



*Minutes of*

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

September 2, 2014

The Cabarrus County Public Health Authority Board met on Tuesday, September 2, 2014 at 5:30 p.m. in the Board Room at Cabarrus Health Alliance, 300 Mooresville Road, Kannapolis, North Carolina.

**Members Present:** Tom Kincaid, Vice-Chairman  
Dari Caldwell  
Tedra Claytor, MD  
Chad Weston, MD

**Members Absent:** James T. Mack, Jr.  
Phyllis Wingate  
Steve Morris

**CHA Staff Present:** Dr. William F. Pilkington, Secretary to the Board, Dianne Berry, Clerk to the Board, Alice Luttmann, Erin Shoe, Barbara Sheppard, Janie Woodie, Julia Patterson, Kim Ragan, Paula Faggart, Sue Yates, Suzanne Knight, Jessye Brick

**CALL TO ORDER**

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

**ADMINISTRATION OF OATH OF OFFICE**

Dianne Berry, Clerk to the Board, administered the oath of office to newly appointed Board member Tedra Claytor, MD and re-appointed Board member, Chad Weston, MD to three-year terms of office.

**ADOPTION OF THE AGENDA**

Dr. Weston motioned to adopt the agenda. The motion was seconded by Mrs. Caldwell. Motion approved 4:0.

**APPROVAL OF THE MINUTES**

Chad Weston, MD motioned to approve the minutes of the June 10, 2014 meeting as presented. Mrs. Caldwell seconded the meeting. Motion approved 4:0

**REPORTS**

Board members reviewed the reports which included 4<sup>th</sup> Quarter FY 2014 Separations Report, 4<sup>th</sup> Quarter NCDPH Quarterly Fiscal Monitoring Report (for period ending June 30, 2014); and CHA Strategic Map Report.

**CONSENT AGENDA**

**BUDGET REVISIONS AND AMENDMENTS REQUESTS**

Sue Yates, Finance Director, reviewed the budget revisions and amendments requests.  
\$497,000 – Funds received from the Cannon Foundation for the Mobile Dental Unit (Dental Services)  
\$150,416 – Revise FY15 Final Budget based on County Funding (Various Departments)  
\$50 – State Agreement Addendum funds received for STD Prevention (Communicable Disease)  
\$1,404 – State Agreement Addendum funds reduced for current fiscal year (WIC)

Mrs. Caldwell motioned to approve the budget revisions and amendments requests are presented. The motion was seconded by Dr. Weston. Motion approved 4:0.

## **BUSINESS AGENDA**

### **PROPOSED FEE INCREASE FOR WATER SAMPLING ASSOCIATED WITH INDIVIDUAL PRIVATE DRINKING WATER WELLS**

Dr. Pilkington presented for David Troutman, Environmental Health Director, who is on medical leave. He explained that the recent legislative session granted the NC Laboratory of Public Health the authority to increase the fee they charge local health departments for the testing of water samples. The increase in fees will become effective September 1, 2014. CHA Environmental Health is seeking approval to increase the fees they charge to collect these samples based on the fact with our current fee schedule it will cost us more to take the sample than what we charge. Dr. Weston motioned to approve the fee increase for water sampling associated with individual private drinking water wells. The motion was seconded by Mrs. Caldwell. Motion approved 4:0.

### **SCHOOL NURSE OUTCOMES 2013-14**

Alice Luttmann, RN, BSN, NCSN, School Nurse Supervisor presented School Nurse outcomes for SY 2013-14. She noted that the report demonstrated the impact of School Nurses on students and their ultimate success in school. The report identified barriers to success and areas for improvement. Mrs. Luttmann thanked the Board for their support, which is optimal in helping School Health achieve its goals.

### **2014 COUNTY HEALTH RANKINGS**

Jessye Brick, Grant Writer, announced that the 2014 County Health Rankings were released several months ago. This annual report is an initiative of the Robert Wood Johnson Foundation in an effort to improve health and increase collaboration, and is now in its 5<sup>th</sup> year. Ms. Brick reported that Cabarrus County ranked 9<sup>th</sup> in health outcomes and 10<sup>th</sup> in health factors. The report indicated that accomplishments were achieved in four areas: Decline in premature deaths, decreased unemployment, decreased preventative hospital stays, and improved high school graduation numbers. Areas for improvement in Cabarrus County included obesity, poverty, injury/mortality and physical environment.

### **4<sup>TH</sup> QUARTER FY 2014 GOALS & OBJECTIVES REPORTS**

Mrs. Shoe reviewed with the Board the 4<sup>th</sup> Quarter 2014 Goals & Objectives along with the overall agency report. She noted that all organizational goals were met for FY2014 and all dots were green. She also noted that employee turnover rate for FY2014 was 8%, which is significantly less than the target rate of <17%.

### **EMPLOYEE AWARDS FY 2014**

Mrs. Shoe stated that the national average for merit increases is 3%. The average score for CHA employees was 3.7%. She reminded the Board that on June 10, Dr. Allan Krusell recommended awarding this year's merit increase in a lump sum. She asked the Board for further discussion and direction. Mrs. Shoe also noted that traditionally, CHA employees receive a \$1,000 annual organization award based on the outcome of the Goals & Objectives Reports. She also reminded the Board that both employee awards were included in the FY2015 budget they adopted on June 10, 2014. Mrs. Caldwell motioned to approve the annual merit increase and annual organizational award to all qualified employees, based on administering the way it was originally planned. The motion was seconded by Dr. Weston. Motion approved 4:0.

### **INFORMAL PUBLIC COMMENTS/SPEAKERS FROM THE FLOOR**

Vice-Chairman Kincaid called for informal public comments from the floor. There were none.

### **ANNOUNCEMENTS**

Vice-Chairman Kincaid welcomed Tedra Claytor, MD from CMC-NorthEast Infectious Disease. He asked everyone in the board room to introduce themselves and then asked Dr. Clayton to share information about herself. Vice-Chairman Kincaid thanked Dr. Claytor for her commitment to public health and for being a part of the Cabarrus County Public Health Authority Board.

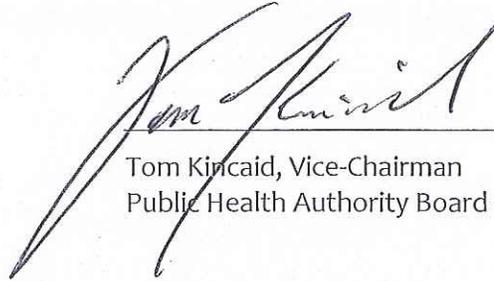
**MOTION TO ENTER INTO CLOSED SESSION**

Mrs. Caldwell motioned to enter into closed session at 6:20 p.m. pursuant to G.S. 143-318-11(1) (6) for the purpose of discussing personnel matters. The Motion was seconded by Dr. Weston and approved 4:0.

Dr. Weston motioned to come out of closed session at 6:39 p.m. The motion was seconded by Mrs. Caldwell. Vice-Chairman Kincaid reconvened the regular meeting.

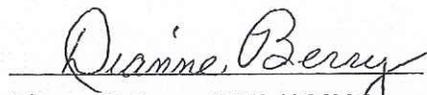
**ADJOURNMENT**

There being no further business to come before the Board, Mrs. Caldwell motioned to adjourn the regular meeting at 6:40 p.m. The motion was seconded by Dr. Weston.



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Tom Kincaid, Vice-Chairman  
Public Health Authority Board of Commissioners



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