



Public Health Authority of Cabarrus County
Board Meeting Minutes
May 20, 2025

A regular meeting of The Public Health Authority Board was held on Tuesday, May 20, 2025.

Board members attended in-person at CHA.

Members Present:

- Lara Pons, MD, Chair
- Mark Spitzer, Vice-Chair
- Natasha Lipscomb
- Laura Lindsey
- Amy Jewell
- Kerry Dove
- Cecilia Plez
- Daryle Adams

Members Attending Virtually: Asha Rodriguez

Members Absent: None

Staff Present: Erin Shoe, Rolanda Patrick, Mariah Kendrick, April Sloop, Sue Yates, Sonja Bohannon-Thacker, Tammy Alexander, Dr. Megan Easterday, Dr. Elly Steel, Jennifer Hatley, Dr. Alicia Primus, Linda Heiland, Jacob Snyder, & Eric Kepf

Guest and Members of the Public Present: Ashley Ennis, Assistant Fire Marshall for Cabarrus County, and Matthew Ford, Cabarrus County Firemen's Association member

CALL TO ORDER

Chairperson, Dr. Lara Pons, called the meeting to order at 5:34pm.

ADOPTION OF THE AGENDA

Chairperson, Dr. Lara Pons, requested a motion to adopt the agenda. Daryle Adams moved. Amy Jewell seconded. Motion and approval carried unanimously.

APPROVAL OF THE MINUTES

Chairperson, Dr. Lara Pons, requested a motion to approve the March 2025 minutes. Mark Spitzer moved. Daryle Adams seconded. Motion and approval carried unanimously.

RECOGNITIONS

The Assistant Fire Marshall for Cabarrus County, Ashley Ennis, and Cabarrus County Firemen's Association member, Matthew Ford, presented CHA with the HeartSafe Workplace Award. The award demonstrates a commitment to employee safety and readiness to respond to cardiac arrests. CHA is proud to have received this recognition.

INFORMAL PUBLIC COMMENTS

No public comments.

REPORTS

Finance Committee Reports

Chief Finance Officer, Sue Yates, presented the following reports:

- CHA Financial Summary as of March 31, 2025. The summary includes revenues and expenditures, actuals for past and present fiscal year and the year-to-date collected percentages.
 - Reviewed and recommended for approval by Finance Committee on 5/13/2025.
 - Net positive amount \$642,261.
- CHA Snapshot as of March 31, 2025. Shows the budget, actuals, and year-to-date percentage collected for each department.
 - Reviewed and recommended for approval by Finance Committee 5/13/2025
 - All departments are in 'the green'.

CONSENT AGENDA

Finance Policies & Budget Revisions

Sue Yates presented an overview of the Finance Policies & Budget Revisions. There are currently four (4) Finance Revisions and eleven (11) Budget Revisions. All were reviewed by both the Executive and Finance Committee on 5/13/25.

The Finance Policy revisions include the following:

1. Outpatient Behavioral Health Eligibility Policy – added language around verbal declaration of income due to hardship and removed residency requirements
2. Public Health Primary Care Services Fee Policy – no changes
3. Gift Card Policy – new
4. Contract Procurement Policy – removed gift card section to create Gift Card Policy. Added direction on obtaining multiple quotes and determination of value. Added definitions of receiver, responsible bidder, responsive bidder and requisitioners.

The Budget Revisions include the following:

1. OSMAT – decrease \$(193,149)
2. 340B Funding – decrease \$(30,000)
3. PrEP – increase \$10,042
4. Communicable Disease Program – increase \$11,316
5. Tuberculosis Program – increase \$11,316

6. Maternal Health – increase \$86,943
7. Family Planning Clinic – increase \$5,744
8. Dream Center – increase \$20,800
9. Mobile Dental Revenues – increase \$62,850
10. Duke Endowment – increase \$0
11. IT Equipment – increase \$125

BUSINESS AGENDA

Fiscal Year 2026 Preliminary Budget

Health Director, Erin Shoe, presented the Fiscal Year 2026 Preliminary Budget alongside Sue Yates. Each of CHA's seven (7) directors presented an overview of their respected division. Included in the overview were FY25 division highlights, funding sources, and plans for FY26.

Behavioral Health Director, Sonja Bohannon-Thacker, shared staff were cross trained in areas provided to ensure access to an array of services and increased billable services. Department plans for FY26 include continuing to address community needs in mental and behavioral health. The department anticipates an increase in access to outpatient services. There are currently two (2) vacant positions and recruitment is underway.

School Health Director, Tammy Alexander, shared success in maintaining a nurse in every school and celebrated its 25th year doing so. Tammy shared that of the students assessed by a school nurse, 87.3% were able to return to class and continue learning. In addition, two (2) nurses became nationally certified and fifteen (15) nurses completed the NC Public Health Nurse Credentialing course. More than 1,800 hours of administrative tasks and care for more than 3,900 students were provided by school nurses with the support of the school health clinical assistants. The department plans for FY26 include: assuring services are accessible to all students; striving for 90% of students to return to classroom; and providing continuing education to school nurses.

