



Public Health Authority of Cabarrus County
Board Meeting Minutes
September 19, 2023

A regular meeting of The Public Health Authority Board was held on Tuesday, September 19, 2023.

Board members attended in-person at CHA.

Members Present:

- Lara Pons, MD, Chair
- Mark Spitzer, Vice-Chair
- Steve Morris
- Cecilia Plez
- Daryle Adams
- Asha Rodriguez
- Kimberly Dehler, DDS
- Chip Buckwell, Ed.D

Members Absent: Dan Hagler, MD.

Staff Present: Erin Shoe, Rolanda Forehand, Raquesha Balknight, Sue Yates, Marcella Beam, Sarah Vingoe, Keon Lewis, Chrystal Swinger, Wendy Harsch, Kim Ragan, Dr. Stephen Cathcart, Jamie Newman, Dr. Alicia Primus, Crystal Gribbins, Crystal Overcash, Jennifer Brackett

Guests and Members of Public Present: Chef Colin Bramlett, Cameron Moore, Pierce Moore, Helen Moore, Hazel Moore and Jamie Thompson

CALL TO ORDER

Chairperson Lara Pons called the meeting to order at 5:37 pm.

ADOPTION OF THE AGENDA

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

APPROVAL OF THE MINUTES

Chairperson Lara Pons asked for a motion to approve the June 20, 2023 meeting minutes. Vice-Chair Mark Spitzer moved. Asha Rodriguez seconded. Motion and approval carried unanimously.

WELCOME/GUEST INTRODUCTION

Erin introduced special guest and caterer Chef Colin. Chef Colin introduced himself and the program he co-created. Second Course provides assistance to unemployed and under-employed by recruiting people re-entering society, providing employment placement assistance for persons completing the program, training in the culinary arts and related skills for the restaurant and hospitality industry, and covering the full cost of classes and ServSafe certification.

Second Course addresses disparities in public health outcomes by: increasing social, emotional and mental health skills, building resilience to recidivism and relapse, providing ServSafe certification following completion of the program, and teaching participants how to be stellar employees.

SPECIAL PRESENTATIONS – CHA Employee Response Recognition

Moore, a Coach at Roberta Road Middle School.

On May 11th, 2023, Pierce suffered a cardiac arrest which rendered him unconscious. Nurse Gribbins quickly performed CPR and contacted emergency services. Out of concern for him, Nurse Gribbins rode in the ambulance to ensure Pierce would be okay. Pierce explained that while he was in the hospital, his wife went into labor and Nurse Gribbins went the extra mile to check on his family and played a very important part in his family's recovery.

INFORMAL PUBLIC COMMENTS

No public comments.

REPORTS

5 for 5 Division Report: Community Impact

Dr. Alicia Primus presented overview of the Community Impact updates. Details include updates on the FY24 budget, Community Health, Population Health, Healthy Living, and Preparedness. Dr. Primus asked that the Board members attend the Needs Assessment Summit Update on October 19th.

5 for 5 Division Report: Environmental Health

Chrystal Swinger presented an overview of the Environmental Health updates. Details include updates on their FY24 budget, Program Development and Changes, progress on the NEHA Intern, and the Environmental Health goals for FY24. Chrystal asked that the Board members continue to support and help advocate for residents to test their well water and promote the Tip N Toss campaign to dump standing water which decreases mosquito breeding.

Committee Report-Outs

- *Finance Committee* – Sue Yates presented the following reports.
 - *Financial Summary Report as of 6/30/23* – 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 \$125,936.
 - *CHA Snapshot Report as of 6/30/23* – Sue shared the CHA Snapshot that shows the budget, actuals, and year-to-date collected for each department.
 - *Variance Report as of 6/30/23* – this report shows the budget for 2023 and the actuals for 2022 and 2023. It also shows the year over year increase or decrease.

Health Director's Report

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

- May – September 10th, 2023, CHA was awarded three (3) grants for a total of \$10,527,510
- for Emergency Dental Treatment, the CDC Racial and Ethnic Approaches to Community Health (REACH, focusing on policy, systems, and environmental approaches to reduce chronic disease in African American and Latino populations), and to continue the Elevate program (teenage pregnancy and STI prevention using an equity lens) for another five years.
- CHA was awarded two (2) PHAPs (Public Health Associate Program) from the CDC to support Public Health Policy and a Youth Advisory Council over the next two years; will begin in October.
- With the recent retirement of Suzanne Knight, Clinical Services Director, CHA Leadership identified a multidisciplinary Clinical Leadership Team to support the growth and development of our clinical services. Dr. Megan Easterday, Medical Director, will lead the team consisting of Julia Patterson, Women's & Children's Director; Tamara Lunsford-Key, Adult Health & Communicable Disease Director, and Megan Shuping, Director of Business Solutions.
- Dental is almost complete with the large upfit in Concord! Equipment, cabinetry and dental chairs were all replaced in the 12 operatories with top-of-the-line ADEC equipment. Cabinetry in sterilization was also replaced, creating a more streamlined sterilization process.
- The annual PHAB (Public Health Accreditation Board) Annual Report was approved. Re-accreditation application for PHAB is due in the Summer of 2024.

