



Board of Directors

Tuesday, July 16, 2024

12:00 PM to 2:00 PM

In-person at the Cecil G. Sheps Center for Health Services Research and remote participants over Zoom

MINUTES

MEMBERS PRESENT:

Anita Bachmann, MHS
Vickie Bradley, RN, MPH
Goldie Byrd, PhD
Lori Byrd, DNP, RN, CRE
Frank Courts, DDS, PhD
Cory Hess, MBA
Jennifer Jordan, MD
Andrew Kaiser
Trish Markus, JD, CIPP/US
Brian McGinnis, FACHE, FACMPE
Richard Montague
Peter J. Morris, MD, MPH, MDiv
John Morrow, MD, MPH
Tim Norris, MBA, SPHR, SHRM-SCP, CHBC
Carrie Rosario, DrPH, MPH, CHES
Danny Scalise
Adam Sholar
Betsey Tilson, MD, MPH
Bill Way, MD

MEMBERS ABSENT:

Reuben Blackwell
Perrin Jones, MD
Patricia Pfeifer, DEd, MSN, RN

STAFF PRESENT:

Deidre Bishop
Ruby Brinkerhoff
Khristian Curry, MPH
Amanda Dale, PhD, MSPH
Don Gula, MBA
Emily Hooks, MEd
Brieanne Lyda-McDonald, MSPH
Kaitlin Phillips, MS
Michelle Ries, MPH
Ivana Susic, MPH

Call to Order and Celebrations

Adam Sholar, NCIOM Board Chair, called the meeting to order at 12:04pm. Trish Markus read the mission of the NCIOM.

Michelle Ries celebrated Amanda Dale defending her dissertation/getting her PhD, and Emily Hooks getting a title change (Director of Strategic Operations and Organizational Performance) and taking on additional finance/operations roles and responsibilities, and herself (Michelle) for being appointed as President and CEO. She also celebrated Danny Scalise for hosting the 3rd Burke County Community Forum "A Conversation on Substance Use" and later visiting the White House with Dr. Rahul Gupta.

Review and Approval of April 2024 Meeting Minutes

There was one correction for the April 2024 minutes. Originally, the minutes indicated that Adam Sholar motioned to approve the January 2024 minutes. This was corrected to indicate that Brian McGinnis motioned to approve, and Richard Montague seconded.

Trish Markus motioned to approve the April 2024 minutes. Richard Montague seconded.

Audit/Finance Committee and Operations Report

Donald Gula and Emily Hooks presented on the Current Financial Position and Finance/Operations Updates.

Current Financial Position

There are more funds overall due to the Morgan Stanley account performing well. The current financial position now includes the PNC Operating and PNC Sweeps accounts. The PayPal account is a little large, and those funds will be moved to the operating account by the next board meeting. The Truist checking account will be active at least through the end of the year to ensure there are no issues. In prior years, transfers between accounts happened manually. At PNC, they are now automatic and daily. There is also a monthly fee for the PNC Sweep account.

Finance/Operations Updates

Review: NCIOM Policies and Procedures Manual

Emily Hooks provided an overview of the purpose of the NCIOM Policies and Procedures Manual and highlighted changes in the newest iteration of the manual. The purpose of the document is "to provide clear information on logistical matters important to the operation of the Institute of Medicine," and it is designed to "serve as a reference for staff members in carrying out responsibilities." The updates in the document were related to Membership, Business Operations, Meetings & Travel, Sponsorship, Receipts and Deposits, and Human Resources and Personnel Policies.

There was discussion related to the language about Sponsorships in the document. The NCMJ has shifted away from advertisement and towards the co-sponsorship of issues. There was a discussion around accepting or declining sponsorships. Richard Montague suggested that the language be that sponsorships will be "at the sole discretion of the NCIOM" or "consistent with the mission of the NCIOM." Michelle Ries also highlighted the NCIOM's decision-screening tool that may be helpful in determining whether to accept a sponsorship.

