



Board Meeting Minutes

June 9, 2009

The Cabarrus Health Alliance Board met on Tuesday, June 9, 2009, at 5:30 p.m., 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 Members: Alex Barker, JD
Allan Krusell, MD
Carolyn Carpenter, Vice-Chairman (speaker phone)
Charles Phillips, Chairman
Jessica Castrodale
Jonathan Zsambeky, DDS

Absent: Robert Silver, MD

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

Other Staff Present: Betty Braxton, Paula Faggart, Tammie Harkey, Suzanne Knight, Robin Lodge, Jan Odell, Kim Ragan, Jo Ann Reed, Cappie Stanley

Call to Order

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

ADOPTION OF THE AGENDA

Chairman Phillips added an additional item to Old Business, CHA Home Health Update. Mrs. Castrodale motioned to approve the agenda, as amended.

APPROVAL OF THE MINUTES

Mrs. Carpenter motioned to approve the minutes of the May 12, 2009 CHA Board meeting as presented. The motion passed 4:0.

ADMINISTRATIVE REPORTS

Chairman Phillips reviewed the Clinic Summary Recap report.

BUDGET REVISIONS AND AMENDMENT REQUESTS

\$19,400.00 – Move funds to appropriate line items to cover costs and reduce total budgeted due to decrease in allocation from NCPC, Smart Start, for IHV. (FCC Dept.)

\$17,245.00 – Move funds to appropriate line items and reduce total budgeted due to decrease in allocation due to late initiation of program. (FCC Dept.)

\$9,500.00 – Move funds to appropriate line items to cover costs and reduce total budgeted due to decrease in allocation from NCPC, Smart Start, for Child Health Care Consultant (Day Care). (FCC Dept.)

\$3,339.00 – Move funds to appropriate line items to cover expenses. (FCC Dept.)

\$7,000.00 – Funds received from Duke University for payment of lab services provided as a part of MURDOCK study. (Clinical Services Dept.)

\$35,196.00 – Funds received from Castle & Cooke NC, LLC to support the costs for the Executive Director for the Cabarrus Public Health Research Institute. (HI Dept.)

1 \$12,910.00 – Reduce total budgeted due to Social Worker position eliminated from Program services.
2 (FCC Dept.)
3 \$50,000.00 – Move funds to cover costs for occupational therapist that will generate Medicare
4 reimbursement. (Home Health Dept.)
5 \$33,965.00 – Refund received from Worker’s Comp premium paid in prior fiscal year. (Gen. Adm. Dept.)
6 \$7,200.00 – Increase revenues and expenses to reflect Hep B activities provided for FY 2009. (CD Dept.)
7 \$15,554.00 – Funds received from Division of Environmental Health for 100% compliance with mandated
8 inspections of food and lodging establishments for 2007-2008. (EH Dept.)
9 \$120,668.00 – Approved carry over funds from first year of TRAIL program. (HI Dept.)
10 \$50,000.00 – Increase budgeted funds from Cabarrus Community Care Inc. based on actual receivables
11 for FY 2009. (SH Dept.)
12 \$180,144.00 – Increase budgeted revenue from Medicaid Settlement due to increased receivables based
13 on cost settlement study for FY 2007-2008 and adjust line items accordingly. (Dental Dept.)
14 \$115,320.00 – Increase budgeted revenue from Medicaid Settlement due to increased receivables based
15 on cost settlement study for FY 2007-2008 and adjust line items accordingly. (FCC Dept.)
16 \$4,964.00 – Increase budgeted revenue from Medicaid Settlement due to increased receivables based
17 on cost settlement study for FY 2007-2008 and adjust line items accordingly. (CD Dept.)
18 \$15,096.00 – Decrease budgeted revenue from Medicaid Settlement due to decreased receivables
19 based on cost settlement study for FY 2007-2008 and adjust line items accordingly. (Clinical Services
20 Dept.)
21 \$125,000.00 – Move funds to appropriate lines in Communicable Disease Dept. to cover expenses
22 incurred by staff budgeted in Clinical Services Dept. charging time to STD & Flu & Pneumonia activities.
23 (CD Dept.)
24 \$5,000.00 – Funds received from the Foundation for the Carolinas to support the diabetes project.
25 (Clinical Services Dept.)
26 \$2,656.00 – Additional funds received from NCDHHS for the NC Breast and Cervical Cancer Control
27 Program. (Clinical Services Dept.)
28 \$550,000.00 – Allocated funds from Fund Balance to cover incurred new building costs. Funds will be
29 replaced when TIF bonds are received. (Gen Adm Dept)
30 Mr. Barker motioned to approve the budget revisions and amendment requests are presented.
31

