



Public Health Authority of Cabarrus County
Board Meeting Minutes
June 20, 2023

A regular meeting of The Public Health Authority Board was held on Tuesday, June 20, 2023.

Board members attended in-person at CHA.

Members Present:

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

Members Absent: Chip Buckwell, Ed.D, Steve Morris

Staff Present: Erin Shoe, Rolanda Forehand, Raquesha Balknight, Sue Yates, Marcella Beam, Alicia Primus, Tamara Lunsford-Key, Sonja Bohannon-Thacker, Jennifer Yates, Derek Wilson, Brooke Nartey, Branisha Smith, Megan Shuping, Virginia Fagg, Sandra Bauman, Robert White, Alyssa Cabacungan, MacDonald Aloh (CHA Intern), Karla Velasquez (CHA Intern), Jackson Link (Atrium Health Cabarrus Intern).

CHA Legal Counsel: Sheldon Stokes, 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.

Welcome

Erin Shoe opened the meeting by introducing three (3) new interns. MacDonald Aloh is an intern who will be working with Environmental Health through the summer. Karla Velasquez is a currently a student from North Carolina State University and will intern with the Community Impact Team. Jackson Link is an intern at Atrium Health who is majoring in Public Health and will be spending time with various CHA staff this summer.

ADOPTION OF THE AGENDA

Chairperson Lara Pons requested a motion to approve the agenda. Vice-Chair Mark Spitzer moved. Cecilia Plez seconded. Motion and approval carried unanimously.

APPROVAL OF THE MINUTES

Chairperson Lara Pons asked for a motion to approve the May 16, 2023 meeting minutes. Cecilia Plez moved. Vice-Chair Mark Spitzer seconded. Motion and approval carried unanimously.

SPECIAL PRESENTATIONS – Graduate Recognition

Rolanda Forehand recognized the following 2023 graduates.

- **Jennifer Yates** started at CHA in February 2023 as our Behavioral Health Clinical Office Assistant and Peer Support Specialist in the SUN and RISE clinics. You may remember her from our CHASM Summit where she

served as a patient during our priority session, just one month after being hired. Jennifer has been clean and sober for three years and counts it a privilege to serve the women in our program daily. She's pursued an Associate's Degree in Psychology from Colorado Christian University. Her long-term goal is to become a Licensed Clinical Social Worker, to continue growing and helping others do the same.

- **Derek Wilson** recently graduated from the University of North Carolina at Charlotte with a Master's degree in Public Health with a concentration in physical activity and nutrition. Derek started with CHA as an intern and is currently a Healthy Communities Specialist within our Healthy Living Department. His passion includes helping children, adolescents and adults build happier and healthier lives.
- **Brooke Nartey** started her journey with CHA in October 2020 as a CDC PHAP. During her time as a CDC PHAP, Brooke developed the first Health Equity Report for the agency, led program evaluation efforts for WIC's Breastfeeding Peer Counselor program, coordinated the Breast Health outreach and education, and assisted the CD department with their equity initiative project. Currently, Brooke serves as the Program Specialist for the Community Health Worker program. She has her Bachelors of Science in Biobehavioral Health and a minor in Global Health from Penn State University. Last month, she obtained her Master's degree in Public Health with a concentration in Community Health practice from the University of North Carolina at Charlotte.
- **Branisha Smith** has been with CHA for five (5) years. Starting as a Breast Health Program Coordinator, she has worked in WIC, Behavioral Health, and CD. She's been a part of our Regional Infection Prevention Support program since its inception in 2020 and has been the Program Manager for the past year & a half. In May, Branisha obtained her Master's in Public Health with graduate certificates in Health Education and Promotion & Health Management and Policy from Benedictine University (located in Illinois). Branisha believes that the best part of her job at CHA is having the ability to work directly with the community along with the internal and external connections she's able to make.
- **Megan Shuping** is a native of Concord who has worked for the Cabarrus Health Alliance for the past 12 years. She began working as a Program Coordinator for the Teen Tobacco Prevention Initiative followed by several years of coordinating and supervising grants including regional heart disease and stroke prevention; Triple P: Positive Parenting Program; Faith-Community Gardens; and several state and federal teen pregnancy prevention programs. Megan's current position is the Director of Community Health where she leads a team of Care Management and Adolescent Health programs. Megan recently obtained her Master of Business Administration with a concentration in Healthcare Management from Queens University of Charlotte. She has interests in organizational development through business solutions to improve financial and operational strategic priorities.

