



Minutes of
Public Health Authority of Cabarrus County
Board of Commissioners Meeting
February 11, 2014

The Public Health Authority of Cabarrus County Board of Commissioners met in regular session on Tuesday, February 11, 2014 at 5:30 p.m. in the Board Room of Cabarrus Health Alliance, 300 Mooresville Road, Kannapolis, North Carolina 28081.

Commissioners Present: James T. Mack, Jr., Chairman
Tom Kincaid, Vice-Chairman
Allan Krusell, MD
Chad Weston, MD
Dari Caldwell
Phyllis Wingate
Steve Morris

CHA Staff Present: Dr. William F. Pilkington, Secretary to the Board
Dianne Berry, CMC, NCCMC, Clerk to the Board
CHA Staff Members: Alice Luttman, Anna Thadani, Anne Hall, Barbara Sheppard, David Troutman, Erin Shoe, Julia Patterson, Kim Ragan, Melicent Miller, Paula Faggart, Ryan McGhee, Sue Yates, Suzanne Knight, Rhonda Blasingame (student)

CALL TO ORDER

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

ADOPTION OF THE AGENDA

Vice-Chairman Kincaid motioned to adopt the agenda for the February 11, 2014 meeting of the Cabarrus County Public Health Authority Board, as presented. Dr. Weston seconded the motion. Motion approved 6:0.

APPROVAL OF THE MINUTES

Mrs. Caldwell motioned to approve the minutes of the October 8, 2013 meeting of the Cabarrus County Public Health Authority Board, as presented. Dr. Weston seconded the motion. Motion approved 6:0.

PRESENTATION

Karen Goforth stated that Focused on a Cure was established in 2009, and has raised \$150,000 over the last five years to help raise awareness and money for breast cancer support services in our community. She noted that Focused on a Cure has no employees, no one is paid, and every dollar raised is given back. Karen announced that her fundraising goal for 2014 is \$75,000. Karen presented a check to the Cabarrus Health Alliance Breast Health Program in the amount of \$15,000. Chairman Mack noted that Focused on a Cure also contributed \$15,000 to CHA in January 2013. He thanked Karen Goforth and Focused on a Cure for their continued support of Cabarrus Health Alliance.

REPORTS

The Board reviewed the following reports: Customer Satisfaction Report (1st report for FY 2014), Employee Separations Report (2nd Quarter FY 2014), Goals & Objectives Report (1st and 2nd Quarters, FY 2014), Strategic Map Report, Capital Project Fund Update, 2014 Comprehensive Annual Financial Report, Public Health Authority of Cabarrus County Financial Summary Report FY 2014 (6 months ending 12-31-13)

APPROVAL OF AGENDA

Dr. Krusell motioned to approve the October 8, 2013 agenda for the Cabarrus County Public Health Authority Board as presented. Mrs. Caldwell seconded the motion. The motion passed 4:0.

APPROVAL OF MINUTES

Vice-Chairman Kincaid motioned to approve the minutes of the August 13, 2013 meeting of the Cabarrus County Public Health Authority Board. Chairman Mack seconded the motion. The motion passed 4:0.

CONSENT AGENDA

Budget Revisions and Amendments Requests

Dr. Pilkington introduced Sue Yates, CHA Finance Director, who replaced Tammie Harkey after her retirement effective January 2, 2014. Mrs. Yates reviewed with the Board the budget revisions and amendments requests.

\$91,571 – Move funds to appropriate lines to cover expenses. Project Manager will be contractual instead of personnel as originally budgeted. (General Admin)

\$2,795 – Funds were not received from the State for the Mosquito Control program. Increase EH fees based on historical receivables. (Environmental Health)

\$3,725 – Received 340B refund from Barr Pharmaceuticals, Inc. (Clinical Services)

\$138,761 – Budget funds from Fund Balance Appropriated to cover costs of CHA agency performance awards based on FY 2013 accomplished goals. Paid to employees 12/13/2013. (General Admin)

\$1,600 – Triple P organizational incentive awarded to CHA for completion of required training of FCC and WIC staff. Funds will be used for Triple P education materials and incentives. (General Admin)

\$15,710 – Move funds to appropriate accounts for long acting birth control. (Clinical Services)

\$3,000 – Donation received from Ben Mynatt Children's Foundation for services for children screened in the Give Kids A Smile Project. (Dental Dept.)

