



**Public Health Authority of Cabarrus County
Board of Commissioners**

Minutes of August 14, 2012 Meeting

The Public Health Authority of Cabarrus County Board of Commissioners met on Tuesday, August 14, 2012 at 5:30 p.m., in the Board Room of Cabarrus Health Alliance, 300 Mooresville Road, Kannapolis, North Carolina 28081.

Commissioners Present: Allan Krusell, MD
Chad Weston, MD
James T. Mack, Jr.
Jay White
Phyllis Wingate
Tom Kincaid

Commissioners Absent: Walter Vuchnich, DDS

CHA Staff Present: Dr. William F. Pilkington, Secretary to the Board
Dianne Berry, CMC, NCCMC, Clerk to the Board
Alice Luttmann, Betty Braxton, Erin Shoe, Heather Stewart Esch, Kim Ragan, Paula Faggart, Tammie Harkey, Victoria Manning, Talene Ghazarian, UNC MPH Candidate/Community Transformation Project Intern

Guests: *Independent Tribune reporter*

CALL TO ORDER

Charles Phillips called the meeting to order at 5:30 p.m. and offered the invocation.

APPROVAL OF THE AGENDA

The agenda for the August 14, 2012 meeting was approved as presented.

RECOGNITION OF JESSICA CASTRODALE

Mr. Phillips read a resolution in honor of Mrs. Castrodale for her contributions as a public member of the Public Health Authority Board of Commissioners from 2006-2012.

ADMINISTRATIVE OF OATH OF OFFICE

Dianne Berry, Clerk to the Board, administered the oath of office to new Public Health Authority Board of Commissioner members, Tom D. Kincaid and James T. Mack, Jr.

ELECTION OF CHAIR AND VICE-CHAIR

Tom D. Kincaid and James T. Mack, Jr. were nominated to serve as Chairman and Vice-Chairman, respectfully, to the Public Health Authority Board. Mr. White motioned to approve the nomination as presented. The motion passed in a voiced vote 5:0.

APPOINTMENT OF PUBLIC HEALTH AUTHORITY BOARD REPRESENTATIVE TO CABARRUS COMMUNITY HEALTH CENTER BOARD

Dr. Pilkington explained that Cabarrus Health Alliance has been working collaboratively with the Cabarrus County Health Center for months. Prior to his resignation from the Public Health Authority Board, Chairman Charles Phillips had served as the Authority Board's liaison to the Cabarrus Community Health Centers Board. Now, a new liaison from the Public Health Authority Board needs to be appointed. Mr. White

motioned to nominate James T. Mack, Jr. to serve as Public Health Authority Liaison to the Cabarrus County Community Health Center Board. Vice-Chairman Mack accepted the nomination.

APPROVAL OF MINUTES

Mr. White motioned to approve the minutes of the June 12, 2012 Public Health Authority of Cabarrus County Board of Commissioners meeting as presented. The minutes were approved by absence of dissent.

REPORTS

The 4th Quarter and FY 2012 Employee Separation Rates and 4th Quarter and FY 2012 Goals & Objectives Reports were reviewed.

NEW BUSINESS

2012 Community Needs Assessment

Victoria Manning, CHA Health Initiatives, explained that Cabarrus Health Alliance is required to conduct a Community Needs Assessment every four years, and Healthy Cabarrus works collaboratively with Community Partners to complete this task. The overall goal is to improve the quality of life and health status of Cabarrus County residents. The objectives are to identify emerging needs and issues; review 2008 priority needs to determine relevance, document progress made since the 2008 assessment, examine community resources, and prioritize identified needs. Victoria noted that 2012 Community Needs Assessment was a year-long process working with the 42 member Community Planning Council. She presented a PowerPoint on the 2012 Community Needs Assessment. She stated that the presentation looks at needs and available resources, the community's perception of needs, and statistical data. Presentations by members of the Community Planning Council to various local civic groups are scheduled over the next several months.

NC Adoption of the FDA Food Code

David Troutman, Cabarrus Health Alliance Environmental Health Director, explained that the current rules governing food establishments, 15A, NCAC 18A.2600 were adopted in 1976 and have been periodically amended to address specific needs. Changes in consumer consumption patterns and shifts in the national food safety focus necessitated a more fundamental change to North Carolina's retail food protection rules. The legislature recognized that need and passed a law (S.L. 2011-394, Section 15(a)) in 2011 that provided the Commission of Health Services with the authority to adopt the 2009 Food Code by reference. The NC Rules Review Commission approved the change at their meeting on July 19, 2012. The Food Code Adoption Rules 15 NCAC 18A.2650-.2676 will be effective September 1, 2012.

