



## Board Meeting Minutes

November 23, 2007

The Cabarrus Health Alliance Board met on Tuesday, November 13, 2007 in the Board Room of the Cabarrus County Human Services Building, 1307 S. Cannon Boulevard, Kannapolis, North Carolina.

**Present:** Charles Phillips, Chairman  
Alex Barker  
Jessica Castrodale  
Allan Krusell, MD  
Jonathan Zsambeky, DDS

**Absent:** Carolyn Carpenter  
Robert Silver, MD

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

**Other Staff Present:** Betty Braxton, Kim Dehler, DDS, Gina Goff, Tammie Harkey, Kathy Hartsell, Suzanne Knight, Judy Lawrence, Robin Lodge, Jan Odell, Jo Ann Reed, Cappie Stanley, David Troutman, Paige Waldrop, Cindy Walker

### CALL TO ORDER

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

### APPROVAL OF AGENDA

Mr. Barker made a motion to approve the agenda as presented. Upon a second by Dr. Krusell, the motion was approved 4:0.

### RECOGNITION OF MARK NANTZ, CHA BOARD MEMBER 2001-2007

Chairman Phillips recognized Mr. Nantz for his tenure as a member of the Cabarrus Health Alliance Board. He also read a resolution honoring Mr. Nantz for his contributions to the CHA Board, and thanked him for his advice and consultations pertaining to Board matters. Mrs. Castrodale made a motion to adopt the resolution in honor of Mark Nantz. Upon a second by Dr. Krusell, the motion was unanimously approved. Mr. Nantz thanked the CHA Board for the recognition and gifts presented, and stated that he holds Cabarrus Health Alliance and its Board in high regard, as they do a tremendous service for the community.

### APPROVAL OF SEPTEMBER 11, 2007 CHA BOARD MEETING MINUTES

Chairman Phillips made one correction to the minutes. Dr. Krusell made a motion to approve the minutes of September 11, 2007 as amended. Upon a second by Mrs. Castrodale, the motion was approved 4.0.

### CONSENT AGENDA

#### Records Retention and Disposition Schedule for Local Health Departments

Betty Braxton, Human Resources Director, reviewed the Records Retention and Disposition Schedule for Local Health Departments, for approval by the CHA Board. She stated that this is the first major revision in over 10 years for Public Health agencies, which will provide better guidance on what to archive. She also noted that an upcoming Records Retention training by the state is scheduled for appropriate CHA staff members on December 13. Dr. Krusell made a motion to approve the Records Retention and Disposition Schedule for Local Health Departments. Upon a second by Dr. Zsambeky, the motion was unanimously approved.

1 **BUDGET REVISIONS AND AMENDMENT REQUESTS**

2 Tammie Harkey reviewed the Budget Revisions and Amendment Requests with the Board.

3 **\$10,000.00** – Grant funds from Kate B. Reynolds Charitable Trust for operating funds to  
4 support the basic infrastructure of Healthy Carolinians Partnerships.

5 **\$11,670.00** – Create line items to support adult primary care services provided that are  
6 not program related.

7 **\$1,209.00** – Funds received from DPH for completing health inspections in compliance with  
8 Summer Food Service Program guidelines. Reimbursement rate is \$120.89 per inspection.

9 **\$136,665.00** – Funds granted by the NC Institute for Public Health to coordinate the  
10 activities for the Southern Piedmont Partnership for Public Health.

11 **\$14,809.00** – Mini grant approved by DHHS for the WIC program to provide educational  
12 materials and other items to encourage patient physical activity. Funds will also support  
13 temporary staff to purge records.

14 **\$50,000.00** – Funds received from DHHS, Office of Minority Health & Health Disparities to  
15 support prostate screening activities.

16 **\$7,289.00** – Grant received from the American Cancer Society to support the Cabarrus  
17 Health Alliance Men for Living Prostate Cancer Outreach & Screening Initiative.

18 **\$71,778.00** – Contract with Mecklenburg County Health Department for Ryan White Part A  
19 funds to provide case management, transportation, etc. to HIV positive clients.

20 The Budget Revisions and Amendment Requests were unanimously approved.

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22 **NEW BUSINESS**

23 **Risk-Based Frequency and Critical Violation Rules for Food Establishments**

24 David Troutman, RS, Environmental Health Director, stated to the Board that with the  
25 number of inspections performed by CHA Environmental Health, they are required to  
26 categorize based on risk factors. He explained that these guidelines have been established  
27 by CDC linked to food borne outbreaks, and there are four risk categories. Mr. Troutman  
28 also noted that with these changes, some food establishments will be inspected more often  
29 than others based on what types of foods are served and how they are prepared. He asked  
30 for Board approval of this new regulation. Dr. Zsambeky made a motion for approval of the  
31 Risk-Based Frequency and Critical Violation Rules for Food Establishments. Upon a second  
32 by Dr. Krusell, the motion was unanimously approved.

