items are included in the fund balance request. No motion required.

#### **FY 2022:**

The Communicable Disease budget is more due to COVID response, Public Health Solutions is increased due to a new grant.

Dr. Chip Buckwell shared that we would not have been able to respond to COVID in many ways had we not had a robust School Health Program. School staff positions were saved, children were able to stay in school because of them, and the logistics of running a school during COVID relied heavily on school nurses in our schools.

#### **Nepotism Policy Revisions:**

Dr. Steve Cathcart presented revisions to the CHA Personnel Policy Nepotism Policy. The board request additional research at the April 2021 meeting. Dr. Cathcart shared that additional language was added to clarify the supervisor-subordinate relationship and to further define a familial relationship. Mark Spitzer made motion, Dr. Chip Buckwell seconded. The board approved the policy change 8:0.

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

Chairman Mack called for comments from the floor. There were none.

### **MOTION TO ENTER INTO CLOSED SESSION**

Dr. Lara Pons made a motion to Enter into Closed Session pursuant to NCGS 143-318.11 (a)(1) to prevent the disclosure of information that is privileged or confidential pursuant to North Carolina Law. Mark Spitzer seconded. Approved 8:0 to go into closed session.

### **MOTION TO RETURN TO OPEN SESSION**

Steve Morris made a motion to return to open session. Mark Spitzer seconded. Approved 8:0 to return to open session.

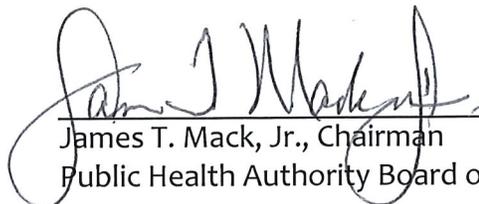
## **ANNOUNCEMENTS**

Mr. Steve Morris shared that Cabarrus County has significant funds to support those needed rent assistance, eviction assistance, and assistance to landlords.

Mr. Mack inquired if new board member information has been sent to commissioners for considerations. Dr. Coyle confirmed that they have. New board members will be at the August board meeting.

**ADJOURN**

There being no further business to come before the Board, Steve Morris made a motion to adjourn the meeting. The motion was seconded by Dr. Lara Pons. Approved 8:0.

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

ATTEST

  
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Bonnie Coyle, MD  
Public Health Director

  
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Minutes Taken by Erin Shoe, MPH