



Public Health Authority of Cabarrus County
Board Meeting Minutes
August 19, 2025

A regular meeting of The Public Health Authority Board was held on Tuesday, August 19, 2025.

Board members attended in-person at CHA.

Members Present:

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

Members Absent: Daryle Adams

Staff Present: Erin Shoe, Rolanda Patrick, Mariah Kendrick, April Sloop, Sue Yates, & Jessica Grant

Guest and Members of the Public Present: None

CALL TO ORDER

Chairperson Dr. Lara Pons called the meeting to order at 5:32pm.

ADOPTION OF THE AGENDA

Vice-Chair Mark Spitzer requested a motion to amend the agenda to add State Contract Utilization to the business agenda. Chairperson Dr. Lara Pons requested a motion to adopt the agenda with changes. Dr. Natasha Lipscomb moved. Laura Lindsey seconded. Motion and approval carried unanimously.

APPROVAL OF THE MINUTES

Chairperson Dr. Lara Pons requested a motion to approve the June 2025 minutes. Cecilia Plez moved. Amy Jewell seconded. Motion and approval carried unanimously.

INFORMAL PUBLIC COMMENTS

No public comments.

BOARD MEMBER INSTALLATION & OATH OF OFFICE

Dr. Kerry Dove & Asha Rodriguez took the Oath of Office as re-appointed Members to the Board of Commissioners. The Oath of Office was provided by Mariah Kendrick, Governance Program Manager.

REPORTS

Community Health Needs Assessment

Jessica Grant, Ed. D, Healthy Cabarrus Executive Director, presented the Community Health Needs Assessment (CHNA) Report. Jessica Grant provided an overview of the assessment process. The focus in the decision-making framework, include the 2025 Priority Needs:

- Behavioral Health
- Housing
- Transportation
- Early Childhood Education

Some feedback from Community Focus Groups on Behavioral Health were shared.

Jessica Grant reported that the number of emergency department visits for mental health conditions has increased since 2021.

- Since 2020, there has been an 11.6% increase in adults reporting 14 or more days of not having good mental health, in Cabarrus County
- 64% increase in emergency visits for self-inflicted injuries
- In 2024, 819 Cabarrus County Residents had 6,361 service encounters at Daymark Facility Based Crisis (FBC) locations – an average of 7.8 encounters per person
- Cabarrus County Schools reported 12,304 students received mental health services during the 2023-2024 school year. By the end of February 2025, that number reached 16,532 – a 35.4% increase.
- Qualified clinicians remain insufficient to meet the growing demand of mental health services
- The Regional Behavioral Health Center will address the necessary needs. But to prevent the reoccurring cycle of crisis – appropriate treatment and innovative approaches are required.

Homeless Indicators created by the Cabarrus County Homelessness Task Force from January to December 2024 were recorded as:

- There were 1,591 recorded evictions in 2024, averaging 133 per month, a 5% increase over 2023
- The Salvation Army served a total of 216 guests, received 3,292 requests for beds, and made 9,876 referrals for homeless services in quarter four of 2024. The number of guests served represents a 7% increase over quarter three of 2024.
- Opportunity House registered an average of 38 new clients per month – a 12% increase over 2023
- Cooperative Christian Ministry, received 602 applications for housing – a total of 1,500 people in housing crisis, at 2.5 per family. The number of applications increased by 13% over the same period in 2023.
- Cabarrus County and Kannapolis City Schools reported 751 students as homeless from August through December 2024, a 14% increase over the same period last year
- Help with Housing. Net received 341 unique applications in 2024. There were 901 people, including 417 children. The number of applications represents a 63% increase over 2023.
- The Cabarrus County Foster Care Program reported 157 youth in foster care. This represents a 16% decrease over 2023. Nine (9) youth aged out in 2024.

