



BOARD MEETING MINUTES

April 14, 2009

The Cabarrus Health Alliance Board met on Tuesday, April 14, 2009 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

Absent: Alex Barker
Robert Silver, MD
Jonathan Zsambeky, DDS

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

Other Staff Present: Betty Braxton, Dr. Kim Dehler, Paula Faggart, Tammie Harkey, Suzanne Knight, Robin Lodge, Victoria Manning, Ryan McGhee, Jan Odell, Jo Ann Reed, Julia Patterson, Kim Ragan, Erin Shoe, Cappie Stanley, Heather Stewart-Esch, Kathleen Tucker, Paige Waldrop

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.

APPROVAL OF THE MINUTES

Mrs. Castrodale made a motion to approve the minutes of the February 10, 2009 CHA Board meeting, as presented. The motion passed 4:0.

ADMINISTRATIVE REPORTS

Chairman Phillips reviewed the administrative reports which included: Local Health Department Quarterly Fiscal Monitoring Report; 3rd Quarter FY 09 Employee Separations Report

BUDGET REVISIONS AND AMENDMENT REQUESTS

Mrs. Harkey reviewed the budget revisions and amendment requests:

\$13,373.00 – Additional funds received from DPH for one-time bonus funding to be used for any Title X approved expenditures (Clinical Services Dept)

\$10,545.00 – Additional funds received from Office of Minority Health to support costs of the Prostate program (Clinical Services Dept)

\$500.00 – Donations from Sisters in Partnership (SIP) members to provide Christmas donations to five breast cancer survivors (Clinical Services Dept)

\$10,000.00 – Reduction in funds from state for Adolescent Pregnancy Prevention program due to error in original allocation for FY 2008-2009. (FCC Dept)

1 **\$28,250.00** – Move funds to appropriate line items to cover expenses (TRAIL, HI Dept)
2 **\$14,000.00** – Establish accounts for new Temporary Food Establishment Fees collected by
3 Environmental Health Food & Lodging Program. (EH Dept)
4 **\$500,000.00** – Funds received from NC State for Community Care of NC Medical Home Project. This
5 project supports the activities of IBM Corp. (Gen Ad Dept)
6 **\$48,000.00** – Funds received from DPH General Aid-to-County to be used to support and enhance the
7 delivery of the 10 Essential Services (Gen Ad Dept)
8 **\$64,842.00** – Funds received from NC Partnership for Children, Smart Start, for new program: Early
9 Intervention liaison (FCC Dept)
10 **\$22,317.00** – Move funds to appropriate line items to cover costs and reduce total budgeted due to
11 decrease in allocation from NCPC, Smart Start, for IHV. (FCC Dept)
12 **\$22,030.00** – Move funds to appropriate line items to cover costs and reduce total budgeted due to
13 decrease in allocation from NCPC, Smart Start, for Child Health Consultant (Day Care) (SH Dept)
14 **\$55,603.00** – Increased WIC allocation due to increased caseload and move funds to appropriate line
15 items to cover expenses (WIC Dept)
16 **\$27,800.00** – Proceeds received from Cabarrus Medical Alliance Golf Tournament fundraiser for
17 School Nurse Program (SH Dept)
18 **\$4,700.00** – Funds received for additional school nurse hours provided during summer and for the
19 Exceptional Children’s Program (SH Dept)
20 **\$5,567.00** – Move funds to appropriate line items to cover expenses and to include approved grant
21 carry over funds for FY 2009 expenditures. (Tobacco, HI Dept)
22 **\$73,456.00** – Move funds to appropriate line items to cover costs and reduce total budgeted due to
23 decrease in allocation from NCPC, Smart Start, for Dental (Dental Dept)
24 **\$96,059.00** – Move funds to appropriate line items to cover costs and reduce amount allocated to
25 match final grant total (FPCHC, Clinical Services Dept)
26 **\$35,000.00** – Funds received from Southern Piedmont Community Care Plan to support salary and
27 fringe costs associated to the improved access of non-emergent care initiative. (PedPM, Clinical Svcs
28 Dept)
29 Mrs. Carpenter made a motion to approve the budget revisions and amendment requests as
30 presented. The motion passed 4:0.
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32 **OLD BUSINESS**

