



**Board Meeting Minutes
April 8, 2008**

The Cabarrus Health Alliance Board met on Tuesday, April 8, 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: Carolyn Carpenter
Jessica Castrodale
Allan Krusell, MD
Robert Silver, MD

Absent: Alex Barker
Jonathan Zsambeky

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

Legal Counsel: Fletcher Hartsell

Other Staff Present: Betty Braxton, Tammie Harkey, Judy Lawrence, Jan Odell, Cappie Stanley, David Troutman, Cindy Walker

Call to Order

Chairman Phillips called the meeting to order at 5:35 p.m. and gave the invocation.

Approval of Agenda

Dr. Pilkington requested that Item F, Old Business, be moved to follow Item G. New Business as legal counsel was present to meet with the Board. Dr. Silver made a motion to approve the agenda as amended. Upon a second by Mrs. Carpenter, the motion was approved 4:0.

Board Rule of Procedure Change

Chairman Phillips explained that according to the *Rules for Small Governing Boards*, published by the School of Government at Chapel Hill, a second to a motion is not required. He asked the Board to adopt this rule. Mrs. Castrodale made the motion to approve the Board Rule of Procedure Change. Upon a second by Mrs. Carpenter, the motion was approved in a voiced vote 4:0.

Approval of the Minutes

Chairman Phillips noted one error on page 4 for correction. Mrs. Carpenter made a motion to approve the minutes of February 23, 2008, as amended.

Administrative Reports

Chairman Phillips reviewed the Administrative Reports, which included Communicable Disease Summary, CHA Programs Summary, Healthy Cabarrus Update, and Clinic Summary Recap. Staff members clarified several questions from the Board on the Communicable Disease report.

1 **New Business**

2 Accreditation Update

3 Cindy Walker shared a PowerPoint presentation with CHA Board members on the upcoming
4 re-accreditation process for Cabarrus Health Alliance. She reviewed the three core functions
5 and all components of the re-accreditation process, including the benchmarks and activities
6 required for the Board of Health. Mrs. Walker explained the structure of the accreditation
7 site visit team. Dr. Pilkington noted that currently, public health accreditation in North
8 Carolina is voluntary; however, the state is talking about making it a requirement.

9
10 **Policy on Policies**

11 Mrs. Walker explained that Cabarrus Health Alliance already has established policy,
12 procedures and standing orders, but they are mainly clinical. She further explained that
13 Board adoption of a policy on policies is necessary for the re-accreditation process, and
14 would provide a new, broader policy that would encompass the entire organization. Mrs.
15 Carpenter made a motion to approve the Policy on Policies as presented. Being none
16 opposed, the motion passed.

17
18 **Board of Health Operating Procedures**

19 Chairman Phillips noted that formal operating procedures for the Board of Health are also a
20 requirement of the re-accreditation process, and that adoption would formalize the
21 operating procedures of the Cabarrus Health Alliance Board in writing. Mrs. Carpenter made
22 a motion to approve the Board of Health Operating Procedures as presented. Being none
23 opposed, the motion passed.

24
25 **Waiver of Fees for Drinking Water Wells**

26 David Troutman, Environmental Health Director, provided a follow-up to the Board from
27 their April 2007 approval of rules for private drinking water wells and fees associated with
28 that program. The Board determined that CHA would not charge nonprofit agencies or
29 subdivisions of the government for drinking water well permits. The Board requested that
30 they be informed when and if well permits were issued and fees were waived. Mr.
31 Troutman notified the Board that during the last quarter, two well permits were issued for
32 Cabarrus County, one at the landfill and the other at Camp Spencer.

33
34 **Fees for On-Site Waste Water Disposal (Septic Systems)**

35 Mr. Troutman stated that North Carolina law allows the local board of health to impose cost
36 related fees for services performed by a local health department for wastewater systems.
37 Fee increases are based on the proposed size of the system, which relates to the amount of
38 time staff has to spend on site performing site specific layouts of the system and repeat
39 trips to perform operational checks for pumps, high water alarms, and electrical work. He
40 explained that he proposed change would be in providing repair permits for systems that
41 are not functioning in a sanitary manner for free, as an incentive for homeowners to fix any
42 systems that create a public health problem. Mr. Troutman noted that although there is
43 some cost involved in permitting and inspecting malfunctioning systems, it will not have a
44 significant impact on revenues. He noted that over the last three year period, Cabarrus
45 County averaged 15 repairs per year. Mrs. Castrodale made a motion to approve the
46 revision in fees for on-site waste water disposal. Being none opposed, the motion passed
47 4:0 in a voiced vote.

48
49 **Old Business**

50 **Update on New Facility/Relocation**

51 Chairman Phillips called for a motion to suspend the regular meeting of the CHA Board. Dr.
52 Silver made the motion for the CHA Board to enter into Closed Session in accordance with
53 NCGS 143-318.11, to consult with an attorney retained by the Board in order to preserve
54 the attorney-client privilege between the attorney and the public body, which privilege is
55 hereby acknowledged.

56
57 Chairman Phillips adjourned the meeting for those present, and asked for a roll call of those
58 participating in the Closed Session meeting. The list included CHA Board Members, Dr.

1 William F. Pilkington, Dianne Berry, Clerk to the Board, and Fletcher Hartsell, Legal Counsel
2 for the CHA Board.

3
4 The Board entered into Closed Session 6:16 p.m.

5
6 Chairman Phillips adjourned Closed Session meeting of the CHA Board at 7:18 p.m. and
7 reconvened into regular session.

8
9 Dr. Krusell made a motion to authorize a notice of eminent domain for the property located
10 at the intersection of Highway 3 and Loop Road. There being none opposed, the motion
11 passed in a voiced vote 4:0.

12
13 Mrs. Carpenter made a motion authorizing Dr. Pilkington to get the \$2 million from the state
14 for approval for the building site. There being none opposed, the motion passed in a voice
15 vote 4:0.

16
17 There being no further business to come before the Board, Chairman Phillips adjourned the
18 regular meeting at 7:20 p.m.

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23 _____
24 Charles C. Phillips, Chairman
25 Cabarrus Health Alliance Board

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30 _____
31 Dianne P. Berry
32 Clerk to the Board