

**Catawba County Board of Health  
Minutes  
February 14, 2022**

The Catawba County Board of Health met on Monday, February 14, 2022, at 7:00 p.m. via Zoom and at Catawba County Public Health, 3070 11<sup>th</sup> Ave Dr. SE, Hickory, NC 28602.

**Members Present:** Mr. John H. Dollar, Chair\*  
Mr. William 'Bill' Pitts, Vice-Chair\*  
Dr. Bruce Carlton\*  
Dr. Matthew Davis\*  
Dr. Dana H. Greene\*  
Mr. Brian Potocki\*

**Members Absent:** Mr. Austin Allran, County Commissioner  
Dr. Gale Hamilton-Brandon  
Ms. Susan Knowles

**Staff present:** Ms. Jennifer McCracken, Health Director\*  
Mr. Jason Williams, Assistant Health Director\*  
Ms. Julie Byrd, Women and Children's Health Administrator\*  
Ms. Emily Killian, Community Engagement Specialist/PIO\*  
Ms. Chantae Lail, Medical Lab Manager/Preparedness Coordinator\*  
Ms. Megen McBride, Environmental Health Administrator\*  
Ms. Sarah Rhodes, Clinical Services Nurse Supervisor\*  
Ms. Rhonda Stikeleather, Children's Services Nurse Supervisor\*  
Mr. Jeremy Stockton, WIC Director\*  
Ms. Debra A. Young, Administrative Assistant II\*

**Guests:** Ms. Jodi Stewart, County Attorney\*

\*Attended via Zoom meeting

**CALL TO ORDER/ROLL CALL**

Mr. John Dollar, Chair, called the Catawba County Public Health Board meeting to order at 7:00 p.m. He welcomed Board members, Public Health managers, staff, and guests. Mr. Dollar instructed the Board Members on the virtual meeting roll call and voting process. There were no questions regarding roll call or the voting process instructions.

**APPROVAL OF THE AGENDA AND MINUTES**

Mr. John Dollar, Chair, stated that Board members had received the current meeting Agenda and the Board Minutes for December 13, 2021. Mr. Dollar asked if there were any changes to the Agenda or corrections to the prior meeting Minutes. There being none, a motion was made to accept the Agenda and previous meeting Minutes by Mr. Bill Pitts. The Agenda and minutes were unanimously approved via a virtual roll call vote of the board members present.

**PUBLIC COMMENTS**

Mr. Dollar asked if anyone presented to speak before the Board. Ms. Debra Young, Administrative Assistant II, stated that one citizen presented to speak to the Board this evening.

**COUNTY COMMISSIONER'S COMMENTS**

None

**STRATEGIC PLAN UPDATE**

Ms. Julie Byrd, Women and Children's Health Administrator, presented the annual update on the Public Health Strategic Plan. Ms. Byrd began by stating that the strategic plan is ever-changing, one that is considered to be a journey.

Catawba County Public Health's Strategic Plan Foundation continues to use the CLEAR Model:

Center – value affirmation

Leverage – asset inventory

Evaluate – needs identification

Aspire – solution creation

Resolve – action planning

The Strategic Plan helps set a foundation for Public health, and it helps show that we are who we say we are and sets longer, more meaningful goals. The Plan has four priority areas: investment, community engagement, retooling, and decision-making, which all of these priorities help identify Public Health's strengths and weaknesses and plan for the future with a clearer vision.

Ms. Byrd asked if there were any questions regarding the Strategic Plan update. There being no further discussion, Mr. John Dollar asked for a motion to accept the Strategic Plan update as presented this evening. Mr. Bill Pitts made the motion, Dr. Matthew Davis seconded, and the Board unanimously approved the Strategic Plan update via a virtual roll call vote of the board members present.

**2021-2022 MID-YEAR FINANCIAL REPORT**

Mr. Jason Williams, Assistant Health Director, provided the Board with a mid-year Financial Report stating that with a revised budget of \$13,854,968, at the second quarter mark, expenses and revenues should be at or around 50 percent. Both are tracking at 36.8 percent - currently under budget.

*Notable revenue points*

County Share, which is the balancing fund between all outside sources of revenue and expenses, is currently tracking at 7.8 percent. County Share at the mid-year point for 2020-2021 was 28.9 percent and in 2019-2020 was at 26.7 percent. County Share is always the last funding source that is utilized after all other sources are exhausted.

Environmental Health - fees are tracking at 51.7 percent. Budgeted revenue is 20 percent higher than in 2020-2021 and remains on target.

### *Expenses*

In a typical year, expenses should be tracking at or around 50 percent but are currently tracking at 36.8 percent.

Mid-Year: \$5,091,703 (\$1,835,781 under budget for mid-year)

- Personnel is tracking at 39.5 percent
- Operational expenses are tracking at 25.5 percent

### Expense Highlights

- COVID-19 continues to affect nearly all operating expenses in some way.

A copy of the complete Mid-Year Financial Report is attached to the minutes.

### **FINANCE SUBCOMMITTEE – PROPOSED FY 2022-2023 BUDGET AND OUTCOMES**

Mr. Jason Williams, Assistant Health Director, provided an overview of the proposed FY 2022-2023 budget. Based on prior history and funding information from grants, County, State, and Federal sources, the FY 2022-2023 budget is projected. After the Board of Health's approval, it will go to the County Manager's Office and then to the Board of Commissioners for approval and final adoption. A full copy of the summary, FY 2022-2023 proposed budget, and presentation slides were previously emailed to the Board of Health in their monthly packet.

