



Public Health Authority of Cabarrus County  
Board Meeting Minutes  
November 18, 2025

A regular meeting of The Public Health Authority Board was held on Tuesday, November 18, 2025.

Board members attended in-person at CHA.

*Members Present:* Lara Pons, MD, Chair  
Mark Spitzer, Vice-Chair  
Cecilia Plez  
Laura Lindsey  
Daryle Adams

*Members Absent:* Amy Jewell, Kerry Dove, Asha Rodriguez, and Natasha Lipscomb

*Staff Present:* Erin Shoe, Rolanda Patrick, Alicia Primus, April Sloop, Sue Yates, Mariah Kendrick, Megan Easterday, Russell Suda, Tamara Lunsford-Key, Julia Patterson, Monique White, Asia Ruiz-Smith, Mikaella Rohmann, Laura Pierce, Ashley Goodman, Mayra Laica-Olsacher, and Tyler LaBorwit

*Guest and Members of the Public Present:* Lynn Suda

**CALL TO ORDER**

Chairperson Dr. Lara Pons called the meeting to order at 5:50 pm.

**ADOPTION OF THE AGENDA**

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

**APPROVAL OF THE MINUTES**

Chairperson Dr. Lara Pons requested a motion to approve the October 2025 regular session minutes. Daryle Adams moved. Mark Spitzer seconded. Motion and approval carried unanimously. Chairperson Dr. Lara Pons requested a motion to approve the October 2025 closed session minutes. Cecilia Plez moved. Daryle Adams seconded. Motion and approval carried unanimously.

**INFORMAL PUBLIC COMMENTS**

No public comments.

**RECOGNITIONS**

Dr. Megan Easterday recognized Dr. Russell Suda as the recipient of the 2025 Generational Impact Leader Award. This award honors the significant impact and dedication Dr. Suda has shown in improving the health and lives of the community. Dr. Suda expressed his gratitude for the recognition and highlighted the contributions of the Women's

Health & Integrated Behavioral Health staff. Dr. Suda also awarded the team with the 2025 Gatekeeper for Life Award and expressed his appreciation for working with an amazing team dedicated to serving others.

## **REPORTS**

### Academic Health Department Overview

Dr. Alicia Primus, Community Impact Director, presented an overview of the Academic Health Department (AHD). The report highlighted the development of student learning experiences. In FY25, CHA hosted 264 students who collectively completed 9,962 total contact hours. Dr. Primus looks forward to continuing the program alongside the AHD team.

### Fall 2025 Marketing and Communications Intern Report

Tyler LaBorwit, Community Outreach and Communications Intern, presented his experience at CHA. A recent graduate of Elon University with a degree in Strategic Communications and Biology, Tyler has enjoyed his time learning about public health communications, developing marketing campaigns, and engaging with the community. Tyler hopes to continue building a career in health communication.

### Finance Committee Reports

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

- CHA Financial Summary as of September 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 11/12/2025
  - Net positive amount \$403,669.
- CHA Snapshot as of September 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 11/12/2025
  - All departments are in 'the green.'

Daryle Adams requested a motion to approve the Finance Committee Reports. Mark Spitzer moved. Laura Lindsey seconded. Motion and approval carried unanimously.

## **CONSENT AGENDA**

### Budget Revisions

Sue Yates presented an overview of the Budget Revisions. There are currently four (4) Budget Revisions. All were reviewed by the Executive and Finance Committee on 11/12/2025.

The Budget Revisions include the following:

- Behavioral Health: Harm Reduction; \$(1,164)
  - Harm Reduction carryover amount alignment, more funds used in FY2025 than anticipated leading to minor decrease in carryover amount for FY2026
- Clinical: Opioid Settlement Grant; \$56,606
  - Additional revenue for the Opioid Settlement Grant carryover
- Clinical: Pregnancy Care Management; \$41,863
  - Additional revenue for Pregnancy Care Management from Medicaid and Rowan County Health Department
- Clinical: Care Coordination; \$9,533
  - Additional revenue for Care Coordination from Rowan County Health Department

### Finance Policies

Sue Yates presented an overview of the Finance Policies. There are currently three (3) Finance Policies for review. All were reviewed by the Executive and Finance Committee on 11/12/2025.