CONSENT AGENDA

Sue Yates presented an overview of the Budget Revisions. There are currently twelve (12) 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. *Elevate*
2. *Triple P*
3. *ELC Agreement*
4. *CD Pandemic Recovery*
5. *Opioid CLC Agreement Addendum*
6. *Breast Feeding Peer Counseling*
7. *NCBHEI from Wake Forest*
8. *Management of Chronic Illness in Pregnancy*
9. *Recovery Supportive Housing*
10. *BCBS*
11. *Community Equity Events*
12. *Public Health Workforce Development*

Financial Policies

Sue Yates advised there were four (4) Finance Policies reviewed. The Mobile Phone Policy, Capital Asset Policy, Property Management, and the Program Income Policy. There were minimal changes to the following policies.

- Property Management – New Policy
 - Purchases with ARPA funds – must be used for intended purposes, if disposed of prior in accordance with Federal guidance.
- Program Income Policy – New Policy
 - Purchases with ARPA funds – income must be used for intended purposes in accordance with Federal guidance.

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

Chairperson Lara Pons asked for a motion to approve the Consent agenda. Stephen Morris moved. Vice-Chair Mark Spitzer seconded. Motion and approval carried unanimously.

BUSINESS AGENDA

Personnel Policy

Dr. Stephen Cathcart presented an overview of the Personnel Policy. Details include changes on Employee Merit Increase, Pay Increase for other achievements, Recruitment Sources, Probationary Period of Employment, Separation from Employment, and Disciplinary Actions.

Board members shared concerns of the internal hiring policy change (allowing a staff member the ability to apply for a role after six months in a role vs. changing to one year). Board members discussed the dynamic job market and the focus on assessing new applicants and staff who wish to transfer internally for their potential to be successful in the role.

Board member suggestions:

1. Examine the churn rate at CHA with special focus on the first six months.
2. Re-examine if an employee should be able to apply for other positions in six, nine or twelve months; Review departments and supervisors impacted.

Erin Shoe recommended to approve the policy except for the Article IV, Section 5.

Chairperson Lara Pons asked for a motion to approve the Personnel Policy all of the changes except for Article IV, Section 5. Daryle Adams moved. Stephen Morris seconded. Motion and approval carried unanimously.

Concord Satellite Location Proposal

Location located in Concord, NC. Erin shared the Purpose, the Background of currently leased locations, the Brown Mill Opportunity and Investment, CHA Fund Balance breakdown, Lease Agreement, and Draft Terms & Responsibilities between CHA and CCM.

Chairperson Lara Pons asked for a motion to support the Concord Satellite Location Proposal. Stephen Morris moved. Dr. Chip Buckwell seconded. Motion and approval carried unanimously.

Community Health Needs Assessment Realignment

Marcella Beam presented the CHNA Realignment. Marcella shared the reason why the realignment is needed, the Purpose, Cycle Timing, and the Realignment Options. Option 3 has been selected.

- Option 3 – Submit an updated 2020 Report and keep priorities.

Chairperson Lara Pons asked for a motion to approve the Community Health Needs Assessment Realignment. Vice-Chair Mark Spitzer moved. Stephen Morris seconded. Motion and approval carried unanimously.

ANNOUNCEMENTS

Dr. Stephen Cathcart presented updates about the Health Directors’ Annual Evaluation. Dr. Cathcart shared that the current process will be fully electronic and the results will be shared with the Health Director in a closed session on October 17, 2023.

Marcella Beam presented an overview of the Mission, Vision, and Values and the Strategic Planning (SP) Timeline and Process Steps. The meetings will consist of discussing the objectives and how to maintain the plan. The team will review the SP Process roles, the timeline, survey results, and work on prioritizing.

Erin Shoe shared that CHA will have a Discovery Day Symposium on October 9th. Erin encouraged the Board members to attend if their schedule permits.

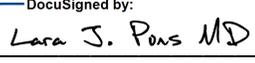
MOTION TO ADJOURN

No further business to come before the Board.

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

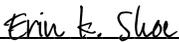
The meeting was adjourned at 7:18pm.

The next meeting of the board will be October 17, 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