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34 **Revised Eligibility Policies, Fee Policy & Debt Management Policy for Clinical and  
35 Dental Services**

36 Kathy Hartsell, Financial Services, Supervisor, reviewed the policy changes, noting that  
37 revisions made to the policies are due to the changes in Title X requirements for Family  
38 Planning and also changes recommended from Billing and Finance Update workshop  
39 sponsored by the DPH Administrative Consultants. Mrs. Castrodale made a motion for  
40 approval of the policy revisions in the Public Health and Primary Care Services eligibility  
41 policy, fee policy, and debt management policy effective November 13, 2007. Upon a  
42 second by Dr. Zsambeky, the motion was unanimously approved.

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44 **2008 Holiday Schedule**

45 Betty Braxton, Human Resources Director, requested Board approval to consider the  
46 addition of Friday, December 26 as a paid holiday for 2008. She explained that the State of  
47 North Carolina and Cabarrus County Government will be observing Friday, December 26,  
48 2008 as a holiday and will not be operational. Mrs. Braxton also noted that access to the  
49 state computer system for public health, WIC and Environmental Health will be limited  
50 and/or not available due to scheduled maintenance/upgrades, and the North Carolina State  
51 Laboratory will be closed, all of which would negatively impact the ability to serve clients in  
52 an efficient manner. Dr. Krusell made a motion to approve the addition of Friday, December  
53 26 as a paid holiday for 2008. Upon a second by Dr. Zsambeky, the motion was  
54 unanimously approved.

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56 **Personnel Policy Revision, Article V, Limitation of Employment of Relatives**

57 Mrs. Braxton requested Board approval of revisions to the CHA Personnel Policy to eliminate  
58 the hiring of immediate family members. She explained that with 275 employees, Cabarrus

1 Health Alliance has a small employee base, and problems with family members working  
2 together can be two-fold. Dr. Pilkington concurred that this type of situation can become  
3 extremely disruptive. Mrs. Castrodale made a motion to adopt the personnel policy  
4 revision, Article V, Limitation of Employment of Relatives. Upon a second by Dr. Krusell, the  
5 motion was unanimously approved.  
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7 **NC Local Health Department Accreditation Program**

8 Cappie Stanley presented information on the upcoming 2008 re-accreditation process for  
9 Cabarrus Health Alliance, and highlighted what the site visitors will be looking for. The site  
10 visit team will include local health directors, public health nurses, environmental health  
11 staff, and Board of Health representatives, whose purpose is to amplify, clarify, and verify  
12 materials. She noted that the accreditation program is based on three core functions and  
13 10 essential services. The team site visit, scheduled for July 15-17, 2008 will include  
14 interviews of many different CHA employees as well as CHA Board members. Cappie further  
15 explained that, to be accredited, a local health department must meet 33 of 41  
16 benchmarks. The CHA Board will be responsible for 8 of those benchmarks, which includes  
17 28 activities. Cappie stated that more information will be forthcoming.  
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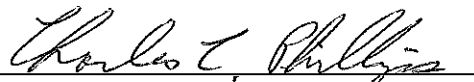
19 **REPORTS**

20 Chairman Phillips reviewed the reports, which included: Financial Report FY 2008, 3<sup>rd</sup> period  
21 estimated; Local Health Department Quarterly Fiscal Monitoring Report; CHA Program  
22 Summary Report; 1<sup>st</sup> Quarter 2007-08 Employee Separations Report; 1<sup>st</sup> Quarter FY 2007-  
23 08 Goals and Objectives Report; 1<sup>st</sup> Quarter FY 2007-08 Customer Satisfaction Report;  
24 Healthy Cabarrus Report, and CHA Clinic Summary Recap.  
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26 Dr. Pilkington provided an update to the Board on the NC Research Campus project, and  
27 discussed the facilities that will be located nearby and how the possibilities of collaboration  
28 could be beneficial to all. Dr. Pilkington concluded that the NC Research Campus will be a  
29 huge project, and this will be a great opportunity for Cabarrus Health Alliance.  
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31 **ADJOURNMENT**

32 There being no further business to come before the Board, Chairman Phillips adjourned the  
33 regular meeting at 6:33 p.m.  
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39 Charles C. Phillips, Chairman  
40 Cabarrus Health Alliance Board  
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45 Dianne P. Berry, CMC  
46 Clerk to the Board  
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