



Public Health Authority of Cabarrus County
Board Meeting Minute
June 8, 2021

A regular meeting of The Public Health Authority Board was held on Tuesday, June 8, 2021.

The meeting was held in the Cabarrus Health Alliance Community Rooms. The meeting was live streamed on YouTube.

Members Present on-site: James T. Mack, Jr., Chairman
 Lara Pons, MD, Vice-Chair
 Mark Spitzer
 Steve Morris
 Dr. Chip Buckwell
 Kimberly Dehler, DDS
 Dan Hagler, MD
 Tom Kincaid (left early)

Members Absent: Chris Bowe

Staff Present: Dr. Bonnie Coyle, Dr. Steve Cathcart, Erin Shoe, Kevin Shanus (moderating online streaming), Sue Yates, Betty Foh, Medjatu Kuyateh, Maddy Turner, Keon Lewis, Rolanda Patrick Forehand

Guests Present: Nancy Litton and Michael Hurlbert

CALL TO ORDER

Chairman Mack called the meeting to order at 5:36 pm, and offered the invocation.

SPECIAL PRESENTATION

A special presentation was made from the Modern Woodmen of America by Nancy Litton and Michael Hurlbert. The Modern Woodmen of America is a financial planning Institution; helps with financial planning. Modern Woodmen dedicates a portion of proceeds back to the community. The two chapters identified the work of CHA as being a hometown hero – 2020 Wonderful. The award includes two stipends - \$100 from 5311, \$100 from 16721. Nancy and Michael shared the matching fundraising events and suggested we partner together for a matching gift in the future! Their goal is to put the seeds back into the community.

ADOPTION OF THE AGENDA

Chairman James Mack shared that the agenda has been amended to remove Item J. Mr. Steve Morris moved to approve as amended. Dr. Buckwell made the second motion. Motion passed unanimously.

APPROVAL OF THE MINUTES

Dr. Chip Buckwell made the motion to approve the open and closed May 11, 2021 regular meeting minutes. The motion was seconded by Mr. Mark Spitzer. Approved 7:0.

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. All areas are in the green aside from Dental Health which is yellow. The summary report shows that end of fiscal year CHA will end in a surplus of \$543,703 (as a reminder, Sue shared that CHA had a loss of \$700,000 last year). We are still waiting on the cost settlement to arrive. The state anticipates providing \$2,400,000 for cost settlement. The variance report compares this year to last year. Last year, CHA did not have COVID vaccine funds or expenses but we did have NCTN funds. No questions regarding financial reports.

Equity Coordinator Introduction

Dr. Steve Cathcart introduced Mr. Keon Lewis introduced CHA Board as CHA's first Equity Coordinator. Keon shared that he is looking forward to being a contributor to the community, the DEI committee, and the proclamation. Mr. Lewis shared items that he has completed so far during his time at CHA. Includes DEI charter, employee feedback line, relationships with HBCU and minority serving institutions to create career pipelines at CHA. Additionally, Mr. Lewis is working with Racial Equity Cabarrus. In the future, he will be creating a health equity webpage, conduct an organizational equity assessment, develop and equity report, and coordinate an annual public health equity conference.

Chairman Mack skipped to the announcements to ensure we were able to present to Mr. Tom Kincaid for his years of service at CHA along with Dr. Chip Buckwell. Chairman Mack thanked both board members for their service and their dedication to improving the health of Cabarrus County.

Quality Improvement and Accreditation Strategic Plan

Betty Foh introduced herself along with two colleagues, Medilynn Turner and Medjatu Kuyateh. Maddy is our CDC PHAP. Medjatu is our Epidemiologist. Betty shared that this is a real team effort. Betty shared her goals for creating a public facing data repository, SharePoint, and data website. 2022 – ArcGIS programming. Mark Spitzer asked about which data set will be used. Betty shared it will be a variety of data sets. 85% of scorecards are built and populated. Betty shared the CHA webpage which will have all of the scorecards. Betty shared goal 2 – focusing on a data equity plan. We realize there is a discrepancy in how we collect our R.E.A.L.L. (Race, Ethnicity, Age, Language and Location) data. Will be providing training for staff, a full epidemiology tool, and focusing on the data pillars of the Racism a Public Health Crisis proclamation. CHA has 15 super users that are updating the scorecards in real time, Healthy Weight, Oral Health, and Tobacco scorecards are being used across the clinical areas to cross-inform their work. Betty shared the team would be attending trainings, evaluating racism as a public health crisis. Aligning and integrating public health programs to address social determinants of health – screening tool to be better informed to assist the program we're working with. Detailed program plan to monitor health outcomes. SDOH and Health Equity 12 month challenge. Data series complete and working with roles to understand how PHAB and NC Accreditation are aligned. Betty shared the topics for the 5 part data series. Culture of quality – population indicator and performance measures – picking each of these for each department for QI projects this year. Goal 5 – recognized as an Academic Health Department – bridging the gap between practice and education and submitting a workforce development plan to meet PHAB standards. Dr. Haglar asked if we receive robust income data. Betty shared that is an area where we are weak. CHA has an opportunity to improve the quality and quantity of data for Cabarrus County. He shared some information about outcomes data, perception of care, and actual outcomes.