Cabarrus Health Alliance Succession Planning

Dr. Pilkington explained that succession planning is a deliberate and focused program of planning for talent to assume key leadership position in an organization, to retain and develop intellectual management positions and to address critical back-up for key positions. He reviewed with the Public Health Authority Board the Cabarrus Health Alliance Succession Planning policy and process. Mr. White motioned to approve the Cabarrus Health Alliance Succession policy and process as presented. The motion passed by absence of dissent.

Update on Strategic Plan Development

Heather Stewart Esch, a member of the Cabarrus Health Alliance Strategic Planning Committee, stated that the process to establish a strategic plan for 2012 began last month with a large group meeting representative of all departments, which included a report from Dr. Pilkington on the state of public health. A survey was e-mailed out to all staff for input. Later, the process of meeting with individual departments was implemented using a SWOT analysis at each meeting. A tool was also developed to solicit SWOT information electronically. Mrs. Esch explained that once all of this information is finalized, it will be presented to the Public Health Authority Board for final recommendations on 2012 strategic goals. Mrs. Esch invited all Public Health Authority Board members to participate in any phase of the Cabarrus Health Alliance Strategic Plan Development process and to provide feedback.

Revisions to By-Laws of the Public Health Authority of Cabarrus County Board of Commissioners

Dr. Pilkington stated that while in the process of amending the by-laws of the Public Health Authority Board of Cabarrus County Board of Commissioners established in 1997 in response to a revision approved by the Commissioners on June 12, 2012, it was discovered that other information needed to be updated. The approved change on June 12, 2012, was to add under Article II: Appointment, Resignation, and Replacement of Members or Directors: To establish emeritus status for any Public Health Authority Commissioner having served at least 10 years. Dr. Krusell motioned to approve the revisions to the By-Laws of the Public Health Authority of Cabarrus County Board of Commissioners as presented. The motion passed by absence of dissent.

Agreements with Cabarrus Community Health Centers

Dr. Pilkington stated that Cabarrus Health Alliance has been working closely with the Cabarrus County Community Health Centers for the last 3-4 months to assist them in regaining viable independence. Cabarrus Community Health Centers Network By-Laws were reviewed and an agreement between the Cabarrus Health Alliance and the Cabarrus Community Health Centers Governing Board were presented for review and approval by the Public Health Authority Board. Mr. White recommended two changes to the Agreement: **Page 1 – Contract month needs to be updated** and **Page 2: Termination:** add a copy of any notice of termination shall be provided **via registered mail to the Chief Executive Officer and the Current Board Chair at the current address of the entity being notified.** Mr. White motioned to approve the agreements with the Cabarrus Community Health Centers as amended. The motion passed by absence of dissent.

Cabarrus Health Alliance Employee Wellness Policies

Erin Bayer, Community Transformation Grant Program Director, introduced Talene Ghazarian, UNC MPH Candidate and Community Transformation Grant Project Intern, who reviewed new Cabarrus Health Alliance policies: Employee Wellness Committee Policy, Employee Wellness Policy and Healthy Foods Policy. Mrs. Wingate motioned to approve the three wellness policies as presented. The motion passed by absence of dissent.

INFORMAL PUBLIC COMMENTS/SPEAKERS FROM THE FLOOR

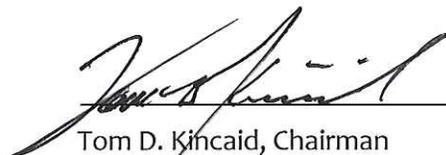
Chairman Kincaid called for any comments from the floor. There being none, he closed the public comments section and proceeded with the regular meeting.

ANNOUNCEMENTS

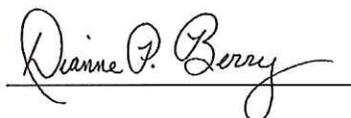
Dr. Pilkington announced that the Cabarrus County Medical Society Alliance will be hosting its 8th annual *Swing for the Kids!* Golf Tournament on Monday, October 8, 2012 at Cabarrus Country Club to benefit the Cabarrus Health Alliance School Health Nurse Program.

ADJOURNMENT

There being no further business to come before the Authority Board the meeting adjourned at 7:10 p.m.



Tom D. Kincaid, Chairman
Public Health Authority Board of Commissioners



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

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