Adam Sholar stated that all of the financial processes described in the document are consistent with auditor sign-offs.

Carrie Rosario motioned to approve the Policies and Procedures Manual. Trish Markus seconded.

Program and Communications Updates

Michelle Ries, Brienne Lyda-McDonald, and Khristian Curry reviewed the Task Force report launches for Oral Health and Nursing Workforce. While there have been a lot of presentation requests for the Nursing Workforce findings, there have been fewer dissemination activities related to Oral Health. Brienne Lyda-McDonald remarked that presentations often beget more presentation requests. Adam Sholar asked if NCIOM was funded for dissemination activities. Michelle said that as a result of our Evolve work, we are recommending that a dissemination phase be included in grant applications to support dissemination and communication activities. Carrie Rosario highlighted the differences between disseminating the results of a task force and communicating about the purpose and role of the NCIOM. Vickie Bradley suggested that the 2024 NC Public Health Association Conference in September would be a great place for Nursing Workforce and Oral Health dissemination.

Kaitlin Phillips discussed the July/August 2024 issue of the NCMJ on artificial intelligence in health care. There was interest in a presentation or symposium on AI in health care, since it is a topic of interest right now. Kaitlin Phillips said that a presentation/symposium or a webinar would be possible. Tim Norris recommended presentations on this topic for employer groups and the NC Chamber of Commerce.

President's Report

Grants, Development, Operating Funds

Michelle Ries provided development updates. The NCIOM was awarded a renewal of the Legislative Health Policy Fellows program from the Duke Endowment as well as grants for general operating funds from the Blue Cross Blue Shield NC Foundation and the Kate B. Reynolds Charitable Trust. These funds will help improve the NCIOM's ability to meaningfully engage with people closest to health policy issues, promote regional approaches for recommendation-development and dissemination, disseminating information from the Task Force on Future of Local Public Health, and evaluating and analyzing Medicaid transformation and expansion. The NCIOM has a contract pending with NC DHHS/DMH for a Task Force on Veteran's Health that is meant to focus on access, care coordination, mental health, and non-clinical needs. Additionally, the NCIOM is in the process of renewing the Evolve grant and developing a partnership with the Center on the Workforce for Health. Michelle also stated that anchor support letters will be sent in August.

Michelle discussed the impetus for the Task Force on Veterans' Health. There are a large number of veterans in the state (700,000), and navigating Veterans Health Administration services and civilian services can be difficult. Veterans are older, on average, than the non-veteran population. The veteran population also has specific mental health and substance use concerns. The current model for the task force includes workgroups on Access to Care and Care Coordination, Workforce Development, and Mental Health and Substance Use.

Annual Meeting

Michelle Ries noted that the Annual Meeting is set for November 21, 2024, at McKimmon Center in Raleigh and will be focused on long-term services and care.

Hiring and Personnel Updates

Emily Hooks is now the NCIOM's Director of Strategic Operations and Organizational Performance. The NCIOM is also in the process of hiring a full-time executive assistant, associate director, and a contractor for a website audit and other content creation.

Membership Nomination Update and Selection

Michelle Ries presented the 2024 Nominees for NCIOM Membership, highlighting the diverse experiences in the group. The nominees were recommended by the membership committee, therefore not requiring a motion or 2nd; none were opposed.

Board of Directors Strategic Discussion

Michelle Ries and Emily Hooks provided an overview of Membership and Board Engagement. Adam Sholar suggested that the NCIOM disseminate a membership survey about health policy priorities to help shape project decision-making. Richard Montague suggested that the NCIOM publish and share findings from this survey. Additionally, Lori Byrd, Vickie Bradley, and Carrie Rosario suggested that members be engaged in the task force process and perhaps even be invited to serve on task forces. The board discussed their interest in upcoming projects to both elevate the work of those projects and connect project staff to potential task force members.

Adjourn

Vickie Bradley moved to adjourn the meeting, and Trish Markus seconded. Adam Sholar adjourned the meeting at 2:04pm.