



Public Health Authority of Cabarrus County
Board Meeting Minutes
January 17, 2023

A regular meeting of The Public Health Authority Board was held on Tuesday, January 17, 2023.

Board members attended in-person at CHA.

Members Present:

- Lara Pons, MD, Chair
- Mark Spitzer, Vice-Chair
- Dan Hagler, MD
- Daryle Adams
- Cecilia Plez
- Asha Rodriguez
- Dr. Chip Buckwell

Members Absent: Steve Morris, Kimberly Dehler, DDS

Staff Present: Erin Shoe, Raquesha Franklin, Sue Yates, Ryan McGhee, Marcella Beam, Tammy Alexander, Wendy Harsch, Erin Babbitt, Stephen Cathcart, Ph.D, Russell Suda, MD, Elly Steel, MD, Suzanne Knight, .

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 5:32 pm.

ADOPTION OF THE AGENDA

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

APPROVAL OF THE MINUTES

Chairperson Lara Pons asked for a motion to approve the October 25, 2022, meeting minutes. Cecilia Plez moved. Mark Spitzer seconded. Motion and approval carried unanimously.

INFORMAL PUBLIC COMMENTS

No public comments.

SPECIAL PRESENTATION – CHA Medical Director

Erin Shoe began with sharing the efforts, hard work, and due diligence of Dr. Russell Suda and presented him with an award for his work as the CHA Medical Director. As Dr. Suda remains an asset to the medical staff and patients at CHA, in the upcoming weeks, he will transition away from the role of Medical Director. Dr. Suda thanked the Board and CHA employees for his recognition.

Rolanda Forehand introduced Dr. Megan Easterday as CHA's new Medical Director.

A lifelong North Carolina resident, Dr. Easterday graduated from East Carolina with undergraduate degrees in Biochemistry and Chemistry. She returned to Cabarrus County for residency and rotated at CHA for outpatient pediatrics and obstetrics. Dr. Easterday officially joined CHA in December 2021 and has worked in our Women's Health and Pediatric clinics. The Board members welcomed Dr. Megan Easterday as the new Medical Director.

REPORTS

Recovery & Resiliency Coalition

Erin Babbitt presented an overview of the Recovery & Resiliency Coalition. In this presentation, a message was shared from Dawn Gustafson, Cabarrus County Emergency Management Specialist, and about why she joined the coalition and the work she contributed. The Coalition's key area of foci are Communication, Health & Wellbeing, and Resources. Priority focus groups include adolescents, seniors, first responders, teachers, childcare providers and the LatinX community.

Asha Rodriguez advised this document has some valuable points and should not just be used as a supporting document; encourages CHA to figure out how to adopt and put some action steps into place.

Mark Spitzer suggested to put this into policy and/or procedure.

School Health Update

Tammy Alexander presented School Health updates from Cabarrus County Schools and Kannapolis City Schools. The update included staffing changes, promotion and education/certification, funding, trends, NC Respiratory Virus Surveillance, and Cabarrus County Residents ED visits for respiratory illness.

Asha Rodriguez suggests contacting the state about discontinuing certification for school nurses, updating the policy to reflect current requirement for school nurse candidates, and looking for other ways to maximize their skill set.

Erin Shoe suggested researching and securing more funding to incentivize the certification.

Committee Report-Outs

- *Finance Committee* – Sue Yates presented the following reports.
 - *Annual Comprehensive Financial Report* – this comprehensive report is for FY22, ending June 30, 2022. It was approved by the State Treasurer Local Government Commission as well as the Federal Audit Clearing House and sent to the National Government Finance Officers Association for an award.
Sue shared the Summary Audit Results and advised there were no audit findings.
 - *Potter & Company, P.A Letters* – Sue shared two letters from the Auditors to the Board. One letter advised there were no findings in accounts receivable or accounts payable. The second letter advised that internal controls at CHA are sufficient with no deficiencies.

- *Financial Summary Report as of 12/31/22* – Sue shared the Financial Summary that includes revenues and expenditures, actuals for past and present fiscal year, and the year-to-date collected percentages.
- *CHA Snapshot Report as of 12/31/22* – Sue reviewed the CHA Snapshot that shows the budget, actual, and year-to-date collected for each department.
- *Variance Report as of 12/31/22* – Sue presented the Variance Analysis which shows the year-to-date actuals from December 2022 and year-to-date actuals & budget for December 2023.

Health Director's Report

Erin Shoe presented the Health Directors Report and shared a few highlights.