The number of households in Cabarrus County that are cost-burdened is 28%, the total of 21,797 households. Renters who have difficulty affording their homes is 51%, the total of 10, 655 households. Homeowners who have difficulty affording their homes is 19%, the total of 11,142 households. The average annual salaries include:

Teachers – \$57,930

Jessica Grant, stated we are currently working on Creating the report and sharing the results. Dr. Grant expressed gratitude in the power of working with the community strategically and creatively.

Vice-Chair Mark Spitzer invited Jessica Grant to present this information to the Kannapolis City Council. Mark Spitzer commended Jessica Grant on the work of the Assessment, and stated Jessica Grant did a great job documenting the process. Mark Spitzer acknowledged many Spanish speaking students do not feel they belong and that it is our responsibility of children to understand and prevent that experience from happening.

Jessica Grant emphasized the importance of adding community voice in the action planning process & the goal of providing a place at the table for the community.

Erin Shoe, Health Director, thanked Jessica Grant for her leadership as the Executive Director of Healthy Cabarrus. Erin Shoe stated they could not have asked for a better leader to fill this role.

Chairperson Dr. Lara Pons thanked Jessica Grant for the presentation and the hard work poured into creating an impactful Assessment. Chairperson Dr. Lara Pons shared experience as a Mt. Pleasant resident, of not having dependable access or resources of transportation. Chairperson Dr. Lara Pons expressed hope in finding a better solution for all residents.

Finance Committee Reports

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

- CHA Financial Summary as of June 30, 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 8/12/2025
 - Net positive amount \$922,269. The original target was for \$909,000.
- CHA Snapshot as of June 30, 2025. The snapshot shows the budget, actuals, and year-to-date percentage collected for each department.
 - Reviewed and recommended for approval by Finance Committee 8/12/2025
 - Brown Mill Fund balance appropriation is included in the budget for General Administration
 - All departments are in ‘the green’ except Women, Infant & Children (WIC). WIC is yellow due to an expense exceeding revenues. There are no interruptions to WIC services due to agency funding.
 - Notes successful opening of Adult Primary Care

CONSENT AGENDA

Budget Revisions

Sue Yates presented an overview of the Budget Revisions. There are currently six (6) Budget Revisions. All were reviewed by the Executive and Finance Committee on 8/12/2025.

The Budget Revisions include the following:

- Brown Mill: Office Equipment & Furniture; \$60,000
 - To budget for the Cannon Grant received for the Brown Mill Upfit
- Finance; \$33,000

- To budget for the Hayes Charitable Trust funds received for contract with Capital Development (CapDev)
- Clinical: Child Fatality Case Reporting; \$2,743
 - To budget for the ARP Lead Agreement Addendum
- Environmental Health: ARP; \$11,155
 - To budget for the Child Fatality case reporting Agreement Addendum
- Clinical: SmartStart for Ultrasounds; \$15,000
 - To budget for the grant received from SmartStart for Ultrasounds
- Dental: Bilingual Dental Navigator; \$(1,330)
 - To adjust budget based on actuals for a two-year grant for Bilingual Dental Navigator

Finance Policies

Sue Yates presented an overview of the Finance Policies. There are currently five (5) Finance Policies for review. All were reviewed by the Executive and Finance Committee on 8/12/2025.

- Finance: Program Income Policy
 - No changes; Program income is the gross income earned by CHA that is directly generated by supported activity or earned as a result of the ARP/CSLFRF Award during the period performance, which closes December 31, 2026.
- Finance: Program Management Policy
 - No changes; Details post award requirements related to property management of property acquired or updated in whole or in part, with Funds.
- Finance: Capital Assets Policy
 - No changes; To define the criteria for determining capital assets for CHA.
- Finance: CHA Financial Procedures Policy
 - New to CHA Board; Provides general information and guidelines to CHA staff on the financial principles of CHA.
- Information technology (IT): Mobile Phone Stipend Policy
 - Corrected spelling; Updated Standard CHA owned phone bullet points for clarification. The purpose of this policy is to establish guidance for determining eligibility and a process for receiving a mobile phone stipend for employees conducting CHA business on a personal device.

