



CABARRUS
HEALTH
ALLIANCE

Minutes of

Public Health Authority of Cabarrus County Board Meeting
January 12, 2016

The Cabarrus County Public Health Authority Board met on Tuesday, January 12, 2016 at 5:30 p.m. in the Board Room of Cabarrus Health Alliance, 300 Mooresville Road, Kannapolis, NC.

Members Present: James T. Mack, Jr., Chairman
Chad Weston, MD
Phyllis Wingate
Steve Morris
Tedra Claytor, MD

Members Absent: Dari Caldwell
Tom Kincaid, Vice-Chairman

CHA Staff Present: Dr. William F. Pilkington, Secretary to the Board, Dianne Berry, Clerk to the Board, Alice Luttman, Alicia McDaniel, David Troutman, Erin Shoe, Jessica Montana, Katie Dight, Kim Ragan, Paula Faggart, Rolanda Patrick, Ryan McGhee, Sue Yates, Suzanne Knight, Tamara Staehler

Others Present: Steven Moore, Legal Counsel, Erin Kidd, *Independent Tribune* reporter

CALL TO ORDER

Chairman James T. Mack, Jr. called the meeting to order at 5:31 p.m. and offered the invocation.

ADOPTION OF THE AGENDA

Dr. Chad Weston motioned to adopt the agenda as presented. The motion was seconded by Mr. Morris, and approved 5:0.

APPROVAL OF THE MINUTES

Dr. Claytor motioned to approve the October 13, 2015 regular meeting minutes of the Cabarrus County Public Health Authority Board meeting, as presented. The motion was seconded by Dr. Weston, and approved 5:0.

REPORTS

The following reports were presented: 2nd Quarter FY 2016 Employee Separations Reports, 2nd Quarter FY 2016 Goals & Objectives Report, 1st Quarter DPH FMR Report, 2015 Comprehensive Annual Financial Report, Financial Summary Report ending 11-30-15, and 2015 Communicable Disease Report. Erin Shoe, Human Resources Director, explained there were two yellow (caution) areas in the 2nd Quarter FY16 Goals & Objectives reports, for Clinical Services and Environmental Health. Suzanne Knight, Clinical Services Director, explained that "new" appointments are greater than 1 day out for 3rd available, putting access in the yellow category. There is still a back-log from when the new EMR system was implemented, and appointments were cut back for a period of time. She did assure the Board that urgent appointments continue to be seen on a same-day basis. David Troutman, Environmental Health Director, explained that his deficiency was due to not meeting set deadlines for evaluation of sites to approve or disapprove permit applications for septic tank systems which he attributed to the holidays and increase in application volume due to recent upswing in new home construction. Sue Yates noted that the annual audit report showed no findings in the past year, and that Cabarrus Health Alliance is slated to receive its 16th consecutive GFOA Certificate of Achievement for Excellence in Financial Reporting in 2015. Tamara Staehler, RN, Communicable Disease Director, presented the 2015 Communicable Disease summary, noting that there have not be a lot of changes over the last few years. She noted that some Ebola travelers had to be monitored for 21 days upon return to Cabarrus County last year, and that Syphilis is becoming an issue in Cabarrus County and throughout the state. She stated that CHA is working to bring in partners, and that a neighboring county has a high rate of HIV and Syphilis. Mrs. Staehler stated that in late 2015, CHA started an HIV

prep clinic through a CDC grant, for people at high risk, to start administering meds to prevent transmission. Dr. Pilkington noted that an Epidemiologist is needed on staff, but it would take partnering. Mrs. Wingate stepped up and said she was open to discuss a collaboration between Cabarrus Health Alliance and Carolinas Healthcare System-NorthEast.

CONSENT AGENDA

BUDGET REVISIONS AND AMENDMENTS REQUESTS

Sue Yates, Finance Director, reviewed the budget revisions and amendments requests

\$ 10,000– Budget funds received from the American Medical Association Foundation for the Healthy Living Grant. (Public Health Solutions)

\$ 595,160 – Move funds to the appropriate line item for the Office of Adolescent Health for TRAIL. (Public Health Solutions)

\$ 10,000 – Budget additional agreement addenda funds received for Emergency Preparedness for Children with Special Healthcare Needs. (Family Care Coordination)

\$ 4,950 - Budget additional funds received and move funds to appropriate line items for the NCCI grant. (Public Health Solutions)

\$ 34,665 - Budget funds received from both the Oral Health Grant and Smart Start Dental Program and move funds to appropriate line items for the mobile dental program. (Dental)