- Finance: Donation Policy
  - No changes;
- Finance: Donation Policy – Cabarrus Public Health Interest
  - No changes;
- Finance: Public Health, Primary Care & Dental Services False Claims and Fraud Prevention Policy
  - No changes;

Chairperson Dr. Lara Pons requested a motion to approve the Budget Revisions & Finance Policies. Mark Spitzer moved. Laura Lindsey seconded. Motion and approval carried unanimously.

### **BUSINESS AGENDA**

#### Personnel Policy

Rolanda Patrick, Deputy Health Director, presented the Personnel Policy updates. The updates included:

1. Longevity Pay:
  - a. Deleted language around Organizational Performance Award and replaced it with Longevity Pay. (Previously approved, updating policy)
2. Recruitment Sources:
  - a. Clarified the requirement to interview any internal candidate who applies during the internal recruitment period and meets the minimum requirements of the position.
3. Hours of Work:
  - a. Added the right of the CEO to alter the work location, in addition to work hours, based on business necessity.
4. Outside Employment:
  - a. Added requirement to report all outside employment to HR.
5. Telephones & Devices:
  - a. Removed prohibition from taking pictures on CHA property and clarified the restriction is when PHI could be captured.
6. Children at Work:
  - a. Prohibits children from accompanying staff to work. If staff wish to bring children to CHA to visit coworkers, they must be with their guardian at all time. Children over the age of five (5) are not permitted in staff only areas.
7. Holidays:
  - a. Clarifies that the amount time awarded for the floating holiday on January 1, will not be adjusted for later changes to FTE.
8. Annual Leave – Manner of Accumulation:
  - a. Clarifies that employees with full-time military service qualify to have their time credited toward their leave accrual rate. Adds ability for an employee who retired with 20 years from the reserve forces to receive five (5) years of credit for their part time service.
9. Bereavement:
  - a. Adds maximum of ten (10) days an employee may receive bereavement pay per calendar year.

Mark Spitzer asked Rolanda Patrick when staff will receive their longevity pay. Rolanda Patrick replied staff will receive their longevity pay on their first paycheck in December. Floating holiday pay will be based on an employee's status as of January 1 as a full-time or part-time employee. Mark Spitzer suggested language be added to the 'Hours of Work' policy to include location. The updated title will state 'Hours of Work and Location of Work'. Chairperson Dr. Lara Pons requested a motion to approve the Personnel Policy. Mark Spitzer moved. Daryle Adams seconded. Motion and approval carried unanimously.

#### State Contract Pricing

Sue Yates presented the State Contract Pricing. NCGS 143-129g allows CHA to utilize a state or federal contract that has completed the competitive procurement process. The state or federal agencies already completed the competitive bid process which allows eligible agencies to use the contracts without securing separate multiple bids. NCGS 115D-58.14 and NCGS 116-13 statewide term contracts may be utilized, without further competition, by state agencies and other eligible entities. Sue Yates requested approval for statewide term contracts to be utilized by CHA. Contracts include:

- 260A: Dental Products & Services
- 269A: Pharmaceutical Distribution Services
- 269B: Influenza Vaccines
- 3121A: Interior Paint
- 5213A: Window Coverings & Installation
- 946A: Procurement Card
- 5610A: Office and Outside Furniture
- 958A: Small Package Delivery Services
- 1412: Office Paper, Forms, and Supply Inc.

Chairperson Dr. Lara Pons requested a motion to approve the State Contract Pricing. Cecilia Plez moved. Daryle Mark Spitzer seconded. Motion and approval carried unanimously.

#### **HEALTH DIRECTOR REMARKS**

Erin Shoe shared the Health Director's Remarks.

1. Thanks to the marketing team, April and Tracy, for their vision and hard work on the 2025 CHA Annual Report. Accepting feedback and suggestions for improvement
2. No interruptions to WIC services. CHA experienced a slight decline in patients due to communications of WIC status
3. Medicaid cuts will occur in January 2026

#### **ANNOUNCEMENTS**

No announcements.

#### **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. Laura Blackwell seconded. Motion and approval carried unanimously.

*Lara Pons MD*

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Lara Pons, MD, Chair

Public Health Authority Board of Commissioners

*mariah kendrick*

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Minutes Taken by Mariah Kendrick

Governance Manager