



Public Health Authority of Cabarrus County
Board Meeting Minutes
June 14, 2022

A regular meeting of The Public Health Authority Board was held on Tuesday, June 14, 2022.

Board members attended in-person at CHA and virtually via Microsoft TEAMS. The meeting was live streamed on YouTube.

Members Present:

- Lara Pons, MD, Chair
- Mark Spitzer, Vice-Chair
- Dan Hagler, MD
- Daryle Adams
- Cecilia Plez
- Steve Morris
- Asha Rodriguez
- Kimberly Dehler, DDS

Members Absent: Dr. Chip Buckwell

Staff Present: Dr. Bonnie Coyle, Erin Shoe, Sue Yates, Ryan McGhee, Raquesha Franklin, Keon Lewis, Steven Cathcart, Suzanne Knight,

Guests and Members of Public Present: Merle Green (Guest, Association of North Carolina Boards of Health (ANCBH)).

CALL TO ORDER

Chairperson Lara Pons called the meeting to order at 5:35 pm.

ADOPTION OF THE AGENDA

Chairperson Lara Pons requested a motion to approve the agenda. Cecilia Plez moved. Stephen Morris seconded. Motion and approval carried unanimously.

APPROVAL OF THE MINUTES

Chairperson Lara Pons asked for a motion to approve the May 17, 2022, meeting minutes. Stephen Morris moved to approve the minutes as corrected. Cecilia Plez seconded. Motion and approval carried unanimously.

INFORMAL PUBLIC COMMENTS

No public comments.

NOMINATION AND APPROVAL OF NEW OFFICERS

Mark Spitzer recommended a rollcall at the beginning of the meeting to establish a quorum.

Stephen Morris moved to nominate Dr. Lara Pons as Chair and Mark Spitzer as Vice-Chair.

Stephen Morris recommended that both members be elected by acclamation.

Cecilia Plez seconded. Motion and approval carried unanimously.

REPORTS

Merle Green, Executive Director of the Association of North Carolina Boards of Health (ANCBH) shared information around ANCBH being more engaged with local boards of health. She advised they are able to assist counties and districts statewide with grant writing, help companies write job descriptions, assist with designing ideas around supporting the public health staff, writing letters to the State regarding workforce development, and more. Merle Green advised they have started the Pharmacy Project where all health departments are required to provide access to a pharmacy for patients.

- Discussion: Improvements needed for Cabarrus County.
 - Stephen Morris added that Cabarrus County has received positive feedback and is providing services not available at other health departments. He proposed a question “What else could Cabarrus Co. be doing that we are not aware of?”
 - Mark Spitzer added that Cabarrus County does well due to the partnerships that have been established.

Merle Green recommended that Cabarrus County partner with the UNC School of Government to possibly offer a webinar or training about developing key partnerships in public health.

CHA Financial Reports

- **Financial Summary:** Sue Yates presented the Financial Summary Report as of the end of May 31st,2022. Sue advised revenues exceed expenditures. The Medicaid Cost Settlement is \$3,097,000. Funding has not yet been received; the June ending financial reports will include those funds received in the month of June.
- **CHA Snapshot:** Sue Yates presented the budgets for all CHA departments. All areas are green; Clinical Services and Behavioral Health are labeled as light-green due to working through the Medicaid managed-care issues and staffing.
- **Variance Analysis Year-to-Date:** Sue Yates presented the Variance Analysis Report comparing May 2021 to May 2022. Sue states CHA has grown due to additional funding for the year.

Stephen Morris inquired about the grant received for School Health additional staffing. Sue Yates confirmed the funds originated at the State level with ARPA Dollars to hire an assistant to help with the workload.

Group discussion:

- Possibilities of hiring more support staff for the school nurses and what resources could be used.
- Updates should be presented to the School Board regarding the services that CHA provides along with the benefits.

CHA Workforce Development: Dr. Stephen Cathcart presented the CHA Workforce Development Plan. Dr. Cathcart shared the staff overview, Workforce Development Methodology, Types of Training, Leadership Development Matrix, and the Timeline –

Highlights of Years 1-3 then 4, 5 and beyond. By years 4 and 5, Dr. Cathcart advised he would like to implement REC (Racial Equity Cabarrus) Training for all staff, a Board Training Plan, Expand DEI (Diversity Equity Inclusion) Training and Development Opportunities.

Equity Assessment: Keon Lewis presented updates for the Equity Assessment Report. Keon shared that the FY 21-22 Proclamation Progress has 67 total strategies and implementations. The Completed Equity Strategies & Implementations are AA 466 Grant and Internal/External Engagement. Keon shared the Equity Action Plan with a Proclamation Update, AA 466 Grant, and Next Steps: Equity Plan Template. He advised that the FY 22-23 Action Steps involve Data, Community Engagement, and Policy. Keon would like to create an Internal Equity Scorecard that Measures Proposals for Turnover Rate, Failure Rate, Salary Study Data, and Employee Engagement.