\$21,338 – Move funds to appropriate lines to cover expenses. (FCC Dept.)

\$8,973 – Move funds to appropriate lines to cover expenses. (General Admin)

\$372 – Funds received from employees for Think Pink Day. (Clinical Services)

\$717 – Reduce Latino Family Planning Grant funding to match actual. (Clinical Services)

\$2,168 – Reduced funds from DPH for the TANF Grant. Increased miscellaneous revenue funds based on actual receivables. (Clinical Services)

\$267,915 – Funds received from The Department of Health and Human Services Administration for Children and Families for the Competitive Abstinence Education Grant Program. (Health Initiatives)

\$10,783 – Agreement Addendum Revisions increases amount of funding for Healthy Communities. (Health Initiatives)

\$20,000 – Funds received for the BCBS Oral Health Initiative. (Dental Services)

\$13,750.00 – Grant received for Children with Special Needs – Emergency Preparedness. (FCC Dept.)

\$79,014 – Grant received for Active Routes to School Project. (General Admin)

\$1,000 – Donation received from the Sportscenter Athletic Club for the 100 day challenge. (School Health)

Dr. Krusell motioned to approve the Budget Amendments Revisions and Amendment requests as presented. Mrs. Caldwell seconded the motion. The motion passed 6:0

BUSINESS AGENDA

CHA AUDIT SERVICES

Mrs. Yates stated that Potter & Company, P.A. has contracted with the Cabarrus Health Alliance and completed the annual audit of the past sixteen years. Requests for proposals for audit services to five auditing firms on December 12, 2013. The firms were: Cherry Bekaert, Charlotte, NC; Potter & Company, PA, Concord, NC; Martin, Starnes & Associates, Hickory, NC; Faulkner & Thompson, Charlotte, NC; Dixon, Hughes, Goodman, Winston-Salem, NC. Response for intent to propose date was given as December 23, 2013. Proposals were due January 20, 2014. Potter & Company and Martin, Starnes & Associates were the only firms that responded with a proposal to provide audit services. Each deadline was met and no further contacts have been made by any other firms. Both firms' proposals provide comparable services. Martin, Starnes, & Associates rates are slightly lower. She reviewed with the Board each firm's cost estimates. Mrs. Yates recommended that the Board approve a three-year contract with Potter & Company, P.A. for annual audits, for fiscal years 2014, 2015 and 2016 for \$19,000, \$19,500, and \$20,000 respectively. She cited the Corporate Resolution, Annual Fiscal Year, Section No. Admn. 003, revised July 17, 2008, regarding choosing an auditor from a bid process every three years to include an option to extend the term of award without

bid process if desired. She noted that Potter & Company, P.A. completed the 2013 annual audit for \$10,400. Mrs. Yates noted that due to her recently coming on board at Cabarrus Health Alliance as Finance Director, it would be prudent to remain with the current audit firm. She stated that the history provided by Potter & Company would be beneficial in determining if any process or procedural changes would be advantageous to Cabarrus Health Alliance. Dr. Weston motioned to approve a three year contract with Potter & Company, PA., for CHA auditing services. Vice-Chairman Kincaid seconded the motion. The motion passed 7:0.

2013 SOTCH (STATE OF THE COUNTY) HEALTH REPORT

Barbara Sheppard, Health Initiatives Director, presented the Cabarrus County 2013 State of the County Health Report. She explained that the community assessment of health and human services is an ongoing process that engages multiple agencies, providers, and individuals in identifying community assets and strengths as well as unmet needs. A form assessment process is undertaken every four years. Leadership for this collaborative process is provided by Cabarrus Health Alliance and Healthy Cabarrus. She noted that the community issues and unmet needs as identified by the most recent community assessment in 2012 were Wellness and Obesity, Under/Unemployment, Access to Healthcare, Mental Health, Education, and Housing. She provided information on progress on identified health priorities from 2012-2013, and stated that 2012-2016 will continue to be focused on these issues. Dr. Pilkington stated that the new county health rankings will be released by the state in March 2014, and he hoped that Cabarrus County would still be in the top 10.

