



**CABARRUS
HEALTH
ALLIANCE**

Minutes of
**Public Health Authority of Cabarrus County
Board of Commissioners Meeting**
March 12, 2013

The Public Health Authority of Cabarrus County Board of Commissioners met on Tuesday, March 12, 2013 at 5:30 p.m., in the Board Room of Cabarrus Health Alliance, 300 Mooresville Road, Kannapolis, North Carolina 28081.

Commissioners Present:	Tom Kincaid, Chairman James T. Mack, Jr., Vice-Chairman Allan Krusell, MD Chad Weston, MD Dari Caldwell Jay White Phyllis Wingate
Commissioners Absent	Tom Kincaid, Chairman
CHA Staff Present:	Dr. William F. Pilkington, Secretary to the Board Dianne Berry, CMC, NCCMC, Clerk to the Board Paula Faggart, Tammie Harkey, Suzanne Knight, Alice Luttmann, Barbara Sheppard, Erin Shoe, Tamara Staehler, RN, Heather Stewart Esch, Cindy Walker, Janie Woodie
Guests:	Mark Plemmons, <i>Independent Tribune</i> reporter

CALL TO ORDER

Vice-Chairman Mack called the meeting to order at 5:30 p.m. and offered the invocation.

APPROVAL OF THE AGENDA

Mr. Mack noted one change to the agenda. Item G. New Business, Agreement Between CHA and Cabarrus Rowan Community Health Centers moved from the last agenda item to the first agenda item. Mrs. Caldwell motioned to adopt the agenda for the March 12, 2013 meeting as presented. Dr. Weston seconded the motion. Approved.

APPROVAL OF THE MINUTES

Dr. Krusell motion to approve the minutes of the January 8, 2013 Public Health Authority Board of Commissioners meeting as presented. Dr. Weston seconded the motion. Approved.

REPORTS

The Public Health Authority Board of Commissioners reviewed the following reports:

- 2nd Quarter FY 13 Employee Separations Report
- 2nd Quarter FY 13 Organizational Goals & Objectives Reports
- 3rd Quarter FY 13 CHA Customer Satisfaction Survey Report
- Annual Communicable Disease Report for FY 2012

Report on Cabarrus Flu Status

Suzanne Knight, RN, MPH, Clinical Director, reported that Cabarrus County saw the earliest onset of flu with the highest incidence, since 2003. To date, CHA has administered 1825 vaccines.

Report on Hepatitis A Vaccination Clinics

Suzanne Knight presented an update on the Hepatitis A Vaccination Clinics offered by Cabarrus Health Alliance February 18-22, 2013. Cabarrus Health Alliance assembled Epi Team vaccinated 33 Concord NC Hooters staff onsite. Total numbers for Cabarrus County response: Hepatitis A vaccine – 125, Immunoglobulin – 27, and approximately 225 phone calls fielded.

Financial Reports

Tammie Harkey, Finance Director, presented an overview of both the 2012 Comprehensive Annual Financial Report and the 2nd Qtr 2013 Division of Public Health Quarterly Fiscal Monitoring Report

CONSENT AGENDA

Mrs. Harkey reviewed the Budget Revisions and Amendments Requests:

\$4,000 – Community Development Block Grant (CDBG) funds received from the City of Kannapolis to support the CHA in providing dental services to low/mod Kannapolis residents. Funds are being utilized to serve 30 individuals at \$133.33 each (Dental Dept)

\$240.00 – Budget fees for cooking classes and move funds to appropriate line items to cover expenses (Health Initiatives Dept)

\$109,300.00 – Received notification from Community Care of Southern Piedmont that the funding for the Social Media Surveillance project was cancelled and funds were redirected (General Admin Dept)

\$75,800.00 – Additional Beacon funds receive from the Community Care of Southern Piedmont to support the Daily Disease Report Project (General Admin Dept)

\$67,439.00 – Move funds to appropriate line items to cover expenses for the CMS Diabetes project (General Admin Dept)

\$21,570.00 – Increase revenues and expenses related to the On Site Project services provided by CHA for Benefit Controls through December 31st. (General Admin Dept)

\$87,791.00 – Grant funds received from Robert Wood Johnson Foundation for Project Smile (Dental Dept)

\$20,000.00 – Funds from DHHS/DPH to cover contracts and related administrative costs for the ESMM program (General Admin Dept)