Chairperson Dr. Lara Pons requested a motion to approve the Budget Revisions & Finance Policies. Natasha Lipscomb moved. Asha Rodriguez seconded. Motion and approval carried unanimously.

BUSINESS AGENDA

Annual Legal Training

William Isenhour, Partner with Johnston Allison Hord, provided the Board Action and Governance presentation. William has provided council to CHA since 2018. The *Annual Legal Training* agenda covered:

1. Board Meetings
 - a. Board Meetings Generally
 - i. Board Meetings are held on the third Tuesday of the month (with some exceptions) per the Meeting Schedule published by CHA
 - ii. Meetings are held at 5:30pm at CHA's offices

- iii. Members are expected to attend all Board meetings and actively participate to the meeting agenda
- b. Virtual vs. In-person Attendance
 - i. CHA Bylaws require meetings be held in person
 - ii. During the NC State of Emergency, the NC statutes did allow for certain hybrid and virtual-friendly provisions for public bodies to meet in person and virtually. That State of Emergency was lifted on August 15, 2022.
 - iii. Per the NC School of Government guidance, following the lift of the State of Emergency, public bodies are to meet in person going forward without a hybrid virtual and in-person meeting structure.
 - 1. The NC School of Government is in the process of issuing a 3-part series in analyzing the legalities surrounding virtual vs. in-person meetings and what, if any, rules and approaches should be taken if a public body chooses to adopt a new hybrid approach to allow for virtual meetings now that the State of Emergency has been lifted.
 - iv. Our general recommendation is that Board members who must attend a meeting virtually may participate in discussions, but they cannot be counted for purposed of a quorum or for voting and taking action.
- c. Agenda Items for Board Meetings
 - i. While NC law does not require public bodies to have an agenda for meetings, if a public body chooses to prepare agendas, there are two requirements for such agendas:
 - 1. The agenda will include a public comment period
 - 2. The agenda for any special meetings state the purposes of that special meeting and limit all agenda items to those particular purposes.

Consent Agenda - consent agenda items are items used for Board approval of matters that do not require individual consideration for discussion. These matters are listed on the agenda and voted on collectively as a group and the single vote approves all matters (for example, approval of prior Board meeting minutes). The consent agenda should only be used for those items that are not up for discussion or require a vote for a single item.

Business Agenda – the business agenda will contain all specific items of business for the Board to consider, discuss and vote for each particular item. Any item of business not collectively voted on the consent agenda should be listed on the business agenda.

- d. Order of Meetings
 - i. Quorum required for meetings
 - 1. Pursuant to CHA Bylaws, a quorum requires a majority of the Board members to be in attendance.
 - ii. Meetings are open to the public (unless in Closed Session)
 - iii. Meetings require proper voting
 - 1. All board members present must vote unless such member has been recused due to a conflict of interest.
- e. Closed Session
 - i. Generally, all Board meetings must be conducted in open session and open to the public pursuant to the laws and rules of open meetings set forth in the NC General Statues

