



**BOARD OF DIRECTORS (VIRTUAL) MEETING
APRIL 20, 2021, 12-2 pm**

BOARD MEETING MINUTES

Members Present:

Anita Bachmann, MHS
Reuben Blackwell
Lori Byrd, DNP, RN, CRE, LPC
Penney Burlingame Deal, DHA, RN, FACHE
Brian Gwyn, MBA
Lyndsay Jensen, PA
Brian McGinnis, MBA
Richard Montague
John Morrow, MD, MPH
Lawrence Nycum, MD, MMM
Carrie Rosario, DrPH, MPH, CHES
Lisa Shock, MHS, PA-C
Adam Sholar, JD
David Sousa, JD
Sara Stoneburner, MD
William Way, MD

Members Absent:

Goldie Byrd, PhD
Alexandra Dean, PhD, NCC
Lee Ellis
Perrin Jones, MD

Staff Present:

Kathy Colville, MSW, MSPH
James Coleman, MPH
Don Gula, MBA
Emily Hooks, MEd
Kisha Markham
Peter Morris, MD, MPH, MDiv
Brieanne Lyda-McDonald, MSPH
Alison Miller, MA, MPH
Michelle Ries, MPH

Staff Absent:

Kaitlin Phillips, MS

Welcome and Call to Order – David Sousa, Chair

Mr. Sousa, Board Chair, brought the meeting to order with opening remarks. Due to COVID-19, the meeting was held via teleconference (Zoom).

Mr. Sousa welcomed all the Board members and noted that we had a robust agenda that Ms. Colville will lead us through.

The Mission of the NCIOM– John Morrow, Member

Dr. Morrow read aloud the North Carolina Institute of Medicine mission statement. There was discussion among Members if we should consider changing “North Carolina citizens” in the mission statement to “North Carolina residents” or “all people of North Carolina.” After the discussion it was decided that more time was needed to consider this thoughtfully, and Mr. Sousa requested that the North Carolina Institute of Medicine staff share suggestions for language changes at the next Board meeting. Ms. Colville asked if any Board member would like to be consulted about potential changes to the mission statement and several members volunteered.

Ms. Sousa then entertained a motion for the North Carolina Institute of Medicine Staff and Board members to further consider making changes to the mission statement. Dr. Nycum made the motion to approve consideration of making changes to the mission statement, and Dr. Stoneburner seconded the motion. Motion passed unanimously.

Getting to Know the NCIOM Board of Directors – David Sousa, Chair and Kathy Colville, President and CEO

Mr. Sousa asked Ms. Colville to introduce the newest member of the Board, Mr. Brian Gwyn. Ms. Colville welcomed Mr. Gwyn to the Board and provided an overview of his experiences.

After introducing Mr. Gwyn, Ms. Colville shared some fun facts about members of the board and shared the advice board member gave her during one-on-one meetings.

Review and Approval of January 2021 Board of Directors Meeting Minutes - David Sousa, Chair

Mr. Sousa indicated that the members received the minutes of the January 19, 2021 meeting of the Board in advance. Before entertaining a motion of approval, Mr. Sousa asked members if there were any requested changes to the minutes. Dr. Rosario mentioned an error with Ms. Colville’s credentials. Mr. Sousa acknowledge the requested and entertain a motion to approve the January 19, 2021 meeting per the correction of Ms. Colville’s credentials. Dr. Nycum made the motion to approve the January meeting minutes, and Mr. Blackwell seconded the motion.

Brian McGinnis made a motion to approve and accept the minutes, which was seconded by Lars Nycum. The minutes were approved unanimously. Motion passed unanimously.

2021 Board of Directors Officers – Kathy Colville, President and CEO

Ms. Colville noted that at the October 2020 meeting, the Board voted to extend the terms of current Board of Directors Officers to June, 2021. Ms. Colville asked members of the Board to consider extending the term of the Officers through the end of the calendar year. Mr. Sousa entertained a motion

to extend terms for officers to the end of the calendar year. Mr. Sholar made the motion. Dr. Stoneburner and Mr. Montague seconded the motion. Motion passed unanimously.

