



Public Health Authority of Cabarrus County
Board Meeting Minutes
October 25, 2022

A regular meeting of The Public Health Authority Board was held on Tuesday, October 25, 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
Dr. Chip Buckwell

Members Absent:

Staff Present: Dr. Bonnie Coyle, Erin Shoe, Sue Yates, Ryan McGhee, Raquesha Franklin, Marcella Beam, Tammy Alexander, Marcus Misenheimer, Wendy Harsch, Asma Warrich.

CHA Legal Counsel: William Isenhour, Partner (Johnston Allison Hord Law Office)

Guests and Members of Public Present: none

CALL TO ORDER

Chairperson Lara Pons called the meeting to order at 5:40 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 August 16, 2022, meeting minutes. Stephen Morris moved. Dr. Chip Buckwell seconded. Motion and approval carried unanimously.

INFORMAL PUBLIC COMMENTS

No public comments.

BOARD TRAINING

Bonnie provided an introduction and advised that Attorney William Isenhour met with her and a few members to provide legal guidance regarding how the Board should function, in-person meetings, and Board Training.

Attorney William Isenhour presented Board Training: Board of Health Rolls & Responsibilities. William advised that he will be attending the next few Board meetings to assist with review, and the revision of the Governance Documents (Order of Priority), Virtual vs In-person Attendance, Fiduciary Duties of the Board Members, Order of Meetings, Agenda Items (Consent and Business), and Closed Session.

Recommendations/Suggestions:

- Vice-Chair Mark Spitzer recommended training include quorum, voting, participation, and if in-person attendance is an option for the public.
- Stephen Morris suggests that public attendance should be in-person only.
- William advised that Bylaws should be written in a way that updates are not needed; Policies can be updated at any time.

Conclusion/Questions:

- William confirmed that the Board should seek legal consult when questioning what should be in open vs. closed session.
- The purpose of Closed Session is to protect confidential and privileged information.

REPORTS

Committee Report-Outs

- *Executive Committee*
 - *Charter Resolution update* – Each subcommittee has a charter update and these will be presented at the January Board of Health meeting.
 - *Comprehensive review of Governance Documents* – the following policies are under review and no other policies will be created until current policies are updated.
 - Conflict of Interest Policy
 - Cost Principles Policy
 - Eligible Use Policy
 - Non-Discrimination Policy
 - Record Retention Policy
- *Data Committee*
 - *Communicable Disease Report* – Marcus presented the CD Report. He shared the diseases that affect Cabarrus County and the total cases from 2017 – 2021.
 - CD has expanded their outreach and has been able to participate in more community events and was able to provide HIV and Syphilis testing at Rowan Cabarrus Community College and the University of North Carolina Charlotte.
 - CD is working on putting a focus group together to better reach the targeted age group from 15 – 29.
 - Cabarrus County has had 4 tuberculosis cases reported which has shifted the County to take more precautions due to the small size of the community.
 - *Accreditation Update* – Asma presented updates regarding the Board of Health accreditation. Asma shared details regarding National Accreditation: PHAB, NC Accreditation: NCLHD, Board of Health Responsibilities, Activity 34.4: Evidence of implementation of rules/ordinance. Asma reviewed the roles and responsibilities regarding Finance, Community Health, Health Director/Staff, and Board Training & Procedures.

- *Equity Committee* – Daryle Adams advised that Keon Lewis will present the Equity Action Plan which has been reviewed by the subcommittee.
- *Finance Committee* – Mark advised the Finance subcommittee meeting was a success; the presentation of budget will be updated. Sue Yates will present the summary, snapshot, and variance analysis.
 - *Financial Summary*: Sue Yates presented the Financial Summary Report as of the end of 09/30/22.
 - *CHA Snapshot*: Sue Yates presented the budgets as of 09/30/22.
 - *Variance Analysis Year-to-Date*: Sue Yates presented the Variance Analysis Reports as of 09/30/22.

Health Director's Report: Dr. Bonnie Coyle presented the Health Directors Report and shared a few highlights.

- The School Nurse department is down to two open positions.
- Dr. Elly Steel received an award at NCPHA in September for her work in the Dental program.
- Environmental Health is down to a two week turn around on inspections thanks to Cabarrus County approving additional positions.
- Dental is back in the schools performing kindergarten screenings; the untreated decay is up to 30%.

CONSENT AGENDA

Budget Revisions: The Finance Committee was able to review the budget revisions at an earlier meeting.

Financial Policies: The Finance Committee was able to review the following Finance Policies at an earlier meeting.

Conflict of Interest Policy, Cost Principles Policy, Eligible Use Policy, Non-Discrimination Policy, Record Retention Policy.

Chairperson Lara Pons asked for a motion to approve the Consent Agenda. Dr. Chip Buckwell moved. Mark Spitzer seconded. Motion and approval carried unanimously.

BUSINESS AGENDA

Organizational Equity Action Plan: Keon Lewis presented the Equity Action Plan. Keon shared details regarding the Equity Assessment Timeline, Participation Makeup, Results: Areas of Improvement, Action Plan Goals, and the Equity Pillars (Policy, Community Engagement, Data, and Training).

Chairperson Lara Pons asked for a motion to approve the Equity Action Plan. Cecilia Plez moved. Dr. Kimberly Dehler seconded. Motion and approval carried unanimously.

Comprehensive review of Governance Documents:

Chairperson Lara Pons asked for a motion to approve William conduct a Comprehensive review of Governance Documents and return them with recommendations. Mark Spitzer moved. Dr. Chip Buckwell seconded. Motion and approval carried unanimously.

Chairperson Lara Pons asked for a motion that CHA staff complete research on needed Board of Health Rules and return at a future meeting to present and discuss. At this time, the Board notes that there are no Rules & Ordinances to adopt or invoke any changes. Mark Spitzer moved. Stephen Morris seconded. Motion and approval carried unanimously.

ANNOUNCEMENTS

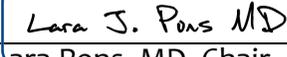
- ✓ Dr. Lara Pons advised that she had the opportunity to meet with School Health Nurses and would like to thank all of the nurses for their hard work.
- ✓ Dr. Lara Pons advised that she had the opportunity to meet with HR and discuss HR operations, challenges, and upcoming priorities.
- ✓ Dr. Lara Pons would like to thank all CHA staff for their hard work and dedication.
- ✓ March 24, 2023 Keon Lewis will be hosting a CHASM Summit and Board members are invited.
- ✓ Dr. Chip Buckwell thanked Cabarrus County for their continued support of the School Nurses.

MOTION TO ADJOURN

No further business to come before the Board.

Chairperson Lara Pons requested a motion to adjourn the meeting. Stephen Morris moved. Dr. Kimberly Dehler seconded the motion. Motion and approval carried unanimously. The meeting was adjourned at 7:35pm.

The next meeting of the board will be January 17, 2022, at 5:30pm.

DocuSigned by:


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

ATTEST

DocuSigned by:



Erin Shue MPH

Public Health Director



Minutes Taken by Raquesha B. Franklin