32 **OLD BUSINESS**

33 **Public Hearing on FY 2010 Budget**

34 Chairman Phillips suspended the regular meeting of the Cabarrus Health Alliance Board at 5:43 p.m. and
35 opened the public hearing on the FY 2010 budget and opened the floor for comments. There being
36 none, he declared the public hearing closed, and reconvened the regular meeting.
37

38 **Adoption of FY 2010 Annual Budget**

39 Chairman Phillips noted that the FY 2010 budget is without any additional funding from Cabarrus
40 County. Mrs. Harkey noted that because the group insurance costs were less than anticipated,
41 employee performance increases, an average of 4%, have been included in the FY 2010 budget. Mr.
42 Barker motioned to approve the FY 2010 budget as presented. The motion passed 5:0, in a voiced vote.
43

44 **Notification to CHA Board Members in a Public Health Emergency**

45 Dr. Pilkington explained that CHA Corporate Resolution 005a was created in response to the Board’s
46 request for notification in the event of a public health emergency, and guidelines on addressing the
47 media. By incorporating this guidance with Admn. 005 Public Relations and Information, CHA Board
48 members would be reviewing this information on an annual basis. Mrs. Castrodale motioned to adopt
49 CHA Corporate Resolution 005a, as presented.
50

51 **Team Building/Quality Improvement Training Opportunity**

52 Cappie Stanley noted that Dr. Greg Randolph, Director, NC Division of Public Health Quality
53 Improvement Center, contacted her about a pilot project for quality improvement called “Team Steps”.

1 The training focuses on quick action and enhanced communication. Only two local health departments,
2 Cabarrus and Cleveland county, have been invited to participate. The requirement is for three CHA staff
3 members to teach others – a “train the trainer” system.
4

5 **CHA Home Health Update**

6 Jo Ann Reed, Home Health Director, reported increased referrals from CMC NorthEast. She reviewed
7 referrals history comparing July – December 2008 to January – May 2009. She noted that 30% of the
8 agency’s referrals come from CMC NorthEast. She reported that revenues have increased since January
9 2009.
10

11 **Approval of Construction Contract with Rodgers Builders**

12 Dr. Pilkington distributed copies of a construction contract with Rodgers Builders. He noted that the CHA
13 attorney has reviewed the contract. Rodgers Builders guarantees the contract amount until August 15,
14 2009. He stated that if the contract is not executed by CHA at that time, they will release the sub
15 contractors and re-bid the project. Dr. Pilkington noted that the TIF bonds may not come about in
16 August 2009, but there may be other funding options. He noted that if things progress, it may require
17 an emergency called meeting of the CHA Board during the first week of July or August. Mr. Barker
18 motion to approve the construction contract with Rodgers Builders as presented. The motion passed
19 5:0, in a voiced vote.
20

21 **NEW BUSINESS**

22 **Cell Phone Policy**

23 Mrs. Harkey reviewed the cell phone policy with Board members. She noted that in assessing cell phone
24 usage, and trying to determine who should be required to have one, it was determined that a cell phone
25 policy was needed, to meet IRS requirements. She stated that CHA wants to get out of a time
26 consuming accountability plan for cell phones and go to a stipend system. Mrs. Harkey stated that this
27 change will significantly decrease cell phone expenses for CHA. Mrs. Castrodale motioned to approve
28 the CHA Cell Phone Policy, as presented.
29

30 **BOARD EDUCATION**

31 Mrs. Castrodale presented information from the 2009 State Health Director’s meeting on homelessness,
32 its affects, and proven strategies that work. She noted that there is a ten year plan in place to end
33 homelessness. Charles Phillips reviewed information on High Stress Communication, and discussed
34 procedures to use when dealing with the media.
35

36 **ADJOURNMENT**

37 There being no further business to come before the Board, Chairman Phillips adjourned the meeting at
38 6:33 p.m.
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42 _____
43 Charles C. Phillips, Chairman
44 Cabarrus Health Alliance Board
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49 Dianne P. Berry, CMC
50 Clerk to the Board