Dr. Buckwell challenged the group to start with infant mortality and focus there and it will impact so much more.

Salary Study Results

The salary study was completed May 2021. Dr. Cathcart Reviewed the results and made recommendations for adjustments. Adjustments will be completed in 3 phases

- Phase 1 – Effective July 1
 - No employee will make less than \$17/hr
 - No pay reductions
 - o Adjustments for 2 specific groups
 - Employees on the lower end of the pay scale
 - Employees in hard to fill positions
- Phase 2 to begin by 09/01/2021
 - o Class and compensation restructure – 3 major components to be complete by next fiscal year
 - New Salary bands and job grades implementation – Complete by 05/2022
 - Salary adjustments for higher paid employees – Complete by 07/2022
 - Salary table will be aged in accordance with vendor recommendations
- Phase 3 – Ongoing salary studies
 - o Begin 09/2022 – Complete 03/2023
 - salary studies will be conducted on a 3-year, ongoing basis
 - 1/3 of the organization will be studied every 3 years
 - o Ongoing salary studies and adjustments

The Board agreed with all recommendations.

Admin Asst. Update

The job description for the Senior Administrative Assistant/Clerk to the Board role was presented by Dr. Cathcart. The role will assist senior leadership with administrative duties, act as Clerk to the Board, and supervise front desk staff. The Board agreed to the job description and asked Dr. Cathcart to post immediately.

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 shared a truncated report based on time. Asked the board to review the notes and send questions to her if they have them.

CONSENT AGENDA

The **Budget Revisions** were presented by Sue Yates. She noted there were more this month than in normal months. These are the last revisions for this fiscal year. No questions. Dr. Hagler made the motion to approve the budget revisions as presented, Dr. Buckwell seconded. Passed unanimously, 7:0.

BUSINESS AGENDA

Fiscal Year 2022 Budget

Ms. Yates presented high level overview of the Fiscal Year 2022 budget. Two primary changes from the preliminary budget presented in May. WIC was awarded more month along with dental requesting additional equipment along with receiving additional revenues. The fee schedule is at the end of the budget report.

Budget Ordinance

Ms. Yates presented the ordinance; no questions presented.

Public Hearing on Fiscal Year 2022 Budget

No comments from the public. Chairman Mack opened and closed the floor.

Adoption of the Fiscal Year 2022 Budget

Dr. Dan Hagler made a motion to approve the Fiscal Year 2022 budget. Dr. Chip Buckwell made the second motion. The board approved unanimously.

Mr. Mark Spitzer made a recommendation on a profit/loss report in the future to show trends.

INFORMAL COMMENTS/SPEAKERS FROM THE FOOR

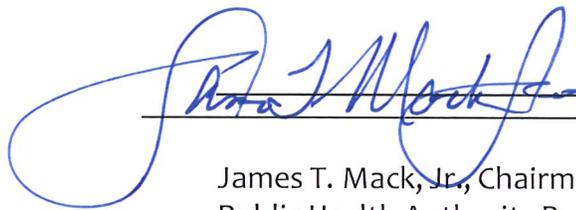
Chairman Mack called for comments from the floor. There were none.

ANNOUNCEMENTS

James Mack shared with the group that we will miss Dr. Chip Buckwell and wished him well.

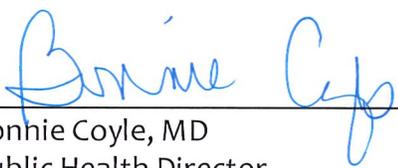
ADJOURN

There being no further business to come before the Board, Mr. Mark Spitzer made a motion to adjourn the meeting. The motion was seconded by Dr. Dehler. Approved 7:0. The meeting was adjourned at 7:20pm.



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

ATTEST



Bonnie Coyle, MD
Public Health Director



Minutes Taken by Erin Shoe, MPH