Environmental Health Scorecard: Chrystal Swinger presented the Environmental Health Scorecard updates. Chrystal shared that some of 2022 Accomplishments of Environmental Health were grants awarded for Food & Lodging Program, Vector Program, and Mentorship Program. She advised that the EH Scorecard Refresher measures the trends of both Population and Performance Accountability. The Food and Lodging Staffing FY23 includes 4 new positions within EH; 2 positions are for the Food & Lodging and 2 are for the Wastewater Program. Chrystal advised that Cabarrus County has exhausted all sewer tap connections for new builds.

Health Director's Report: Dr. Bonnie Coyle presented the Health Directors Report and advised members to review in the packet.

Dr. Coyle shared two awards received; Dr. Suda received the Karen Ponder Award and Erin Shoe received the Leadership Cabarrus Alumni Impact Award.

CONSENT AGENDA

Budget Revisions: Sue Yates presented the budget revisions. Sue advised Medicaid Cost Settlement funds are expected by June 30th.

Chairperson Lara Pons requested a motion to approve the Budget Revisions. Dan Hagler moved. Mark Spitzer seconded. Motion and approval carried unanimously.

BUSINESS AGENDA

FY 2023 Budget: Sue Yates presented the final Budget for FY 2023. Sue advised there is an increase of \$265,000 due to changes to a WIC Agreement Addenda and the carryover for CD increased. Sue advised that the Finance Committee first proposed a Merit increase of 3.25% in the Preliminary Budget. After a comparison between Cabarrus County, Kannapolis City, Rowan County, and Mecklenburg County and advised that the Finance Committee recommends a 3% COLA with a 2% Merit increase. If approved, a revision will be presented in August.

Budget Ordinance: Sue Yates shared that the Budget Ordinance is available in the budget packet for review and will be signed by Dr. Pons.

Public Hearing on FY23 Budget: No comments.

Chairperson Lara Pons requested a motion to adopt the FY23 Budget. Mark Spitzer moved. Dan Hagler seconded. Motion and approval carried unanimously.

Dr. Bonnie Coyle clarified that the budget currently recommends 3.25%. However, the approval is for presenting a modification in August to increase 3% COLA with a 2% Merit to stay in alignment with the surrounding counties.

Financial Policies: Sue Yates presented 3 finance policies. The following policies were reviewed and revised.

- Public Health, Primary Care Services Fee Policy – Will be charged but allowed to defer payments.
- Public Health, Primary Care Services Eligibility Policy – Minor changes.
- Contract & Procurement Policy – Policy updated and easier to read.

Chairperson Lara Pons requested a motion to approve Financial Policies.

Stephen Morris moved. Asha Rodriguez seconded. Motion and approval carried unanimously.

Personnel Policy: Dr. Stephen Cathcart presented the Personnel Policy Update. Dr. Cathcart advised there are no updates at this time.

Board Governing Document Review: Dr. Bonnie Coyle presented 2 Board Governing Documents.

- Corporate Resolution – Minor grammatical changes.
- Operating Procedures – Dr. Bonnie Coyle advised the change was to assure that the document reads with an up-to-date Board of Health meeting schedule.

Chairperson Lara Pons requested a motion to accept the Board Governing documents.

Cecilia Plez moved. Mark Spitzer seconded. Motion and approval carried unanimously.

Concord Leased Space: No motion needed. Dr. Bonnie Coyle presented information about Concord Leased Space. CHA has grown by 21% since January 2020, which required additional space for staff. The Creamery location was secured in April 2022 using ARPA Funds. Dr. Coyle shared that the Community Health Workers, Case Managers, community grant programs, Behavioral Health and Human Resources will be located at this space.

This will be a 3-year lease ending January 2025.

ANNOUNCEMENTS

Cecilia Plez advised that she recently utilized the services of CHA, and she had a great visit.

Mark Spitzer recommended events be posted on a calendar for the Cabarrus County/Kannapolis/Concord areas to keep the community abreast.

MOTION TO ADJOURN

No further business to come before the Board.

Chairperson Lara Pons requested a motion to adjourn the meeting. Cecilia Plez moved. Mark Spitzer seconded the motion. Motion and approval carried unanimously.

The meeting was adjourned at 7:30pm.

The next meeting of the board will be August 16, 2022, at 5:30pm.

Lara Pons, MD, Chair
Public Health Authority Board of Commissioners

ATTEST

Bonnie Coyle, MD
Public Health Director

Minutes Taken by Raquesha B. Franklin