- ii. If a topic of discussion falls into an exception to open meetings for the discussion to be in closed session, the Board can discuss in closed session. Common closed session permitted purposes include:
 - 1. To prevent disclosure of confidential or privileged under law
 - 2. To consult with CHA's attorney to preserve attorney-client privilege
 - 3. To discuss personnel and other employment matters
 - iii. Closed Sessions must be properly called by a duly made and adopted motion during the open meeting session
 - iv. Closed Session discussions must be kept in separate minutes to be held and sealed until such time when the permitted purpose has expired or is no longer needed to remain confidential
2. Duties and Obligations of Board Members
- a. Fiduciary Duties of Board Members
 - i. The Duty of Care
 - 1. Board members must discharge their duties with the care an ordinary prudent person in a like position would exercise under similar circumstances
 - ii. The Duty of Loyalty
 - 1. Board members must act in the best interest of the mission – not for a board member's own advantage
 - iii. The Duty of Obedience
 - 1. Board members must be true to CHA's purpose, powers, and goals as stated in the Certificate of Incorporation and Bylaws of CHA.
 - b. Board Member Duty of Confidentiality
 - i. Board members, by the nature of their positions, are exposed to confidential information that should not be repeated or discussed except with those recognized by law as having a right to the information.
 - ii. Generally, Board members must respect all confidentiality of information that is privileged under applicable law and refrain from disclosure of matters discussed in closed session unless otherwise authorized by the Board.
 - iii. Board members have an absolute duty to maintain the confidentiality of record as required by law, including any and all personnel records that a Board member may review or come into contact.
 - iv. Additionally, any Board member who obtains access to any personal health information in his or her role as a Board member shall follow all CHA policies regarding such PHI fully in accordance with the Health Insurance Portability and Accountability Act ("HIPPA").
 - c. Legal Obligation of the Board to hire/fire/manage CHA Health Director
 - i. Per Article V of the CHA Bylaws, the Board shall employ a CEO to serve as the Public Health Director.
 - ii. It is the responsibility of the Board to supervise the Health Director to ensure that the Health Director is performing her functions and responsibilities as required under NCGS Chapter 130A, as set forth in the CHA Bylaws, and as otherwise defined by the Board.
 - iii. Should the Health Director not complete the functions and responsibilities required for the position, it is the responsibility of the Board to do such actions necessary, including firing of the Health Director, to ensure that those functions are properly conducted.

- iv. If the Board should fire the Health Director, it is the responsibility of the Board to immediately appoint an interim Health Director and then to conduct a search and process to hire a new Health Director.
- d. Conflicts of Interest
 - i. Generally, Board members should avoid being placed in a position that could create a conflict of interest and refrain from using the Board member's position on the Board for personal or partisan gain.
 - ii. When an individual Board member has a conflict of interest or reasonably believes to have a conflict of interest concerning a matter that is before the Board, the Board member has an obligation to declare the conflict and to abstain from participating in the discussion and voting on the issue.
 - iii. The descriptions for what constitute a conflict of interest (i.e. contracts for personal benefit, gifts and favors, etc.) and the procedures for the Board in how to handle a potential or identified conflict of interest are contained in CHA's Conflict of Interest Policy.
3. CHA Governance Documents
 - a. Governance Documents
 - i. CHA's Governance Documents include: Certificate of Incorporation, Bylaws, Policies, and Resolutions and Internal Rules
 - ii. Governance Documents Order of Priority: Certificate of Incorporation, Bylaws, Policies, and Resolutions (in most cases, sometimes higher priority)
 - b. Internal Rules
4. Board Committees
 - a. Per CHA's Bylaws, the Board may delegate specific power and authority to committees.
 - i. The Board currently has an *Executive & Finance Committee*.
 - b. Subject only to lawfully recognized exceptions, all official meetings of Board Committees must be conducted openly and otherwise in compliance with the open meetings laws in which Board meetings are subject (i.e. meetings must be open (unless in closed session for a particular allowed purpose) and minutes must be taken for each meeting).
 - c. Should the Board determine that additional committees of the Board are needed or recommended, such committees may be created and a separate charter detailing the roles, responsibilities and purposes of such committee must be prepared.

Residents can make public comments using the information provided on our website under the Board of Health page. Information includes a phone number and email for inquiries.

Annual Review – Board of Health Governing Documents

Erin Shoe, MPH, Health Director, presented the Annual Review – Board of Health Governing Documents. Erin Shoe stated every August the Board will be provided a refresher and given any updates on the following documents:

- **Board of Health Bylaws** – Changes were made to include the updated mission statement and values of CHA. The purpose of this policy is to establish an internal decision-making structure and board operating procedures to ensure compliance.
- **Corporate Resolution** – No changes to this policy. The purpose of this policy is to provide transparency, accountability, and proper execution of decisions made by the Board.