Dental Health Director, Dr. Elly Steel, shared department achievements to include: completing expansion of Kannapolis Dental Clinic; increasing the number of operatories from six (6) to nine (9); transitioning to cloud based electronic dental record – allowing paperless registration, automated reminders, and built-in text messaging; expand the Community Oral Health program by providing care at forty-five (45) schools with utilization of the community health unit bus. The dental department looks forward to continuing to provide high quality care to all ages; and adding positions to include a dentist, two (2) dental assistants, an accounting technician and a Community Oral Health Manager. CHA is proud to be one of the few dental programs that provide sliding and nominal fees.

Clinical Services Director, Dr. Megan Easterday, shared department success including: increasing access to adult primary care services; implementing a sliding fee discount program for those services; establishing a robust quality improvement team; and implementing digital check-in and online booking for patients. Department goals for FY26 include continuing to provide primary care operations and adding a family medicine physician. The department anticipates an increase in Medicare reimbursement from an increase in adult health care expansion.

- Communicable Disease department highlights included: finalization of COVID related grants; investigation of thirty-two (32) outbreak cases in Cabarrus County; collaboration with community partners; and education of the RSV vaccine. The department plans for FY26 include: continuing to provide high quality care; expansion of services offered in the sexually transmitted infections clinic; identifying/providing patients with immunization services; and strengthening partnerships and collaboration with the Environmental Health department.

- Care Management department highlights included: implementation of care managers at the Kannapolis location two (2) days per week; and providing support to Rowan County local health department for care management services. FY26 plans for the department include continuing advocacy and support of care management; and hosting our annual community baby shower and block party for pregnant women and families.

Environmental Health Director, Jennifer Hatley, shared department highlights that included: completion of a three-year baseline Risk Factor Study for healthcare, schools, restaurants, and retail food facilities; creation of two (2) lead positions, and authorization of five (5) on-site wastewater (OSWW) team members in the tattoo program. Department plans for FY26 include: continuing to provide excellent customer service; supporting CHA and the NC Retail Program Standards Network with grant funding; and anticipating modest projections for OSWW, wells, temporary food event permits, and plan review.

Community Impact Director, Dr. Alicia Primus, shared department successes that included: Women, Infant, and Children (WIC) increased 20% growth in participation from June 2024 to March 2025; adoption of the NC WIC Modernization program separating of nutrition education and food benefit issuance to prevent lapse in benefits; partnering with Centralized Services to improve the live answer rate and answer time; receiving 100% customer satisfaction score in the past two (2) cycles. Department plans for FY26 include: continuing to be a provider of WIC in Cabarrus County helping to address food security; continuing to provide excellent service to participants & enhance recruitment and retention efforts; continuing to expand services to the eastern part of the county through deployment of the CHA Community Health Unit to Mount Pleasant, NC and other areas of opportunity.

Dr. Alicia Primus shared other department successes that included: the regional launch of the Community Health Needs Assessment; the Minority Diabetes Prevention Program (MDPP) offering the Living Healthy with Diabetes and Chronic Disease course; deploying eight (8) staff to the Helene Response effort; and the expansion of the mobile health unit to include WIC and Dental services. Department plans for FY26 include: continuing to address community needs and seek funding opportunities for those needs; and expansion of Lifestyle Medicine to adult health services and the MDPP to include diabetes management. The department also looks forward to offering preparedness staff trainings and discussion-based exercises in the upcoming year.

Support Services Director and Deputy Health Director, Rolanda Patrick, shared department FY25 highlights. Highlights included: successfully managing six (6) current strategic priorities; kicking off the 2026-2030 Strategic Plan; supporting infrastructure of Brown Mill and Kannapolis renovations; and adding a Facilities/Fleet department position to support growth and maintenance. Department plans for FY26 include: automating processes across the division; continuing billing efficiencies and enhancements; and, exploring technology internally and externally, to support efficiencies.

- Information Technology department highlights for FY25 included: moving clinical electronic health record to a cloud-hosted model; implementing single solution for telehealth across CHA programs; migrating to cloud-based dental electronic health record with clinical integration; deploying integration of credit card readers for clinical and dental health records; and budgeting for Brown Mill technology needs. Department plans for FY26 (some projects began in FY25) include: completing strategic priorities and providing excellent customer service to staff; managing installation of networking of audio/video systems for Brown Mill and any other technology required; finishing implementation of new cloud-based phone system; completing transition to new backup and

disaster recovery system; and assisting with clinical technology enhancements such as electronic check-in, and health center data reporting.

- Vital Records department highlights for FY25 included: fetal death reports moved to electronic processing in NCDAVE; 100% completion of delayed death certificates; and the deputy registrar receiving Non-Licensed Data Contributor certification to process 'Green Burials'. Department plans for FY26 include: continued support of funeral homes, hospital registrars, and medical certifiers to ensure death/birth filing meet state requirements; and implementation of new NC state requirements for registering out-of-institution births.
- The anticipated Fund Balance contribution for FY 2025 includes a May projection of \$642,261 and a Medicaid cost settlement hold back payment of \$267,098 for a total of \$909, 359 and a fund balance grand total of \$13,090,047 (note: the year is not complete).