Members of the board were asked to indicate their interest in serving as officers to Mr. Sousa in advance of the July 20, 2021 board meeting, where new officers will be nominated and elected. The new officers terms of service will begin in January 2022.

FY 2022 Budget Overview - Brian McGinnis, Chair, Audit & Finance Committee and Don Gula, Director of Operations

Mr. McGinnis stated the Board Finance Committee (composed of Dr. Burlingame Deal, Mr. Sholar, and himself) met with Mr. Gula and Ms. Colville to work on finalizing the FY 2022 budget. Mr. McGinnis mentioned the budget received a motion and second at committee, and a motion from the full board is not needed.

Mr. Gula provided an overview of budget highlights, decisions, and assumptions, which included updates on expenses, new revenue, and increases and decreases in funding from contracts, funders, and North Carolina General Assembly appropriations.

Mr. Sousa entertained a vote on the approving the Finance Committee recommendations for the FY 2022 budget. Approved unanimously.

Financial Report – Don Gula, Director of Operations and Kathy Colville, President and CEO

Mr. Gula presented NCIOM finances through the end of February 2021. Mr. Gula stated that revenue matched anticipation, and expenses are the same. Cash reserves and investments continue to grow.

Mr. Gula noted that concerning the Pandemic Preparedness Task Force, approximately half of the funds received from the Duke Endowment were passed through to the South Carolina Institute of Medicine and Public Health. Ms. Colville provided additional context on why we are providing funds to South Carolina Institute of Medicine and Public Health for the Pandemic Task Force.

Program Highlight: Legislative Health Policy Fellows – Brienne Lyda-McDonald, Project Director

Ms. Lyda-McDonald provided a program highlight of the Legislative Health Policy Fellows (LHPF) Program. Ms. Lyda-McDonald began by giving an overview of components of the programs, topics of past sessions, and information about previous classes of the program. She also spoke in detail about the evaluation process for each class and shared some comments from past participants. To conclude, Ms. Lyda-McDonald opened the floor for Board members to discuss potential legislators to invite to participate and ideas about dissemination, collaboration, and new formats.

NC Medical Journal Report – Peter Morris, Editor in Chief, NCMJ and Michelle Ries, Associate Director

Dr. Morris and Ms. Ries provided an update on the most recent and upcoming issues of the North Carolina Medical Journal.

President's Report - Kathy Colville, President and CEO

Ms. Colville provided project updates on current and previous projects included Annual Meeting 2021; Advance Care Planning; Essentials for Childhood; Legislative Health Policy Fellows; Maternal Levels of Care; Task Force on Maternal Health; NC COVID-19 Vaccine Advisory Committee; Task Force on the Future of Local Public Health; Task Force on Pandemic Preparedness; 2021 Child Health Report Card; and Legislative Health Policy Fellows. Ms. Colville also updated the Board on potential new projects. Potential new projects include Dementia-Capable North Carolina Update and a Task Force on Healthy Aging.

Ms. Colville also highlighted several celebratory highlights, including new funding; new additions to the North Carolina Editorial Board, the launch of two new task forces; and new NCIOM babies. Ms. Colville then noted that Mr. Gula, Director of Operations, will be retiring at the end of April and shared her best wishes for a well-deserved retirement. The NCIOM team is currently working with UNC HR to post a job description for a new Director of Operations.

To conclude, Ms. Colville shared her appreciation for NCIOM and members of the Board.

Evidence-Based Policy and Practice – Kathy Colville, President and CEO and James Coleman, Research Specialist

Ms. Colville and Mr. Coleman led a reflection on the importance of the NCIOM's value of evidence-based policy and practice.

Board of Directors Perspectives– - David Sousa, Chair

Mr. Sousa asked members of the Board to share their perspectives on evidence-based policies and solutions.

Scheduled Meeting Dates

July 20, 2021
October 19, 2021

Mr. Sousa adjourned the April NCIOM Board Meeting at 2:00 pm.