\$18,243.00 – Reduce funds budgeted for Health Check Coordination. Program and personnel transferred to the Community Care of Southern Piedmont effective 12/31/12 (FCC Dept)

\$43,070.00 – Funds from DHHS/DPH for the Eat Smart Move More (ESMM) program. (Health Initiatives Dept)

\$63,922.00 – Reduce funds budgeted from FBA of \$46,000 for carry over. All funds spent in FY 2012. Move funds to appropriate line items to cover expenses, including upgrades to the dental mobile unit digital imaging and to purchase additional dental instruments to support increase in patient load at the Kannapolis site. (Dental Dept)

Mrs. Caldwell motioned to approved the Budget Revisions and Amendments Requests as presented. The motion was seconded by Dr. Weston. Approved.

OLD BUSINESS

Holiday Policy Change

In response to a request made by the Public Health Authority Board of Commissioners at their January 8, 2013 meeting, Mrs. Harkey presented a report on the cost of a holiday, which was estimated at \$53,270. The report included staff attendance from 2012 approved state holidays, Veterans Day (92%) and Day after Christmas (68%). Mrs. Harkey stated that this information will be included with the benefits information presented to the Board at their May 2013 meeting. Ms. Wingate stated that she would like to compare costs of an extra holiday vs. the organization bonus.

Strategic Map Work Plans 1st and 2nd Quarters

Heather Stewart Esch reviewed the CHA Strategic Map Work Plans for 1st and 2nd quarters FY 2013. She stated that individual department and program goals have been established with specific deliverables, and this information is updated quarterly. Mrs. Esch also noted that one priority objective is to implement a QI project in each department. Last month, 42 staff attended Quality Improvement 101, and Quality Improvement 102 is coming up. Everyone at CHA is excited to see increased efficiency.

NEW BUSINESS

Agreement Between CHA and Cabarrus Rowan Community Health Centers

Dr. Pilkington stated that Cabarrus Health Alliance and the Cabarrus Community Health Centers, Inc. established an agreement four months ago. It took some time to get a response from HRSA, only to find they did not approve the agreement. They did provide an example of an agreement that we could use. He also stated that the Cabarrus Rowan Community Health Centers, Inc. can re-apply next summer for a federal grant for funding. It will be determined then whether they will continue to work with Cabarrus Health Alliance or alone. He reported that the Cabarrus Rowan Community Health Centers are doing well, with \$400,000 in reserve and the new center in Rowan County is open and fully operational. CHA is currently paying for some in-kind services now.

Mrs. Wingate asked if there is any risk/liability to CHA with this agreement. Dr. Pilkington responded that there is not. He also noted that Tammie Harkey, CHA Finance Director, serves on the Finance Committee for the Cabarrus Rowan Community Health Centers. Mrs. Caldwell motioned to approve the Agreement between CHA and the Cabarrus Rowan Community Health Centers, Inc. with an effective date of March 12, 2013. Mr. White seconded the motion. The motion was approved 6:0.

Finance Policy Revisions and Annual Review

Mrs. Harkey stated that CHA finance policies are reviewed on an annual basis.

Finance policies with revisions included: Purchasing Policy, Eligibility Policies (Clinical and Dental); Debt Management Policies (Clinical & Dental), Reserve Policy, Travel Policy. Mrs. Harkey reviewed all changes to the policies with the Board. Mr. White motioned to approve the finance policy revisions as presented. The motion was seconded by Mrs. Caldwell.

Finance policies for review included: Cell Phone policy and Fee Policies (Clinical & Dental)

Dr. Krusell motioned to approve the finance policies as presented. The motion was seconded by Dr. Weston.

Approval of Local Rules/Ordinances

Cindy Walker, Accreditation Coordinator, explained that one of the requirements for NC Accreditation is for the Board to evaluate the need for the adoption or amendment of any local rules or ordinances. She noted that presently, the only local rule is the one that restricts the use of tobacco products within 50 feet of buildings housing the Cabarrus Health Alliance or Department of Social Services. Mr. White motioned to adopt to accept the current rule as it is and that there is no need to adopt any other rules at this time. Mrs. Caldwell seconded the motion. Mr. White then motioned to adopt the policy, **Rulemaking and Adjudication for Public Health Authority Board of Commissioners**, as presented. Mrs. Caldwell seconded the motion

Approval of Board Policy Regarding Public Participation

The Cabarrus County Public Health Authority Board of Commissioners encourages public participation in the community health improvement process. This includes individuals and organizations that have an interest in coming together to solve local problems and improve the health and quality of life for all. Mrs. Walker presented a new policy, **Public Participation in Community Health Improvement** for review and adoption by the Board. Ms. Wingate motioned to adopt the Public Participation in Community Health Improvement policy as presented. Dr. Weston seconded the motion.

