



Public Health Authority of Cabarrus County Board Meeting

December 9, 2014

The Cabarrus County Public Health Authority Board met on Tuesday, December 9, 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
Phyllis Wingate
Steve Morris
Tedra Claytor, MD

Members Absent: Chad Weston, MD
Dari Caldwell
James T. Mack, Jr., Chairman

CHA Staff Present: Dr. William F. Pilkington, Secretary to the Board, Dianne Berry, Clerk to the Board, Paula Faggart, Suzanne Knight, Ryan McGhee, Erin Shoe, Anna Thadani, Sue Yates

Others Present: Mark Plemmons, Independent Tribune Reporter
Dr. Lynn Hammers, Cabarrus County Medical Society Alliance

CALL TO ORDER

Vice-Chairman Kincaid called the meeting to order at 5:35 p.m. and offered the invocation.

ADOPTION OF THE AGENDA

Ms. Wingate motioned to adopt the agenda. The motion was seconded by Dr. Claytor. Motion approved 4:0.

PRESENTATION FROM CABARRUS COUNTY MEDICAL SOCIETY ALLIANCE

Dr. Lynne Hammers presented a check to Vice-Chairman Tom Kincaid in the amount of \$30,500, proceeds from the 2014 annual *Swing for the Kids! Golf Tournament*, which was held on October 13, 2014. Dr. Hammers stated the check did not accurately reflect the total donations and that Cabarrus Health Alliance would be receiving an additional \$500 within the next two weeks. She noted that this was the biggest check to be presented to the CHA School Health Nurse Program to date, and that there was an increased level of involvement and support from the community at the 10th annual tournament. She announced that the date for next year's golf tournament will be October 12, 2015.

APPROVAL OF THE MINUTES

Dr. Claytor motioned to approve the minutes of the September 2, 2014 meeting of the Cabarrus County Public Health Authority Board, as presented. Ms. Wingate seconded the meeting. Motion approved 4:0

REPORTS

Erin Shoe, Human Resources Director reviewed the reports for Customer Service Survey Report, 1st Quarter FY2015 Employee Separations Report, 1st Quarter FY2015 Goals & Objectives Report, and Sue Yates, Finance Director, reviewed the 1st Quarter 2015 DPH Quarterly Fiscal Monitoring 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)

Ms. Wingate motioned to approve the budget revisions and amendments requests are presented. The motion was seconded by Mr. Morris . Motion approved 4:0.

BUSINESS AGENDA

Personnel Policy Revision

Erin Shoe, Human Resources Director, explained that there are two ways an employee may be rewarded for good performance: Individually, with the annual performance appraisal and CHA/entire organization, based on goals and objectives set for the entire organization. Mrs. Shoe stated that the current personnel policy for the Organizational Performance Award states that an employee (9101, 9102, 9103) on the payroll at the at the fiscal year end (June 30) and when the award is processed, shall be eligible for a lump sum award based on the Cabarrus Health Alliance meeting the performance goal(s) established for each fiscal year. Employees with unsatisfactory performance, as documented on the most recent performance appraisal, are not eligible for an award. Mrs. Shoe requested that the Board consider revising the policy to eliminate the clause "employees with unsatisfactory performance, as documented on the most recent performance appraisal, are not eligible for an award." She explained that the two tools are separate and the individual performance should not impact someone's ability to receive the agency award. She concluded that this personnel policy change would impact four employees this year for a total amount of \$4,000. She noted that the organizational performance award is budgeted and was approved as part of the annual budget process. Ms. Wingate stated that at CMC-NorthEast, employees have to be in good standing with a favorable performance review to qualify for the organizational bonus. Mr. Morris added that current CHA policy seems to be pretty much in line with other corporate policies and that it might not be a good idea to change it. Vice-Chairman Kincaid called for a motion to approve the personnel policy revision on the Organizational Performance Award. Motion failed.

EMR/Practice Management System

Ryan McGhee, Chief Technology Officer, presented an overview of the practice management and electronic health record software, INSIGHT, purchased by CHA in 2009 from Netsmart Technologies. He explained, at that time, INSIGHT was the only electronic health record software that could meet those requirements. He stated that since then, CHA has transitioned completely from paper medical records and are in our third year of Medicaid Meaningful Use attestation. However, we have incurred significant charges each time we have implemented new EHR functionality, causing the annual cost to rise each year. This year, CHA is facing significant new costs in order to attest for Meaningful Use stage 2. At the same time, two new vendors offer viable and less expensive alternatives to INSIGHT. On October 24, 2014, CHA Information Technology published a request for proposals for EHR and Practice Management software. Mr. McGhee noted two vendors, Patagonia Health and Carolinas IT, responded. He requested that the Board 1) Award the bid for EHR and practice management software to Carolinas IT (CureMD) and 2) Approve budget revision spending up to \$247,699 of the CHA fund balance on EHR year one software, training and implementation. Mrs. Wingate motioned to approve both the bid for EHR and practice management software to Carolinas IT (CureMD) and to approve the budget revision in the amount of \$247,699 to fund the new EMR software from the CHA fund balance. Dr. Clayton seconded the motion. Motion passed 4:0.

Revised Finance Policies: Cell Phone Policy, Public Health & Dental Eligibility Policies, Public Health & Dental Debt Management Policies, Public Health & Dental Fee Policies

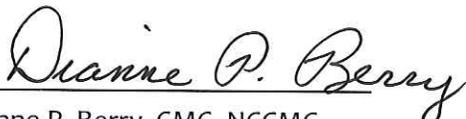
Mrs. Yates noted that revisions are made when necessary and policies are reviewed at least annually for accreditation purposes. She requested Board approval to adopt revisions in the Cell Phone Policy, Public Health & Dental Eligibility Policies, Public Health & Dental Debt Management Policies and Public Health Fee Policy effective December 9, 2014. Mr. Morris motioned to approve the revised finance policies as presented. The motion was seconded by Ms. Wingate. Motion passed 4:0.

INFORMAL PUBLIC COMMENTS/SPEAKERS FROM THE FLOOR

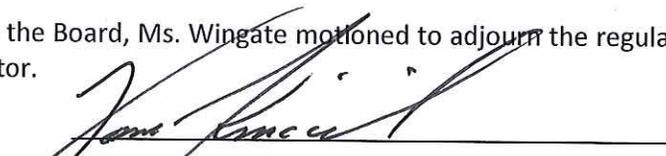
Vice-Chairman Kincaid called for informal public comments from the floor. There were none.

ADJOURNMENT

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



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


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