CHA's proposed FY 2026 budget is \$38,303, 948.

Required unassigned fund balance will be \$5,745,592 (15% of total budget).

Available fund balance remaining is anticipated to be \$2,487,009.

Unassigned fund balance (15% of total budget) plus available fund balance is proposed at \$8,232,601.

Requested assigned fund balance for FY 2026 budget is \$4,857,446. The breakdown is as follows:

Brown Mill: \$3,930,859 – approved in FY25, carryover to FY26

Information Technology Hardware & Software: \$378, 010 - new investment

Centralized Services: \$360, 000 - new investment

WIC: \$118,437 - new investment

Vital Records: \$986 - new investment

Healthy Cabarrus: \$56,706 - new investment

Facilities Projects: \$12,448 - new investment

Total: \$926,587

Fund Balance Investment Request Total: \$4,857,446

- Erin Shoe shared three (3) specific fiscal notes on the radar for FY26.
 - 1.) Make America Healthy Again investments that could provide additional opportunities to support Cabarrus County healthy living initiatives;
 - 2.) Anticipation of potential reductions to Medicaid that will greatly impact CHA; and
 - 3.) Federal alignment of grants, programs, and department impacts on funding – both direct to CHA and via state pass-through.

The CHA FY26 budget strives to invest in our community, invest in expanding access to care, invest in our human capital, and invest in infrastructure.

Amy Jewell spoke highly of staff on their presentations and of CHA for the care of employees. Amy asked Sonja-Bohannon-Thacker about the details of the vacant positions. Sonja Bohannon-Thacker, stated one of the open positions was due to resignation and the other is a new position.

Amy Jewell asked Dr. Megan Easterday about the advocacy of the care management team. Dr. Megan Easterday stated the care management team provides crucial services and CHA will continue to advocate to keep their

services. Amy Jewell asked Dr. Alicia Primus how the department will be impacted due to the ending of the Community Health Worker (CHW) grant. Alicia stated there will not be any gaps in clients receiving resources. Referrals will continue through our centralized services team.

Asha Rodriguez asked Erin Shoe how CHA will handle payer coverage changes with Medicaid. Erin Shoe stated CHA has not experienced payer coverage yet. However, we are aware of the issue. Patients will not be turned away for inability to pay for services. Chairperson Dr. Lara Pons remarked the existence of foundational money, NC Assist, and other list of resources to help offset cost. Private funding through the Atrium Clinic was also mentioned.

Dr. Natasha Lipscomb asked Dr. Elly Steel for details of the dental budget, experience with patients having private insurance and marketing efforts. Dr. Elly Steel stated regardless of insurance provided or status, patients are given quality care and service. Also, marketing campaigns have not been advertised for the dental department due to staff being at capacity of providing services. Dr. Steel looks forward to the opportunity of marketing services with the expansion of the department. Dr. Lara Pons commended Dr. Elly Steel for her work at Mt. Pleasant and the mobile unit. Dr. Natasha Lipscomb stated it is great to see transparency and asked if there was a concern with balance regarding the ending of CHW grant. Erin Shoe stated CHA will continue to learn through the experience of the grant and if the opportunity allows for the reinstatement of the positions – it may look different. Erin Shoe expressed recommendations may look different on utilizing discretionary funds as well.

Questions were referred to Jennifer Hatley regarding tattoo permits. Jennifer Hatley stated tattoo permits are becoming more popular at festivals, events and other social/gatherings. The Environmental Health department permits all tattoo artists in Cabarrus County.

Board members asked Erin Shoe about green burials. Erin Shoe stated a green burial is a natural choice offered if someone chooses to be buried using sustainable materials. This burial practice provides minimal environmental impact.

Conflict of Interest Forms

Erin Shoe reviewed the annual Conflict of Interest Policy. Each board member received the document for review and signature. The document outlines the protection of interests and perception of serving as a member of the Public Health Authority of Cabarrus County Board of Commissioners.

HEALTH DIRECTOR REMARKS

Erin Shoe shared the Health Director's Remarks as presented in the packet.

ANNOUNCEMENTS

Chairperson Dr. Lara Pons stated CHA staff did a fantastic job presenting on their divisions.

MOTION TO ADJOURN

No further business to come before the Board.

Chairperson Dr. Lara Pons requested a motion to adjourn the meeting. Mark Spitzer moved. Amy Jewell seconded the motion. She was virtual so wouldn't have motioned. Motion and approval carried unanimously.

The meeting was adjourned at 7:07pm.

The next meeting of the Board will be June 17, 2025 at 5:30pm.

Lara Pons

Lara Pons, MD, Chair

Public Health Authority Board of Commissioners

Mariah Kendrick

Minutes Taken by Mariah Kendrick

Governance Program Manager