Approval of 2009 Action Plan from the 2008 Community Needs Assessment

Barbara Sheppard, Health Initiatives Program Manager, stated that one of the requirements for NC Accreditation is for the Board to review and discuss the findings of the Community Needs Assessment and approve the Action Plans developed to address the priority health related issues. She reviewed the 2009 Community Health Action Plan for Oral Health/Access to Dental Care, Oral Health/Access to Dental Care Among At-Risk Children, Obesity, Prostate Cancer, and Tobacco. Mrs. Sheppard stated that these priorities were determined by community input through surveys administered during the Community Needs Assessment process. She also noted that these priority issues were tied to Healthy People 2010 objectives. This information is now being presented to the Board for information and their input. Since

the 2012 Community Needs Assessment has just been completed, this process will continue with new action plans being developed for the new priorities. As the new action plans are being developed, they will be brought to the Board to elicit their input as well as any public comments. Mr. White motioned to approve the 2009 Action Plans from the Community Needs Assessment as presented. Mrs. Caldwell seconded the motion.

Approval of Corporate Resolution Revisions

Erin Shoe, Human Resources Director, requested board approval of two revisions to the Corporate Resolution to 1) Policy Development (Section No Admn. 001) #7 – The Board shall review and update each administrative policy at least annually 2) Chief Executive Officer (Section No. Admn. 002) Responsibility – It is the responsibility of the Board to at least annually review and approve a job description for the Chief Executive Officer. The Board voted to approve changes to the Corporate Resolution Section Nos. 001 and 002, as presented.

Contract/Fee Agreement with Agency Attorney

Mrs. Harkey stated that an updated contract with the agency attorney, Hartsell & Williams, PA, was needed. The last signed contract was for the period ending June 30, 2012. She noted that Corporate Resolution, Section No. Admin 009, Board Attorney, stated that it is the policy of the Board to retain the services of an attorney to provide advice and services to both Board and staff. Mrs. Harkey noted that the new agreement includes an additional statement to extend the contract beyond June 30, 2013 with expiration occurring when modified by separate agreement. Mrs. Caldwell questioned if the fees stated in this contract represented fair market value for legal services. Dr. Pilkington responded that our first point of contact with a legal question is the UNC School of Government legal counsel. If they do not know the answer, we contact Hartsell & Williams. Both Dr. Pilkington and several Board members concurred that legal fees listed appear to be reasonable and fair. Ms. Wingate requested that the Board's Contract with Agency Attorney be presented for review on an annual basis. Mr. White requested to recuse himself from the voting process due to a potential conflict of interest. Dr. Krusell motioned to adopt the Contract/Fee Agreement with Agency Attorney, as presented. Ms. Wingate seconded the motion. The motion passed 5:0.

INFORMAL PUBLIC COMMENTS/SPEAKERS FROM THE FLOOR

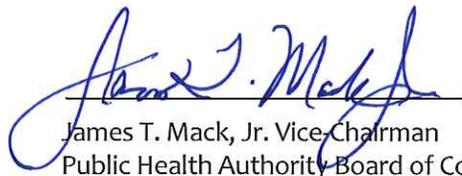
Vice-Chairman Mack opened the floor for any public comments. There being none, he closed the public comments section and proceeded with the regular meeting.

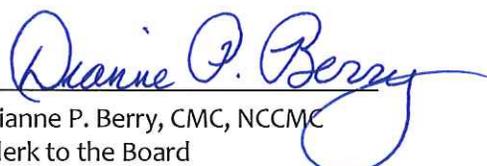
ANNOUNCEMENTS

Dr. Pilkington made a request that the Board adjourn into Executive Session to the purpose of discussing a personnel matter. Vice-Chairman Mack suspended the regular meeting at 6:10 p.m. and the Board entered into closed, executive session. At 6:44 p.m. the Board reconvened into regular session.

ADJOURNMENT

There being no further business to come before the Authority Board, Vice-Chairman Mack motioned to adjourn the meeting at 6:45 p.m.


James T. Mack, Jr. Vice Chairman
Public Health Authority Board of Commissioners


Dianne P. Berry, CMC, NCCMC
Clerk to the Board