SPECIAL PRESENTATIONS – CHA Employee Response Recognition

Marcella Beam recognized CHA employees for their team effort. Due to their quick response to an emergency incident in the Care Center, they were able to save a life and connect another individual with the appropriate resource. The following staff were introduced and commended for their efforts:

- **Virginia Fagg** is the Substance Use Program Coordinator in Behavioral Health.
- **Sandra Baumann** is the TB Nurse in the Communicable Disease Department.
- **Alyssa Cabacungan** is a PHAP in the Environmental Health Department.
- **Tamara Lunsford-Key** is the Communicable Disease Program Director.
- **Robert White** is a Certified Peer Support Specialist with the RISE Clinic.

Other staff who were not present were recognized as well:

- **Suzanne Knight** is the Clinical Director.
- **Anne Hall** is a Communicable Disease Nurse.
- **Rocio Arguijo** is the Program Coordinator for Volunteer Services.
- **Sherry Zeigler** is an IT Support Technician.
- **Brandie Petraske** is an IT Support Analyst.

INSTALLATION

Raquesha Balknight delivered the Oath to Dr. Lara Pons and Dr. Dan Hagler. Both members will serve another three (3) year term on the Cabarrus County Public Health Authority Board of Commissioners.

NOMINATIONS

Chairperson Lara Pons opened the floor for nominations of Chair and Vice-Chair. Daryle Adams nominated Dr. Lara Pons for Chair of the Board. This nomination was approved and carried unanimously. Daryle Adams nominated Mark Spitzer for Vice-Chair of the Board. This nomination was approved and carried unanimously.

INFORMAL PUBLIC COMMENTS

No public comments.

REPORTS

Committee Report-Outs

- *Finance Committee* – Sue Yates presented the following reports.
 - *Financial Summary Report as of 4/30/23* – Sue shared the Financial Summary that includes revenues and expenditures, actuals for past and present fiscal year, and the year-to-date collected percentages.
 - Sue advised net revenue will amount to approximately \$239,831.
 - *CHA Snapshot Report as of 4/30/23* – Sue shared the CHA Snapshot that shows the budget, actuals, and year-to-date collected for each department.

Health Director's Report

Erin Shoe presented the Health Director's Report and provided a few highlights.

- Three (3) grants are pending award determination, for a total value of \$13M.
- The National Institutes of Health application with North Carolina Central University (NCCU) and Atrium Health was not awarded (\$12M).
- We are awaiting approval for placement of four (4) CDC Public Health Associates (PHAPs): Youth Advisory Council, Population Health, Policy, and Community Engagement.
- The SUN Clinic team is collaborating with Atrium OBGYN practices in the county to assist in providing most efficient and highest quality care for their identified pregnant substance-using patients.
- The Community Dental Mobile Program wrapped up its school year with 1,505 students served! This is an increase from the 2021-2022 school year when 614 students were seen.
- Environmental Health has been awarded an intern for ten (10) weeks paid through the National Environmental Health Association (NEHA).
- Staff are working with CK Rider, Cabarrus County Reentry Alliance, and NC Works to host a Transportation Simulation on June 23. Target audience is local elected leaders and those who engage and have contact with individuals after release from incarceration. *Daryle Adams advised that this has been postponed to October.*
- Staff have answered the call for the significant increase in International Travel visit demand as more people return to global travel.
- School nurses documented a total of 71,795 encounters in the electronic medical record this school year.
- Collaboration with detention staff is going well as we develop a comprehensive system for behavioral health care for individuals incarcerated in Cabarrus County along with revamping the Stepping Up program.

CONSENT AGENDA

Budget Revisions

Sue Yates presented an overview of the Budget Revisions. There are currently seventeen (17) revisions that were reviewed by both the Executive and Finance Committee at an earlier meeting. The revisions include the following departments and programs. Sue advised that there will be a few grants that will roll over to the FY24 budget.

1. SUN Program
2. Childcare Coordination for Children (CC4C)
3. Pregnancy Care Management (PCM), SmartStart
4. Prescription Drug Overdose Grant
5. WIC Breast Feeding
6. WIC Client Services
7. WIC Newborn Education
8. Environmental Health
9. Capital Trust

11. *Adult Primary Care Program*
12. *Behavioral Health*
13. *International Travel*
14. *Breast Cancer & Cervical Cancer Program*
15. *Expanding Laboratory Capacity (ELC)*
16. *Regional Workforce.*

Financial Policies

Sue Yates advised there were three (3) Finance Policies reviewed. The Contract & Procurement Policy, Dental Clinic Fee Policy, and the Dental Clinic Eligibility Policy.