\$ 42,260 - Budget for School Health Funds received for the Early Childhood Program, the summer school program, and funds moved to appropriate line items. (School Health)

\$ 72,399 - Budget for contract with Montgomery County - Nurse Practitioner Services. (Clinical Services)

\$ 3,585 - Budget for funds received from the Community Health Center. (Clinical Services)

\$ 4,250 - Budget for funds received from Project Lazarus. (Public Health Solutions)

\$ 39,600 - Move funds to appropriate line items for General Administration. (General Administration)

\$ 22,646 - Move funds to appropriate line items for Public Health Solutions. (Public Health Solutions)

\$ 12,290 - Budget for Grant received from BlueCross BlueShield Foundation for Community Centered Health Homes. (Public Health Solutions)

She stated that CHA is still waiting to hear from the state on the 2014 Medical settlement and what to expect for 2015. She noted that she has contacted NCDHHS for an update and we are still waiting to hear, as everything is still under review. Dr. Pilkington explained to the Board the reason for the delays, and he noted that CHA has filed legal action on this matter through the office of administrative hearings, but the claim is ongoing. Attorney Stephen Moore added that mediation is scheduled for February 2016.

Ms. Wingate motioned to approve the Budget Revisions and Amendments Requests are presented. The motion was seconded by Dr Claytor and approved 5:0.

BUSINESS AGENDA

Cabarrus STARS Presentation

Katie Dight and Roland Patrick, Cabarrus STARS program managers, presented the Cabarrus STARS (Students Taking a Right Stand), a grant funded program by the US Department of Health and Human Services Office of Minority Health September 30, 2014 – August 31, 2017. Ms. Dight reviewed the project goals, partner schools and programming schedules, and Tier 1 Systems-level change. Ms. Patrick reviewed Tier 2 In-School positive youth development, and reviewed school programming and mentoring. She also reviewed Tier 3 Individual Case Management and Parental support services. The presentation concluded with a review of STARS Summer programs one day adventures, the Stellar Academic Enrichment Program, and Fall 2015 field trips, as well student's success stories and positive outcomes from the program to date.

ANNUAL Review of Finance Policies

Sue Yates presented the following finance policies for annual review: Dental Fee Policy, Debt Management Policy (Clinic), Fee Policy (Clinic) Dental Eligibility Policy, Cell Phone Policy, Eligibility Policy (Clinic) Dental Debt Management Policy, and the Travel Policy She stated that these policies are for review and approval only, except the Travel Policy, which included revisions on page 2, stating that if an employee makes travel arrangements and subsequently cancels, any non-refundable charges become the responsibility of the employee. Dr. Claytor motioned to approve the Finance Policies are presented and the revisions to the Travel Policy. The motion was seconded by Ms. Wingate and approved 5:0.

CHA Personnel Policy Revisions

Mrs. Shoe presented recommended CHA Personnel Policy revisions: Page 26, Section 1. Holidays (adding clause regarding employee use of accruals the day prior to and after the holiday in order to receive pay for the holiday); Page 45 Article IX Section I Employee Benefits (clarifying that one year of employment is 2,080 hours; employees may take longer to reach this threshold if less than 40 hours/week full-time and the addition of 2,080 is more clear); Page 55, Appendix B Section 3d (Overnight Travel - replace current paragraph with new statement. Erin explained that if you are a passenger in a car or plane after regular hours you will not be compensated as an exempt employee. Page 63 Appendix D – Salary Administration Plan Guide, Organizational Performance Award – (formula for payment 3rd bullet change number of hours worked to full-time equivalency (FTE); and Page 64 Appendix E Benefit Administration for Retirees #2 (add clause ‘Employees who reach their 65th birthday or become Medicare eligible before retiring will change to vacation accrual schedule B at the payroll following their birthday’) Erin explained this was a contract presented to tenured employees back in 1997 who had the opportunity to choose either paid health & life upon retirement until age 65, or a higher accrual rate for vacation time. She stated that since that time, one of these employees has exceeded his 65th birthday. She requested approval to switch employees meeting the 65th birthday, and who signed this form in 1997, to be allowed to switch to the higher vacation accrual rate. Mrs. Shoe explained that change will increase vacation accruals only 1 hour 14 minutes per pay period for that employee, and would not be retroactive. Dr. Claytor motioned to approve all CHA Personnel Policy Revisions as presented. Dr. Weston seconded the motion. Motion approved 5:0.