- **Board of Health Operating Procedures** – No changes to this policy. The purpose of this policy is to provide a set of rules and guidelines to ensure meetings are conducted effectively, decisions are made transparently, and board responsibilities are fulfilled.
- **Conflict of Interest Policy** – No changes to this policy. The purpose of this policy is to ensure effective promotion of public health, and has the authority to adopt rules necessary for that purpose.
- **Public Comments** – No changes to this policy. The purpose of this policy is to invite and reserve space at each meeting for the public to have an opportunity to provide public comment.

Chairperson Dr. Lara Pons requested a motion to approve the Annual Review – Board of Health Governing Documents. Asha Rodriguez moved. Amy Jewell seconded. Motion and approval carried unanimously.

School Health Software – Waiver of Competition

Sue Yates, Chief Financial Officer, shared the Professional Software for Nurses (PSNI) School Health EMR Utilization contract:

- **NCGS 143-129** requires a competitive solicitation process on goods or services over \$30,000
- **NCGS 143-129 (g)** allows for use of state and federal contract that has completed the competitive solicitation process via Waiver of Solicitation
- PSNI is a software that specializes in school nursing for comprehensive electronic medical records (EMR) to improve health outcomes through efficient health data recordings

Term: 9/1/2025 -8/31/2026 with possible renewal

Estimated annual spend: \$42,500/annually

The PSNI Contract will provide continuation of current technology programs.

Tammy Alexander, School Director, can be brought in to answer questions directly and provide more detailed information.

Chairperson Dr. Lara Pons requested a motion to approve School Health Software – Waiver of Competition. Dr. Natasha Lipscomb moved. Mark Spitzer seconded. Motion and approval carried unanimously.

State Contract Utilization Request

Sue Yates presented the State Contract Utilization for the Brown Mill Upfit:

- **NCGS 143-129** requires the competitive solicitation process on goods or services over \$30,000
- **NCGS 143-129 (g)** allows for use of state and federal contract that has completed the competitive solicitation process via Waiver of Solicitation
- **Furniture Contract 5610 via North Carolina Dept of Administration**
 - **Term Date:** 7/15/2024 – 7/14/2027
 - **Estimated Spend:** \$600,000.00

Chairperson Dr. Lara Pons requested a motion to approve the State Contract Utilization. Mark Spitzer moved. Kerry Dove seconded. Motion and approval carried unanimously.

HEALTH DIRECTOR REMARKS

Erin Shoe shared the Health Director's Remarks.

1. School is back in session and our amazing School Nurses are busy with back-to-school activity!
2. Dr. Suda received an award from The Family Institute. He is one of six named to the 'Family of Champions.' He will be recognized at a luncheon at the Duke Endowment in September. This event brings individuals together from four (4) key sectors (Education, Public Health, Child Welfare and Community) to celebrate accomplishments and envision ways to disentangle their systems to work more effectively and empathetically for families.
3. Staff attended webinars last week to learn about cuts to Medicaid reimbursement in NC due to the adopted state budget. Our preliminary interpretation is a 3% rate reduction for most CHA services. Staff are awaiting more details for a full analysis.
4. The above-mentioned Medicaid reimbursement rate reductions are NOT the federal changes. Those are slated for 2026.
5. Sarah Vingoe and I met with Senator Budd and Senator Tillis' staff members last week to share the great work taking place at CHA.
6. Brown Mill is on time! We will set up tours again in late September.
7. In October, we will bring the proposal for architect services in Mt. Pleasant.

ANNOUNCEMENTS

No announcements.

Chairperson Dr. Lara Pons requested a motion for a closed session. Asha Rodriguez moved. Amy Jewell seconded. Motion and approval carried unanimously. After a short intermission, the Board proceeded into the closed session.

MOTION TO ADJOURN

No further business to come before the Board.

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



Lara Pons, MD, Chair

Public Health Authority Board of Commissioners



Minutes Taken by Mariah Kendrick

Governance Program Manager