



**BOARD MEETING MINUTES**  
**August 12, 2008**

The Cabarrus Health Alliance Board met on Tuesday, August 12, 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 (via speaker phone)  
Allan Krusell, MD

**Absent:** Alex Barker  
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, Tammie Harkey, Suzanne Knight, Robin Lodge, Ryan McGhee, Jan Odell, Julia Patterson, Cappie Stanley, Kathleen Tucker, Cindy Walker

**CALL TO ORDER**

Chairman Phillips called the meeting to order at 5:33 p.m. and gave the invocation.

**OATH OF OFFICE FOR REINSTATED BOARD MEMBER**

Dianne Berry, Clerk to the Board, administered the oath of office for his second term of office to Dr. Allan Krusell.

**ADOPTION OF AGENDA**

Chairman Phillips added to New Business an additional agenda items, Reserve Policy.

**NOMINATION OF BOARD VICE-CHAIR**

Mrs. Castrodale nominated Carolyn Carpenter to serve as vice-chair for the Cabarrus Health Alliance Board. Dr. Krusell made a motion to close the nominations. The motion was approved unanimously.

**APPROVAL OF THE MINUTES**

Chairman Phillips requested one change to the June 17 minutes, Page 3, Line 50. Dr. Krusell made a motion to approve the amended minutes of June 17, 2008 and the minutes as presented of the June 24, 2008 meetings of the Cabarrus Health Alliance Board. The motion passed unanimously.

**ADMINISTRATIVE REPORTS**

Chairman Phillips reviewed the administrative reports which included: 4<sup>th</sup> Quarter Customer Satisfaction Survey Report; 4<sup>th</sup> Quarter Goals & Objectives Report; 4<sup>th</sup> Quarter and FY 2008 Employee Separations Report, and Clinic Summary Recap. He requested that the customer service survey results be available for all CHA staff to review. Mrs. Braxton noted that CHA also has in place a Customer Service Star Award Program, where employees who go above and beyond in delivering customer service are recognized for their efforts.

1 Mrs. Carpenter requested that customer service comments on school health nurses be  
2 divided up by school systems and forwarded to the two school superintendents for review  
3 on a quarterly basis.

#### 4 **OLD BUSINESS**

##### 6 **ADOPTION OF REVISED TOBACCO CONTROL RULES**

7 Gina Goff explained the changes in the policy and the rules being presented to the Cabarrus  
8 Health Alliance Board for adoption. The regulations for tobacco products for local  
9 government buildings in Cabarrus County prohibits tobacco products in buildings owned or  
10 leased by Cabarrus County as well as transportation vehicles, signage requirements, and  
11 compliance and penalties. It was noted the tobacco control rules may be enforced by city,  
12 county, or town managers, heads of local governmental agencies, or their designees. Gina  
13 added that, with adoption by the Board, the Revised Tobacco Control Rules will become  
14 effective January 1, 2009. Mrs. Castrodale made a motion to adopt the revised tobacco  
15 control rules as presented. The motion passed in a voiced vote 4:0.

##### 17 **ACCREDITATION UPDATE**

18 Cappie Stanley announced that Cabarrus Health Alliance had received full accreditation from  
19 the site visit team, and out of 41 benchmarks and 148 activities, only one, which was our  
20 tobacco control policy, was not met fully. Cappie stated that the report was very positive,  
21 but did include some recommendations, which included additional signage in Spanish, and  
22 improved documentation on board education. She noted that the entire accreditation review  
23 document would be e-mailed to all board members. Cappie thanked the CHA Board  
24 members who participated in interviews with the accreditation site visit team in July.

#### 26 **NEW BUSINESS**

##### 27 **RESERVE POLICY**

28 Tammie Harkey, Finance Director, reviewed the Reserve Policy for Cabarrus Health Alliance.  
29 She explained that, in accordance with state statute, appropriated fund balance in any fund  
30 will not exceed the sum of cash and investments minus the sum of liabilities,  
31 encumbrances, and deferred revenues arising from cash receipts. Mrs. Harkey noted that  
32 Cabarrus Health Alliance does not currently have a written policy regarding reserve  
33 balances, and requested board approval of the policy presented. Dr. Krusell requested more  
34 information for Board review on the N.C. Capital Trust, and where Cabarrus Health Alliance  
35 funds are invested. Dr. Krusell made a motion to approve the CHA Reserve Policy,  
36 maintaining a target goal of 15%. The motion passed in a voiced vote 4:0.

##### 38 **KIWEE INSTITUTE**

39 Dr. Pilkington reviewed information about KIWEE Institute, a proposed model healthy child  
40 care center providing quality child care, exceptional early childhood education, and a unique  
41 focus on programs to promote overall child health and the prevention of childhood obesity.  
42 He explained that the idea for KIWEE Institute originated from a group project of Cabarrus  
43 Health Alliance employees at the UNC Management Academy. A partnership with Mr. David  
44 Murdock and Castle & Cooke has been proposed to jointly operate KIWEE Institute with  
45 Cabarrus Health Alliance.

##### 47 **LAND ACQUISITIONS UPDATE**

48 Dr. Pilkington announced that two of the adjoining properties to the proposed site for the  
49 new CHA facility at the North Carolina Research Campus have been purchased. He also  
50 stated that Mike Legg, Kannapolis City Manager, has informed him that it will be 60 to 90  
51 more days before the TIF funding is available, and construction could begin in October or  
52 November, 2008. A cost estimate of \$17 to \$18 million to build the new facility was  
53 submitted by Odell Architects, which in addition to \$2.3 million to purchase the land and  
54 other costs, puts CHA \$3 million short.

##### 56 **CHA BOARD SELF-ASSESSMENT**

57 Chairman Phillips distributed board self-assessment surveys, Board Assessment for  
58 Individual Members and Governing Board Quick Scan, and asked each board member to

1 complete and return them. These surveys were part of the assessment tools provided at a  
2 recent board workshop he attended at UNC Chapel Hill, "*How Are We Doing?* Manager  
3 Evaluation and Board Self-Assessment". Chairman Phillips asked for Board input on how we  
4 can do things better. He noted that input from CHA Board members will be discussed at the  
5 next CHA Board meeting.  
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7 **CHA ANNUAL BONUS**

8 The Board discussed the annual bonus for employees. It was noted that of the five  
9 organization goals, one goal was not met, which was employee turnover rate. With a goal of  
10 11%, this year's rate was 13.6%. After careful deliberation, the CHA Board agreed to pro-  
11 rate the annual organizational bonus to 80% for all eligible employees. Mrs. Castrodale  
12 made a motion to award an annual organizational bonus at a pro-rated amount of 80%.  
13 The motion passed in a voiced vote 4:0.  
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15 **ADJOURNMENT**

16 There being no further business to come before the Board, Chairman Phillips adjourned the  
17 board meeting at 6:43 P.M.  
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23 Charles C. Phillips, Chairman  
24 Cabarrus Health Alliance Board  
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31 Dianne P. Berry  
Clerk to the Board