



Board Meeting Minutes

June 17, 2008

The Cabarrus Health Alliance Board met on Tuesday, June 17, 2008 in the Board Room of the Cabarrus County Human Services Building, 1307 S. Cannon Boulevard, Kannapolis, North Carolina.

CABARRUS HEALTH ALLIANCE BOARD MEMBERS PRESENT

Board Chairman: Charles Phillips

Board Members: Alex Barker
Carolyn Carpenter
Jessica Castrodale
Allan Krusell, MD

Absent: Robert Silver, MD
Jonathan Zsambeky

Staff Present: Dr. William F. Pilkington, Public Health Director
Dianne Berry, Clerk to the Board

Other Staff Present: Betty Braxton, Dr. Kim Dehler, Gina Goff, Kathy Hartsell, Paula Faggart, Suzanne Knight, Judy Lawrence, Robin Lodge, Ryan McGhee, Jan Odell, Jo Ann Reed, Kevin Shanus, Cappie Stanley, David Troutman, Kathleen Tucker, Cindy Walker

Call to Order

Chairman Phillips called the meeting to order at 5:30 p.m. and gave the invocation.

Adoption of Agenda

Mrs. Castrodale made a motion to approve the agenda as presented. The motion passed 4:0.

Annual Election of Board Chairman

Chairman Phillips explained that annual election of the Board Chairman is a new requirement of the CHA Board Operating Procedures. Mr. Barker made a motion to nominate Charles Phillips as the CHA Board Chairman for FY 08. Dr. William F. Pilkington, Secretary to the Board, presided over voting, and the motion passed 4:0, by voiced vote. Chairman Phillips discussed with the Board the future consideration and nomination of a vice-chairman, which he tentatively scheduled for the August 2008 regular meeting.

Recognition of FY 2008 CHA Retirees

Chairman Phillips recognized four recently retired CHA employees: **Cindy Walker**, 26 years, who served as WIC/Nutrition Director and Clinical Support Services Director; **Joan Cook**, 30 years, Administrative Assistant, WIC; **LeDonna Whitley**, 32 years, Office Assistant, Environmental Health; and **Pam Frye**, 34 years, Processing Assistant in Clinical Services. He thanked each of them for their commitment to public health and service to the community.

Approval of the Minutes – May 13, 2008

One error was noted on page 3. Mr. Barker made a motion to approve the minutes of May 13, 2008, as amended. The motion passed 4:0.

1 **Administrative Reports**

2 Chairman Phillips reviewed the Administrative Reports, which included Program Summary
3 FY 2008 (3rd Quarter); Health Cabarrus Report; and Clinic Summary Recap (April 2008).
4 Chairman Phillips remarked on the state recognition of the efforts of the Dental Task Force
5 and commended Pam Linker, DDS, for her commitment to leading this group since its
6 inception eight years ago. He added that Dr. Linker has been very successful in rallying
7 other area dentists to turn out for volunteer efforts. He asked for Board approval to send a
8 letter of appreciation to Dr. Linker for her efforts. Mrs. Carpenter made a motion to
9 approve. The motion passed 4:0

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11 **Consent Agenda**

12 **Budget Revisions and Amendment Requests**

13 The budget revisions and amendment requests were reviewed. Paula Faggart, Finance
14 Department, was available to answer questions from the Board, along with Dr. Pilkington.

15 **\$114,900.00** – Increase budgeted revenues for private insurance, program fees, and
16 miscellaneous revenue due to increase in earnings to cover expenses (Home Health Dept.)

17 **\$40,800.00** – Awarded grant funds received from the Susan G. Komen Breast Cancer
18 Foundation for the Sisters in Partnership program. Effective 4/1/08-3/31/09. (Total
19 awarded: \$81,600) – Clinical Svcs Dept.

20 **\$2,800.00** – Increase budgeted revenues for Medicaid and private insurance due to
21 increase in earnings to cover expenses (Communicable Disease Dept.).

22 **\$9,500.00** – Increase budgeted revenues for CCHC services, Dell fees, and sale of assets
23 due to increase in earnings to cover expenses (Information Technology Services Dept.).

