



Public Health Authority of Cabarrus County
Board Meeting Minutes
January 16, 2024

A regular meeting of The Public Health Authority Board was held on Tuesday, January 16, 2024.

Board members attended in-person at CHA.

Members Present: Lara Pons, MD, Chair
Mark Spitzer, Vice-Chair
Cecilia Plez
Daryle Adams
Kimberly Dehler, DDS
Asha Rodriguez

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

Staff Present: Erin Shoe, Rolanda Forehand, Sue Yates, Dr. Alicia Primus, Tamara Lunsford-Key, Branisha Smith, Sonja Bohannon-Thacker, Sarah Vingoe, Dr. Steve Cathcart, Megan Easterday.

Guests and Members of Public Present: Geraldine Gardner

CALL TO ORDER

Chairperson Lara Pons called the meeting to order at 5:41 pm.

ADOPTION OF THE AGENDA

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

APPROVAL OF THE MINUTES

Chairperson Lara Pons asked for a motion to approve the October 17, 2023 meeting and closed session minutes. Cecilia Plez moved. Vice-Chair Mark Spitzer seconded. Motion and approval carried unanimously.

INFORMAL PUBLIC COMMENTS

No public comments.

REPORTS

5 for 5 Division Report: Behavioral Health

Sonja Bohannon-Thacker presented an overview of the Behavioral Health Division. The FY24 Budget is \$2,651,465 and has grown from five to 14 funding streams within the year. Sonja's overview included staffing, a review of service delivery and prevention programs, along with their workforce development plan involving interns. In addition, Sonja shared FY24 goals for both staff and programs. Sonja's ask of the Board of Health for Behavioral Health are to: combat myths regarding mental illness and substance use disorder in their circle of influence; advocate for CHA's behavioral health services as it relates to funding opportunities and partnerships; and to use their knowledge and connections to educate and inform us of needs and opportunities to develop our current services. A brief discussion on our ability to pay competitively and respond to the whole person followed.

5 for 5 Division Report: Clinical Services

Dr. Megan Easterday presented an overview of the Clinical Services Division. Dr. Easterday shared staffing information per department, the clinical leadership structure, FY23 patient data with number of unduplicated patients and patient encounters, and FY24 goals & progress. Dr. Easterday's ask for Board of Health support includes: keeping us aware of how we can expand to serve more adults and the impact of Medicaid expansion; sharing funding opportunities for individuals and families who are under or uninsured; advocacy for interoperability of technology; and education around harm reduction to support our patients.

Committee Report-Outs

- *Finance Committee* – Sue Yates presented the following reports:
 - *Financial Summary Report as of 11/30/23* – 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 noted the \$1,000,000 fund balance allocation for Brown Mill that was approved in October. Sue advised net revenue will amount to approximately \$10,365 without the Brown Mill allocation.
 - *CHA Snapshot Report as of 11/30/23* – Sue shared the CHA Snapshot that shows the budget, actuals, and year-to-date percentage collected for each department.

Health Director's Report

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

- Since Oct 2023, CHA has been awarded three (3) grants totaling \$904,981 to provide bilingual Integrated Behavioral Healthcare for Women's Health, jail-based and transition peer support for individuals at risk of overdose, and for Walk Cabarrus. Grants came from NC Dept of Public Health and Atrium Health Invests.
- Information Technology filled one of two vacant positions and is working on filling the second in the upcoming month.
- Dental welcomed a new dental hygienist in December! With this addition, we expect to be able to reduce wait time for hygiene appointments and start accepting new patient adults for comprehensive care within the year.
- During the first semester of the 2023-24 school year, school nurses documented 45,402 total visits in SNAP, our School Health electronic medical record. This number does not include visits that were documented on paper (diabetes, specialized healthcare procedures, and some minor visits).
- With the help of volunteers from local Lions Clubs, almost 5,000 vision screenings were completed during the first semester.
- Environmental Health has new leadership. Jennifer Hatley is the new EH Director; Jacob Snyder is the Asst. Director.
- Recruitment efforts for Healthy Cabarrus Executive Director role still continues.
- Communications Manager/Public Information Officer, April Sloop, joined the CHA team on January 12th!
- The Community Health Worker team hosted Winter Warm with Cannon Pharmacy on December 9, 2023. As a result of volunteer and sponsor support, the collective provided jackets and services to 80 families.

CONSENT AGENDA

Budget Revisions

Sue Yates presented an overview of the Budget Revisions. There are currently nine (9) revisions that were reviewed by both the Executive and Finance Committee at an earlier meeting. The revisions include the following departments and programs:

1. STOP Grant
2. Workforce Development
3. Drug Free Communities
4. Prevention Drug Overdose
5. COSSAP
6. Bridge Access for Vaccines
7. SUN

8. *Office of Rural Health*
9. *Innovative Approaches*

Financial Policies

Sue Yates advised there were ten (10) Finance Policies reviewed by the Finance Committee and Legal Counsel. The Credit Card Processing Policy, CHA Subaward Policy, Travel Policy, and NC Debt Set-Off Procedures Policy had minor changes. The Primary Care & Dental Services False Claims and Fraud Prevention Policy, the Primary Care & Dental Services Billing Policy, Donation Policy, Cabarrus Public Health Interest, Primary Care Services Debt Management Policy, and Dental Clinic Debt Management Policy had no changes.