- There were minimal changes to the Contract & Procurement Policy which include the following.
 - Purchase order requirement for purchases was moved from \$500 to \$1,000.
 - Language added for Honorariums.
 - Language added for Piggybacking.
- The Dental Clinic Fee Policy and the Dental Clinic Eligibility were presented and reviewed to ensure they are in line with the National Health Service Corps (NHSC) requirements to be able to recruit and retain Dentists for the Loan Forgiveness Program.

These policies are reviewed annually for accreditation purposes and revisions are made when necessary. The Finance Committee was able to review these Finance Policies at an earlier meeting.

CHA Policies

Erin Shoe advised there were two (2) CHA Policies for consideration and approval. The Whistle Blower Policy and the Conflict-of-Interest Policy.

- There were minimal changes to the Whistle Blower policy; making it clear on reporting structure.
- The Conflict-of-Interest policy is now for only CHA staff. The Board has a separate Conflict of Interest policy which applies to Board members.

Chairperson Lara Pons asked for a motion to approve the Consent agenda. Kim Dehler moved. Asha Rodriguez seconded. Motion and approval carried unanimously.

BUSINESS AGENDA

Board of Health Governing Documents review

Sheldon Stokes presented the revised governance documents, board policies, and resolutions for the CHA Board.

1. *Bylaws of the Public Health Authority of Cabarrus County*
2. *Conflict of Interest (Board Specific)*
3. *Rule Making & Adjudication*
4. *Public Comments at Board Meetings*
5. *Corporate Resolution*
6. *Equity & Policy Committee Charter*
7. *Committee Charter Template*
8. *Internal Procedures for Committees*

Sheldon advised the following documents had been thoroughly reviewed by the legal team and minor updates were made.

- The Bylaws and Operating Procedures have been combined and minor updates.
- The Conflict-of-Interest Policy is now Board specific.
- The Public Comments Policy and the Corporate Resolution were reviewed and minor updates were made throughout.
- Sheldon advised that the Charter Template was created as a tool to be used by each of the Board committees to remain in compliance with the open meeting laws and under the NC Statute.

Chairperson Lara Pons asked for a motion to approve the Board of Health Governing Documents. Daryle Adams moved. Dan Hagler seconded. Motion and approval carried unanimously.

2024 Final Budget

Sue Yates presented an overview of the 2024 Final Budget. Sue advised that the Preliminary Budget was reviewed at the May board meeting and there were no changes for the Final Budget. Details include the 2024 Fiscal Year Goals, Revenues for FY 2024, Fiscal Unknowns, and The Budget Ordinance. There are currently three (3) pending grants that are pending; the Office of Population Affairs - Elevate Grant, the CDC REACH Grant, NC State Allocation via Dr. Kristin Baker. Sue also mentions that CHA did not receive the NIH Grant. The Final Budget for FY24 is \$33,865,664.

Public Hearing on FY24 Budget

Chairperson Lara Pons opened the floor for a public hearing regarding the 2024 Final Budget. There were no questions or comments.

Chairperson Lara Pons asked for a motion to approve the FY24 Final Budget. Dan Hagler moved. Vice-Chair Mark Spitzer seconded. Motion and approval carried unanimously.

ANNOUNCEMENTS

Erin Shoe shared that a Year-at-a-Glance calendar will be developed for the 2024 Board and Committee meetings. Erin advised that she will ask the Board to consider changing the November meeting to October with an option of adding another small meeting if needed.

Erin Shoe mentioned that the organization’s division presentations have been assigned to Board meeting dates; presentations will be shared in five slides in five minutes.

Chairperson Lara Pons thanked everyone who participated in the CHA Night Out at the Ball Park.

Vice-Chair Mark Spitzer shared that the NC Research Campus will celebrate its 15th anniversary in October 2023. Both Atrium Health and the Cabarrus Health Alliance will be recognized as critical partners.

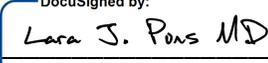
MOTION TO ADJOURN

No further business to come before the Board.

Chairperson Lara Pons requested a motion to adjourn the meeting. Vice-Chair Mark Spitzer moved. Asha Rodriguez seconded the motion. Motion and approval carried unanimously.

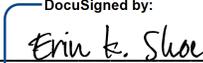
The meeting was adjourned at 6:12pm.

The next meeting of the board will be September 19, 2023, at 5:30pm.

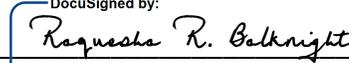
DocuSigned by:


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

ATTEST

DocuSigned by:


Erin Shoe, MPH
Public Health Director

DocuSigned by:


Minutes Taken by Raquesha R. Balknight