2012-2016 HEALTHY CABARRUS ACTION PLANS

Mrs. Sheppard presented the 2012-2016 Healthy Cabarrus action plans and explained the process from the 2011-12 community needs assessment process to the 2013-2016 action plan implementation. She reviewed the action plans for injury and violence and substance abuse, citing intervention strategies and community partners for each. Melicent Miller, MSPH, Community Program Coordinator, Southeastern Diabetes Initiative, presented the action plans for obesity and diabetes, also listing intervention strategies and community partners involved. Mrs. Sheppard discussed Project Lazarus, a comprehensive Healthy Cabarrus initiative on prevention of prescription drug misuse and overdose, and a community forum scheduled for March 13, 2014 at The Village, First Assembly, Suite 15, in Concord.

ANNUAL REVIEW AND ADOPTION OF BOARD OPERATING PROCEDURES

Chairman Mack explained that the three guidance documents for the Cabarrus County Public Health Authority Board, are reviewed and adopted at the first meeting of the Board in each calendar year and that annual review is also required for state and national public health accreditation. He noted that there were no changes to the By-Laws or Board Operating Procedures, and only one minor name change in the Corporate Resolution, Fund Management, Admn. 007. Dr. Weston motioned to adopt the By-Laws, Board Operating Procedures, and Corporate Resolution as presented. The motion was seconded by Mrs. Wingate. The motion passed 7:0.

ANNUAL REVIEW OF PERSONNEL POLICY

Erin Shoe, Human Resources Director, stated that an annual review and adoption of the CHA Personnel Policy is also required. She noted three changes. **Work Schedule & Attendance**, Article V Conditions of Employment – effective November 11, 2013, Cabarrus Health Alliance eliminated the 12 month threshold for absence and tardies. The policy will simply take into account a three month period of time. This three month period seem to give supervisors and Human Resources a sufficient time period in which to identify patterns. **Retirement Benefits**, Article IV, Employee Benefit, affects a change to when an employee can start participation in the NC Local Governmental Retirement System. The new policy stated that all employees scheduled to work 1,000 or more hours of service per year will participate in NCLGERS after one (1) year of employment; however, persons currently vested in the system would be enrolled upon date of hire. This board-range criteria will cover vesting for both the Local Governmental Employees' Retirement System (5 years) and the State Retirement System (10 years). **Reduction in Force**, Separation, Disciplinary Action & Reinstatement, Article VIII was re-worded to state that if the agency had position vacancies at the time of a Reduction in Force, employees impacted could apply for these positions through the internal application process and would be interviewed in a competitive manner. Employee may not be transferred into a vacancy. Successful candidates will be selected based on qualification such as skill set, education, and experience in order to prove the best fit for the position. Mrs. Shoe stated that she sought guidance from

CHA Personnel Attorney, G. Bryan Adams, who felt like this addition would tighten up the expectations for employee and supervisors should CHA face a future Reduction in Force. Mrs. Caldwell motioned to approve the three changes to the Cabarrus Health Alliance Personnel Policy as presented. The motion was seconded by Dr. Krusell. The motion passed 7:0

INFORMAL PUBLIC COMMENTS/SPEAKERS FROM THE FLOOR

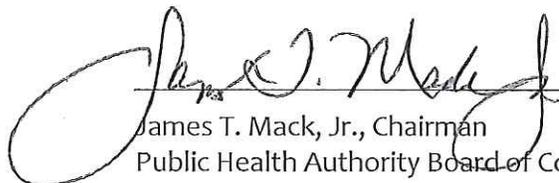
Chairman Mack opened the floor for any public comments. There being none, he closed the public comments section and proceeded with the regular meeting.

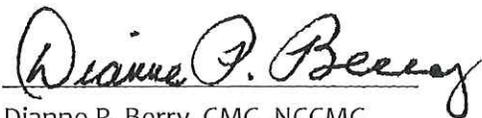
ANNOUNCEMENTS

Chairman Mack called for announcements. Vice-Chairman Kincaid asked of food service employees should be required to be certified. Dr. Pilkington stated that the law states that no county can pass a regulation strong than the state law, with taking it to the state legislation. Vice-Chairman stated that he would like to see the rules changed. David Troutman, Environmental Health Director reviewed the current state law for all food service workers with the Board. He advised Vice-Chairman Kincaid that as a private business owner, he had the authority to require certain standards for food service, as long as he enforced the requirements across the board for all employees.

ADJOURNMENT

There being no further business to come before the Cabarrus County Public Health Authority Board, Vice-Chairman Kincaid motioned to adjourn the meeting at 5:54 p.m. Dr. Weston seconded the motion.


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



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