24 **\$60,000.00** – Increase budgeted revenues for private insurance and patient fees due to
25 increase in earnings to cover expenses (International Travel, Communicable Disease Dept.).

26 **\$22,200.00** – Increase budgeted revenues for Medicaid, patient fees, and miscellaneous
27 due to increase in earnings to cover expenses (Adult Primary Care).

28 **\$30,000.00** – Increased budgeted revenue from Environmental Health fees due to increased
29 receivables based on services provided during FY 2008.

30 **\$145,298.00** – Move funds to match state funds and to cover expenses for the WIC Dept.

31 **\$18,000.00** – Increase budgeted revenues for Medicaid due to increase in earnings to cover
32 expenses for Immunization Update program (Communicable Disease Dept.).

33 **\$40,000.00** – Grant funds received from DENR for the Well Water Program (Environmental
34 Health Dept.)

35 **\$284,890.00** – Increased budgeted revenue from Medicaid Settlement due to increased
36 receivables based on cost settlement study for FY 2006-2007.

37 **\$4,300.00** – Additional funds received from NC DPH Women’s & Children’s Health Branch
38 for the Adolescent Parenting Program (Family Care Coordination Dept.).

39 **\$29,396.00** – Additional funds received from NC DHHS for the NC Breast & Cervical Cancer
40 Control Program (Clinical Services Dept.).

41 **\$14,600.00** – Additional funds received from Women’s & Children’s Health Section for the
42 Family Planning program (Clinical Services Dept.).

43 **\$12,631.00** – Approved carry over funds from the NC Health & Wellness Trust Fund for the
44 Teen Tobacco Use Prevention program (Health Initiatives Dept.).

45 **\$475,000.00** – 1st Year granted funds from DHHS Office of Adolescent Programs for the
46 continued TRAIL project, 9/30/07-9/29/08. Total award: \$2,175,000.00 (Health
47 Initiatives Dept.)

48 **\$16,671.00** – Funds received from Division of Environmental Health for 100% compliance
49 with mandated inspections of food and lodging establishments for 2006-2007.

50 **\$2,000,000.00** – Funds granted by the state to support the costs of the purchase of the
51 land to relocate the Cabarrus Health Alliance. (General Administration Dept.)

52 **\$125,000.00** – Funds granted by the state to support the costs of the consultation services
53 for the RFP for North Carolina TeleHealth Network, a project that has been selected as a
54 participant in the Federal Communication Commission’s Rural Health Care Pilot Program
55 ordered by the FCC via order number 07-198. (Gen. Admin. Dept.)

56
57 Mrs. Carpenter made a motion to approve the Budget Revisions and Amendment Requests.
58 The motion passed 4:0.

1 **Board Signed Endorsement of Agency Travel Policy**

2 Mrs. Carpenter made a motion to approve the Board Endorsement of Agency Travel Policy.
3 The motion passed 4:0

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5 **Board Signed Endorsement of Current Policies**

6 Dr. Krusell made a motion to approve the Board Endorsement of Current Policies. The
7 motion passed 4:0

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9 **Old Business**

10 **Public Hearing on FY 09 Budget**

11 Chairman Phillips suspended the regular meeting of the Cabarrus Health Alliance Board and
12 opened the public hearing on the FY 09 Budget, calling for comments or questions from the
13 floor. He noted that the FY 09 budget was being presented for approval without revisions
14 from the May 13 CHA Board meeting. There being no public comments, Chairman Phillips
15 closed the public hearing and reconvened the Board into regular session.

16
17 **Adoption of FY 09 Annual Budget**

18 Mr. Barker made a motion by approve the FY 09 budget. The motion passed 4:0.

19
20 **Adoption of Tobacco Control Rules**

21 The CHA Board revisited the Tobacco Control Rules and entered into discussion on several
22 areas of concern, including definitions and verbiage, appropriate signage, removal of public
23 ashtrays and the distances from the building, and policing of violators. Mr. Barker made a
24 motion to approve Adoption of Tobacco Control Rules as presented. Board members
25 discussed the tobacco bills currently in the N.C. Legislation which deal with the authority of
26 local governments to control tobacco use. They stated that they would prefer to wait to
27 adopt tobacco rules after this Legislation is finalized later this summer. Mr. Barker further
28 stated that he would hesitate to change current tobacco policy without legal consultation.
29 The motion failed to pass, by unanimous vote, 0:4.