Mr. Williams noted that the FY 2022-2023 budget request does not include potential pay increases or final information for health and dental insurance at this time and that State and Federal funding provided via Agreement Addenda is not finalized.

### **Overall Summary of Budget**

- Total FY 2022-2023 budget request is \$14,191,080.
- The revenue contributors to this budget are as follows:
  - County: \$5,365,752 – 37.81%
  - State/Federal: \$5,225,943 – 36.82%
  - Fees/Medicaid: \$1,735,344 – 12.23%
  - Other Revenue: \$1,864,041 – 13.14%
- FY 2022-2023 budget request represents an increase of \$3,520,377 over FY 2021-2022 budget or 32.99%. This is an increase of \$336,112 over the revised budget.
- Reasons for this increase are:
  - Request for one new School Health Charge Nurse position - \$85,675
  - Request for one new Environmental Health Technician position – \$64,734
  - Increases in salary/benefits for School Health positions added in FY 2022 - \$1,614,531
  - Facility Renovations - \$166,000
  - Various other increases in operating costs throughout Public Health's budget.
- Increased County Share above FY 2021-2022 appropriation - \$747,330. If approved by the County, this number may be reduced by utilizing funds from the sale of the Home Health Agency.

Mr. Williams stated that Catawba County has systems in place to evaluate and change Policy, salaries, and benefits to remain competitive with other employers. Mr. Williams further noted that the overall budget also represents Catawba County Public Health's commitment to workforce development, staff training, and education for all employees. All Board of Health and Subcommittee members receive training opportunities throughout the year as well. Allocations like these presented in the proposed budget reflect the commitment of Catawba County and Public Health to recruit and retain the best workforce possible and give our employees the knowledge and tools to provide the best services to our residents.

Ms. Jennifer McCracken, Health Director, and Mr. Williams reviewed the Major Budget Points and Program Area Highlights. Each program area is highlighted on the attached slide presentation.

Mr. Williams ended the budget presentation with an overview of the proposed outcomes for Public Health for FY 2022-2023. Mr. Williams stated that the outcomes have been submitted to the County Manager's Office and will mostly remain unchanged from the current fiscal year except for the addition of two new outcomes relating to male family planning and health equity.

There being no further discussion, the Finance Subcommittee Chair, Mr. William Pitts, stated that the subcommittee met on January 26, 2022, and reviewed the proposed Catawba County Public Health budget for the fiscal year 2022-2023, based on the same information that was presented this evening. Mr. Pitts asked if there were any additional questions before calling for a vote. Hearing no further questions or comments, Mr. Pitts recommended approval of the proposed budget and outcomes for fiscal year 2022-2023 as presented. Mr. John Dollar proceeded with a virtual roll call vote of the board members present. The recommendation was unanimously approved.

Mr. Pitts commended Catawba County Public Health staff for their presentations and information provided at the subcommittee meeting and at the Board meeting this evening.

A full copy of the summary, FY 2022-2023 budget request, and presentation slides are attached to the minutes.

#### **ELIGIBILITY, FEE, AND BILLING POLICY ANNUAL REVIEW**

Mr. Jason Williams continued with the annual review of the Eligibility, Fee, and Billing Policy. This Policy is a guidance document for fiscal processes within all of Public Health's clinical operations. It is reviewed annually based upon payor updates, and changes are approved annually by the Board of Health. The Policy covers client identification (types of identification accepted by Public Health clients), determining gross income (sliding fee scales – acceptable sources to meet states requirements), eligibility, collection, and billing of fees, program-specific requirements (policy update), bad debt, NC debt set-off and denied claims amongst other things. Currently, client debt expires after ten years; however, Public health has the opportunity to extend that time and will consider that as the debts come closer to expiration.

There was one change this year regarding Family Planning under Program-Specific Requirements.

There being no further discussions, Dr. Bruce Carlton made a motion to accept the Eligibility, Fee, and Billing Policy as presented, and Mr. Bill Pitts seconded the motion. The motion was approved unanimously via a virtual roll call vote of the board members present.

### **HEALTH DIRECTOR'S REPORT**

Ms. Jennifer McCracken, Health Director, stated she had a few brief updates.

As of today, there have been 34,225 laboratory-confirmed cases of COVID-19 reported in Catawba County residents. Five hundred forty-two people have died due to the disease, and 60 Catawba County residents are currently hospitalized due to COVID-19. Ms. McCracken stated that although the numbers dropped significantly since the Omicron peak, they are still elevated.

Additional updates:

- Catawba County's vaccination rate is lower than the state average for the overall population and nearly all sub-groups.
- Pfizer postponed their request for authorization of the pediatric dose of the vaccine for children from six months to 5 years of age because they are waiting on additional data.
- NCDHHS transition – created Division of Child & Family Well-being. Phase 1 began in January, and Phase 2 is scheduled for February 23.
- NCALHD – Transformatinal Work. Working concurrently with NCIOM Task Force.

Ms. McCracken reminded the Board that the monthly and semi-annual infographics were included in the Board packet.

The Health Director's presentation slides are attached to the Minutes.

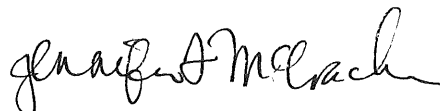
### **OTHER BUSINESS**

None

### **ADJOURNMENT**

There being no further business, Mr. John Dollar asked for a motion to adjourn. Mr. Bill Pitts so moved. Accordingly, Mr. Dollar adjourned the meeting at 8:12 p.m.

Respectfully submitted,



Jennifer F. McCracken  
Secretary to the Board of Health  
Health Director

JFM: day

Approved by Board of Health: April 11, 2022