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. Daryle Adams moved. Vice-Chair Mark Spitzer seconded. Motion and approval carried unanimously.

BUSINESS AGENDA

Auditor Selection

Sue Yates requested approval of a five-year contract with Potter & Company, P.A. for the annual audit services for fiscal years FY24 through FY28 and shared the costs associated. They were the only firm to respond to our public RFP. Their pricing is comparative to what CHA is currently paying. Services include: a preliminary audit, field work, review of financial report, camera ready financial statements, notes and completion and delivery of the final audit report by October 31st.

Chairperson Lara Pons asked for a motion to approve the Auditor Selection. Vice-Chair Mark Spitzer moved. Cecilia Plez seconded. Motion and approval carried unanimously.

Compensation & Classification Study

Dr. Steve Cathcart and Jamie Newman provided information about the consulting agency used, the Compensation and Classification process and proposed recommendations for the Board to approve. Gallagher is a global leader in insurance, risk management & consulting services. They used a clearly defined and validated compensation model (Decision Band Model®) to assist CHA in reducing job grades/bands from 115 to 26 and our job classes from 104 to 70. We developed an additional job band to include our medical providers (mid-level, doctors and dentists). In addition, a list of hard to fill positions were shared. Lastly, Dr. Cathcart informed the Board that moving forward salary studies will be completed in cycles beginning with clinical staff and aging our salary tables in 2025 or 2026. The Board was asked to adopt 1.) the Compensation and Classification schedule requiring adjustment of outlier employees to the new minimum levels at a cost of \$11,495 and 2.) the Time in Seat (time in current role) to address compression at 2% adjustment per year in seat at a cost of \$34,930.

Chairperson Lara Pons asked for a motion to approve the Compensation & Classification Study recommendations. Vice-Chair Mark Spitzer moved. Asha Rodriguez seconded. Motion and approval carried unanimously.

Mission, Vision, Values

Geraldine Gardner, Executive Director at Centralina Regional Council, reviewed the objectives, timeline, and activities completed along with sharing an Executive Summary associated with the Mission, Vision, Values process. She highlighted the results from the three staff focus groups and the themes that emerged from these discussions and wrapped the presentation up by defining the Mission, Vision and Values along with key components needed for each. Erin Shoe shared the agency's current Mission and Vision and shared the proposed new Mission and Vision. New Mission: "to improve individual and community health through services, education and collaborative action" and new Vision: "we envision a thriving community where people make healthy choices in healthy environments" and asked the Board of Health for feedback. Lastly, Erin presented the four (4) core Values the agency will adopt: 1.) collaboration 2.) compassion 3.) integrity and 4.) adaptability.

Chairperson Lara Pons asked for a motion to accept the Mission, Vision, Values recommendations. Vice-Chair Mark Spitzer moved. Asha Rodriguez seconded. Motion and approval carried unanimously.

Primary Care Expansion

Erin Shoe led a brief discussion for situational awareness concerning CHA returning to the adult primary care space. Erin informed the Board that CHA provided adult primary care until 2003 in which we had clinicians and provided services at the Logan Community Center. She informed the Board that CHA give adult primary care up when we phased out to focus on county mandated services versus clinical services. With Medicaid expansion, our leadership team is discussing and researching if we are a good fit to become a Federally Qualified Health Center (FQHC). The three pathways for consideration: 1.) expand adult primary care through the public health channel 2.) complete a competitive grant application with assistance of a consultant or 3.) a FQHC Look-Alike in which you function as a FQHC and don't receive the federal award funding, but receive the same benefits as FQHCs and bonus points to apply when the grant opportunity arises. Research shows there is a significant underserved population in Kannapolis. Plans to provide additional information at the next Board meeting in March as Leadership conversations continue.

ANNOUNCEMENTS

Lara Pons thanked Alicia Primus for running the slides, thanked Geraldine Gardner for her hard work and thanked all presenters for their time.

MOTION TO ENTER INTO CLOSED SESSION

Chairperson Lara Pons asked for a motion to enter into Closed Session. Cecilia Plez moved. Asha Rodriguez seconded. Motion and approval carried unanimously.

Chairperson Lara Pons asked for a motion to exit out of Closed Session. Cecilia Plez moved. Daryle Adams seconded. Motion and approval carried unanimously.

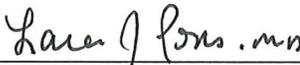
MOTION TO ADJOURN

No further business to come before the Board.

Chairperson Lara Pons requested a motion to adjourn the meeting. Kim Dehler moved. Daryle Adams seconded the motion. Motion and approval carried unanimously.

The meeting was adjourned at 7:31pm.

The next meeting of the Board will be March 19, 2024 at 5:30pm.

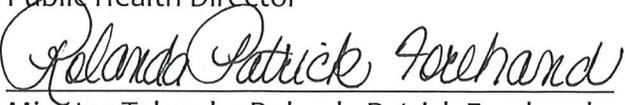


Lara Pons, MD, Chair
Public Health Authority Board of Commissioners

ATTEST



Erin Shoe, MPH
Public Health Director



Minutes Taken by Rolanda Patrick Forehand