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31 Mr. Barker made a motion to post signs prohibiting smoking 50 feet from air vents and
32 doors. The motion passed 4:0.

33
34 Mrs. Castrodale thanked Betty Braxton, Gina Goff and Erin Shoe for meeting with her
35 recently to discuss her concerns from the May 13 meeting.

36
37 **New Business**

38 **2008 Cabarrus County Community Needs Assessment**

39 Gina Goff reviewed the 2008 Community Needs Assessment final report. Mrs. Castrodale
40 made a motion to endorse the 2008 Community Needs Assessment. The motion passed 4:0.

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42 **Revised Debt Management Policy for Clinical Services**

43 Kathy Hartsell, Accounts Receivable Supervisor, stated that family planning was not eligible
44 for debt set-off. It is now allowed after approval by local boards of health. Mr. Barker made
45 a motion to approve the Revised Debt Management Policy for Clinical Services. The motion
46 passed 4:0 in a voiced vote.

47
48 **Revised Purchasing Policy**

49 Dr. Pilkington noted that the revised purchasing policy needs Board approval, because of
50 updated information on how to handle capital assets up to \$99,999.99. Dr. Krusell made a
51 motion to approve the Revised Purchasing Policy as presented. The motion passed 4:0.

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53 **CHA Personnel Policy Revisions**

54 Betty Braxton, Human Resources Director, stated that the CHA Personnel Policy had been
55 revised and Appendix H, AIDS, had been removed, because this policy is very dated. Mrs.
56 Castrodale made a motion to approve the CHA Personnel Policy revisions as presented. The
57 motion passed 4:0.

1 **Corporate Resolution Revisions**

2 Mrs. Braxton stated that the original Corporate Resolution was developed by the Board, and
3 adopted in July 1997. Two corporate resolutions were recently revised, and the revisions
4 require Board approval. She stated that the major rewrite was the Fleet Policy. Mrs. Braxton
5 added that in the future, the CHA Corporate Resolution will be reviewed by the Board on an
6 annual basis. The Board entered into discussion concerning the Fleet Policy. Dr. Krusell
7 made a motion for approval of the CHA Corporate Resolution Revisions at the next CHA
8 Board Meeting. The motion passed 4:0.
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10 **Purchase of Property and Approval of Architect of CHA Facility**

11 Dr. Pilkington asked for a Board vote on the formal approval of \$2.3 million for the
12 acquisition of the primary site for the new facility at the North Carolina Research Campus.
13 Dr. Pilkington informed the Board that the \$15 million from the TIF funding would not be
14 available until August 20, 2008, and will be issued by the City of Kannapolis. Mr. Barker
15 made a motion to approve \$2.3 million for primary property acquisition on Loop Road. The
16 motion passed 4:0 in a voiced vote.
17

18 Dr. Pilkington stated that the purchase of one lot adjacent to the site, for \$115,000, has
19 been arranged, and the owner plans to move the house. Chairman Phillips requested Board
20 approval for Dr. Pilkington to acquire three additional pieces of land, directly adjacent to the
21 property. He further stated that Board approval is needed to take the money, \$115,000,
22 from the reserve fund. Mrs. Castrodale made a motion to approve the purchase of the
23 property located at 600 West "D" Street in the amount of \$115,000, from the fund balance.
24 The motion passed 4:0, in a voiced vote.
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26 Dr. Pilkington reviewed several architectural proposals of the new CHA facility at the North
27 Carolina Research Campus, and discussed each one individually. The proposals included
28 BMG of Tuscon, Arizona, Odell Architects of Charlotte, N.C., and Overcash Demmit of
29 Charlotte, N.C. After discussion of all three proposals, the Board approved Odell Architects
30 of Charlotte, N.C. as the Architect for the new CHA facility, 4:0 in a voiced vote.
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32 There being no further business to come before the Board, Chairman Phillips adjourned the
33 regular meeting at 7:04 p.m.
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Charles C. Phillips, Chairman
Cabarrus Health Alliance Board

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Dianne P. Berry
Clerk to the Board