2016 CHA Strategic Map

Mrs. Shoe explained that CHA uses a strategic map to guide decision making on an annual basis. The map changes slightly from year to year as priority objectives are completed. A full strategic planning process takes place every four years, and the next cycle is 2016-2017. She stated that the Executive Management Team is proposing the following to be priority objectives for 2015-16:

1. Evaluate quarterly goals and objectives reports. Submit recommendations to the Board for improvements to the reports.
2. Implement QI strategy in each CHA department
3. Explore opportunities to expand public health operationally, financially and geographically.
4. Maintain agency-wide marketing to enhance visibility of CHA services with a focus on revenue-generating services.
5. Implement and evaluate Connections, the Pregnancy-Related Mood Disorder Initiative, a behavioral health partnership with Cardinal Innovations, to provide mental health care to postpartum women.
6. Complete Community Health Assessment to help guide agency's strategic plan.
7. Explore options to ensure continued care for the vulnerable populations served by CHA's clinical services during and after North Carolina's Medicaid reform efforts.

Mrs. Shoe asked for approval of the proposed priority objectives or to make recommendations for changes. Mr. Morris motioned to adopt the 2016 CHA Strategic Map as presented. The motion. Motion was seconded by Dr. Weston and approved 5:0.

Holiday Schedule

Dr. Pilkington noted that CHA has not recognized Veterans Day as a paid holiday since separation from Cabarrus County in 1997. CHA has several staff members who are veterans, and he would like to include this day as an annual holiday to honor all veterans. He stated that Cabarrus County government, State of North Carolina, banks and the US postal service are all closed on Veterans Day. Dr. Pilkington added that CHA currently observes 10 paid holidays (11 when Christmas Day falls on a Friday, Saturday, Sunday or Monday). The cost of adding Veterans Day as a paid CHA Holiday would be \$56,976. Board members requested a comparison list of other agencies' holiday schedules. Decision was tabled until next the next CHA Board Meeting.

Cabarrus County Tobacco Rule

Mrs. Shoe stated that the Board of Health adopted the Regulation of Tobacco Products for Local Governmental Buildings in Cabarrus County on August 12, 2008 (effective January 1, 2009). Cabarrus Health Alliance has recently received feedback from Cabarrus County and City of Kannapolis officials that the definition of tobacco is very broad, and they have asked for a definition that specifically details what products are considered 'tobacco'. She

stated that this revised Cabarrus County Tobacco Rule would need Board approval. Mrs. Shoe announced that a Tobacco Rule Revision Team was recently organized at Cabarrus Health Alliance, which met with Carleen Crawford, Regional Tobacco Control Manager, Office of Policy and Prevention, Mecklenburg County Health Department, for guidance. Tobacco Rule Revision Team members Jessica Montana and Alicia McDaniel presented the proposed new definition of tobacco products, which is 'any product containing or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, or ingested by any other means, including but not limited to cigarettes, e-cigarettes, cigars, little cigars, snuff, and chewing tobacco. Ms. Montana stated that a tobacco product excludes any product that has been approved by the United States Food and Drug Administration for sale as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.' Ms. McDaniel also added an additional e-cigarette definition. 'E-cigarettes are any electronic oral device that employs a mechanical heating element, battery or electronic circuit regardless of shape or size and that can be used to heat a liquid nicotine solution or any other substance, and the use of inhalation of which simulates smoking. The term shall include any such device whether manufactured, distributed, marketed, or sold as an e-cigarette, e-hookah, or under any other product name or descriptor.' Ms. Wingate motioned to approve the revised Cabarrus County Tobacco Rule as presented. The motion was seconded by Dr. Weston and approved 5:0.

INFORMAL PUBLIC COMMENTS/SPEAKERS FROM THE FLOOR

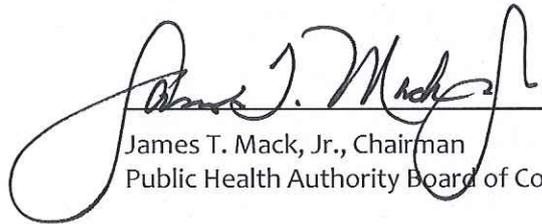
Chairman Mack called for informal public comments from the floor. There were none

ANNOUNCEMENTS

There were none

ADJOURNMENT

There being no further business to come before the Board, Dr. Weston motioned to adjourn the regular meeting at 6:50 p.m. The motion was seconded by Dr. Claytor, and approved 5:0.


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


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