33 **Update of New CHA Building**

34 Dr. Pilkington reported that the TIF bonds are set to be sold in June 2009. If so, construction on the
35 new CHA building at the North Carolina Research Campus could begin in August 2009. The
36 contractor estimates that the building will be finished in 10 months. He reminded Board members
37 that Odell Associates are the architects designing the new building, and stated that Rogers Builders
38 will be recommended to the Board as the General Contractor. He noted that the furniture vendors
39 under consideration are narrowed down to three bidders. However, no contract will be signed until
40 the funding is received. Dr. Pilkington also reminded the Board that the geotechnical study and
41 traffic analysis have been done. The Department of Transportation’s widening of Highway 3 is on
42 hold, indefinitely. He reviewed the bid process, noting that as a hospital authority, bid requirements
43 are different, and there is no competitive bidding issue for CHA. Dr. Pilkington stated that the land
44 purchases, building and furniture costs will be \$14.4 - \$15.1 million. He noted that contracts for
45 approval by the CHA Board will be presented in May or June. A conference call is scheduled next
46 week regarding the TIF bonds. If it is determined that it’s not the right time, the sale of the TIF
47 bonds will be delayed 3 more months. Dr. Pilkington also stated that a pre-construction contract will
48 be presented to the CHA Board for approval on June 9 for Rodgers Builders, and Rodgers Builders
49 has agreed to hold their prices until August, and re-bid with sub-contractors. He noted that furniture
50 bids are good until August 2010. Dr. Krusell asked how long CHA can remain in its current location.
51 Dr. Pilkington responded that Cabarrus County has said indefinitely, but they would like us out of the
52 building as soon as possible, as Cabarrus County Department of Social Services needs the space.
53

1 **NEW BUSINESS**

2 **Approval of Identity Theft Protection Policy**

3 Jo Ann Reed, Home Health Director, reviewed the proposed Identity Theft Protection Policy. She
4 explained that most healthcare providers, including nonprofits, will be required to comply with
5 FACTA (The Fair and Accurate Credit Transactions Act) because they fall within the definition of
6 “creditor” under FACTA and have “covered accounts”. She explained that in order to comply with
7 FACTA, healthcare providers that are “creditors” and have “covered accounts” are required to
8 implement written identity theft prevention programs by May 1, 2009. She requested CHA Board
9 approval for this new policy. Chairman Phillips recommended that under Definitions, page 1, to
10 identify Department as Cabarrus Health Alliance. Dr. Krusell made a motion to accept the Identify
11 Theft Protection Policy as amended. The motion passed 4:0.

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13 **FY 2010 PRELIMINARY BUDGET**

14 Dr. Pilkington stated that this year, Cabarrus Health Alliance has struggled financially, and there are
15 some areas of great concern. He noted that the CHA Senior Management and Leadership Teams
16 met several weeks ago on how to make ends meet. Approximately 14 positions were eliminated,
17 effective May 21, many being retirees who work part-time. Betty Braxton has already met with those
18 employees affected. Other Budget reductions also included discontinuing the Wise Woman program,
19 Maternal Outreach Worker position, CHA contribution to 401(k), and limiting Family Planning. The
20 CHA Dental Clinic hopes to increase their revenues in FY 2010. Dr. Pilkington also noted that CHA is
21 also anticipating funding cuts from Cabarrus County, a total of \$300,000. He noted that
22 Leadership/Senior Management looked at not just cuts, but how to change our business operations.
23 For example, it is worth investigating whether or not NEMC can more efficiently operate the BCCCP
24 program.

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26 **BOARD EDUCATION**

27 In the Board Education segment, Chairman Phillips reported on the NC Health Director’s Conference
28 in January, 2009, and the IHI Conference in Tempe, Arizona, which he had the opportunity to attend
29 in March 2009, and noted that the big emphasis is on Performance Improvement in Public Health.
30 The Board inquired if there is a disaster notification policy in place for CHA Board Members. They
31 noted it would be a good thing to have. They asked, “who gets notified by phone/e-mail” when we
32 have a public health related disaster in Cabarrus County”? “Who’s called?” Jessica Castrodale asked
33 that rules be established on the Board’s freedom/resistance to talk to the media. Betty Braxton
34 responded that current CHA policy on emergency preparedness, notifications, media contact, does
35 not address CHA Board members.

36 The Board requested that Dr. Pilkington be prepared to present a draft document on Notification to
37 Board Members in the Event of a Disaster, including Media Contact Directive, at the May 12, 2009
38 CHA Board Meeting. The Board also requested that Dr. Pilkington present on May 12, 2009 a *Draft*
39 Performance Improvement Board Policy – A Directive to Staff for Performance Improvement in a
40 HealthCare Environment

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42 **ADJOURNMENT**

43 There being no further business to come before the Board, Chairman Phillips adjourned the board
44 meeting at 6:43 P.M.

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48 Charles C. Phillips, Chairman
49 Cabarrus Health Alliance Board

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52 Dianne P. Berry, CMC
53 Clerk to the Board