- Years of Service luncheon is on Monday, January 23rd. All staff and Board members are invited.
- The FY24 Budgeting process has begun.
- In December 2022, there were \$972,409 awarded in Grants; \$669,615 Grant funds are currently pending; a \$12 million NIH Grant proposal is underway in partnership with North Carolina Central University (NCCU) and Atrium Health.
- Two cyber projects were completed for system safety.
- Dental Health received \$241,179 from the Charles A. Cannon Charitable Trust for capital improvements in the Concord Dental Clinic.
- Behavioral Health is currently recruiting three (3) positions which will bring our total staff to 16. This is an increase of 13 since December 2021.
- Environmental Health onsite backlogs are two (2) weeks out.
 - 76 new facility/upfits requests
 - 11 new pools are under construction
- Marcella Beam will start the 2024 Community Health Needs Assessment in September 2023.
- CHA Sm Summit will be on Friday, March 24th at the Laureate Center.
- The Elevate Team (Teen Pregnancy Prevention Team) was recognized by the Kannapolis City School Board of Education for their support and dedication to A. L. Brown High School on December 5, 2022.
- NC Accreditation site visit will be on Thursday, March 2nd.

CONSENT AGENDA

Budget Revisions

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

Sue advised that there are eight (8) budget revisions. Seven (7) are categorized as additional funding for CHA and one is a reduction in the dental budget. The Charles A. Cannon Grant received in FY23 will be added to the budget for FY24. The Finance Committee was able to review the budget revisions at an earlier meeting.

Chairperson Lara Pons asked for a motion to approve the Budget Revisions. Cecilia Plez moved. Daryle Adams seconded. Motion and approval carried unanimously.

Financial Policies

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

Credit Card Processing Policy, Dental Clinic Debt Management Policy, Donation Policy, Donation Policy (CPHI), Public Health Primary Care Dental Services Billing Policy, Public Health Primary Care Services Debt Management Policy, Public Health, Primary Care & Dental False Claims and Fraud Prevention Policy.

Sue advised there are eight (8) policies with changes to one (1).

The changes to the Sub-Award policy presented in August 2022 and was referred to legal for review. The legal team made the necessary changes to fit CHA. The redline copy is in the agenda packet for the Board members to review. There were no changes to the other policies.

Policy review will occur annually.

Chairperson Lara Pons asked for a motion to approve the Policies. Daryle Adams moved. Cecilia Plez seconded. Motion and approval carried unanimously.

Nominating Committee

Erin Shoe advised that both Dr. Lara Pons' and Dr. Dan Hagler's terms are coming to completion in June 2023 and would like the Board to identify a Nominating Committee to begin discussion for their position. A recommendation was made for the Executive Committee to dually serve as the Nominating Committee.

Chairperson Lara Pons asked for a motion to approve the Executive Committee as the Nomination Committee for the upcoming Board membership terms. Mark Spitzer moved. Cecilia Plez seconded. Motion and approval carried unanimously.

Mark Spitzer inquired about how the vote should be handled for the Consent Agenda. William confirmed that only one (1) vote is necessary for the Consent Agenda. Items already reviewed and that need to be discussed should not be included in the consent agenda.

Erin Shoe confirmed that the Board Agenda Packets will be disseminated sooner and the Executive Committee meetings will be moved to allow for more review time.

Mark Spitzer suggested to add an appendix to the Board Agenda Packet for supporting documents.

Dan Hagler suggested to move the supporting documents to the back of the Board Agenda Packet.

Erin Shoe advised that a table of contents will be added back to the Board Agenda Packet along with links to the appendices.

BUSINESS AGENDA

Human Resource Information System (HRIS):

Dr. Stephen Cathcart presented an overview about the HRIS. This system allows for a central location for HR, Information Technology (IT), and Payroll information.

NO MOTION – Reviewed and approved in the Finance Committee Meeting.

Tobacco Policy Change:

Marcella presented an update on the Tobacco Policy. Medicaid standards require a tobacco free campus for all properties leased or owned by Cabarrus Health Alliance. The deadline to adopt a policy is April 1st, 2023 in order to receive Medicaid reimbursement.

Chairperson Lara Pons asked for a motion to approve the Tobacco Policy Change. Mark Spitzer moved. Asha Rodriguez seconded. Motion and approval carried unanimously.

ANNOUNCEMENTS

No announcements.

MOTION TO ADJOURN

No further business to come before the Board.

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

The meeting was adjourned at 7:00pm.

The next meeting of the board will be March 21, 2023, at 5:30pm.

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

ATTEST

Erin Shoe, MPH
Public Health Director

Raquesha Franklin

Minutes Taken by Raquesha B. Franklin