



Public Health Authority of Cabarrus County
Board Meeting Minutes
March 14, 2017

The Cabarrus County Public Health Authority Board met on Tuesday, March 14, 2017 at 5:30 p.m. in the Board Room at Cabarrus Health Alliance 300 Mooresville Road, Kannapolis North Carolina.

Members Present: James T. Mack, Jr., Chairman
Chad Weston, MD
Steve Morris
Tom Kincaid, Vice-Chairman

Members Absent: Dari Caldwell
Phyllis Wingate
Tedra Claytor, MD

CHA Staff Present: Dr. William F. Pilkington, Secretary to the Board, Dianne Berry, Clerk to the Board, Alice Luttman, Erin Shoe, Julia Patterson, Kristin Klinglesmith, Paula Faggart, Ryan McGhee, Suzanne Knight, Wendy Harsch, Tamara Staehler, Tanja Salary

Others Present: Lakiesha Squirewell

CALL TO ORDER

Chairman Mack called the meeting to order at 5:35 pm and offered the invocation.

Erin Shoe introduced Lakiesha Squirewell, UNC Chapel Hill Master's Program PSYCH NP Student, and wife of CHA Environmental Health Registered Environmental Health Specialist, Daniel Squirewell

ADOPTION OF THE AGENDA

Chairman Mack requested that the agenda be revised, and D. Reports be moved to follow E. Business Agenda as Vice-Chairman Kincaid had to leave early. Mr. Morrison motioned to adopt the revised agenda. Seconded by Dr. Weston, the motion passed 4:0.

CONSENT AGENDA

Chairman Mack asked for a motion to approve the consent agenda, which included January 10, 2017 minutes, January 10, 2017 Closed Session minutes, Budget Revisions/Amendments requests and the Strategic Map Report. Vice-Chairman Kincaid motioned to approve the consent agenda. Seconded by Dr. Weston, the motion passed 4:0.

BUSINESS AGENDA

MUNIS System

Ryan McGhee noted that CHA has been using a finance/payroll/HR system provided by Cabarrus County since 1998. After the formation of the Cabarrus Health Alliance, services previously provided by the county to Cabarrus County Health Department were gradually moved over to CHA. He noted that this is the only service that remains provided by Cabarrus County. He stated that he believes the time is right to host this system at Cabarrus Health Alliance. The benefits of doing so include reducing the time and complexity involved in IT support requests and improving CHA staff members' knowledge of the system, and would reduce costs. Mr. McGhee further explained that doing so would also allow CHA to explore timekeeping options independently of Cabarrus County Government. He asked the CHA Board to approve the plan, and contract for Tyler Technologies MUNIS to be hosted by Cabarrus Health Alliance. Vice-Chairman Kincaid motioned to approve the contract with Tyler Technologies as presented. Seconded by Dr. Weston, the motion passed 4:0.

Whistleblowers Policy and Reporting

Erin Shoe, Human Resources Director, stated that Cabarrus Health Alliance does not have a formal Whistleblower policy. Many grant applications now ask for this. She noted that the personnel policy supports open and frequent communication but this policy formalizes a process for concerns. She requested from the Board review and approval of this policy. Vice-Chairman Kincaid asked about the process for reviews. Mrs. Shoe responded that complaints would come to her, but if about her, to Dr. Pilkington. Dr. Pilkington added that he has always encouraged employees to go to the Board with concerns, if needed.

CHA Personnel Policy Change: Article IX Employee Benefits Sect. 1. Retirement Benefits

Mrs. Shoe noted that there is currently a one-year wait before employees are eligible to begin contribution to the North Carolina Local Governmental Retirement System of NC Prudential 401(k). This policy was imposed back in 2001. She stated that from her perspective, with employees contributing 6% to the retirement system, at one year, they feel like that are sliding backwards in salary. It's tough and tough for recruiting employees. She requested that the Board adopt a change in the personnel policy for contribution effective date for the NC Retirement System to be effective on the 1st day of the month following 30 days of employment, to coincide with other Cabarrus Health Alliance benefits. This policy change would be effective April 1, 2017. Mr. Morris motioned to approve the policy change as presented. Seconded by Vice-Chairman Kincaid, the motion passed 4:0.

NC Re-Accreditation Timeline

Julia Patterson, Accreditation/QI Director, reviewed the timeline for North Carolina Re-Accreditation. She noted that all required information has been submitted, and the site visit with the Accreditation Team is scheduled for March 21 & 22, 2017.

Preliminary Budget Request to Cabarrus County FY 2018

Erin Shoe stated that she and Paula Faggart, Assistant Finance Director, met with the Cabarrus County Commissioners on March 13, to present Cabarrus Health Alliance's preliminary budget requests for FY 2018. She stated that new requests included a NC Pre-K/Headstart 11 month Nurse, Two onsite Vehicles for Environmental Health, Merit Increases (3% for 10.5 months), fringe increase, School Nurse increase of Health Insurance benefit, and future parking (amount unknown).

REPORTS/UPDATES

Goals and Objectives Reports 2nd Quarter FY2017

Erin Shoe present the 2nd Quarter FY 2017 Goals and Objectives Reports. She noted that the only red dot was for WIC, who was unable to meet the criteria of 97% of state assigned caseload of 4,371 due to a continuing decline in the number of WIC clients served. Mrs. Shoe noted that Anna Thadani, WIC Coordinator, is already planning for cuts during FY2018, but they will not be from staffing.

Financial Summary Report

Paula Faggart was available to answer any questions about the Financial Summary Report ending 2/28/17. She noted that we just received word that CHA will be receiving \$1.23 million from the Medicaid Cost Settlement.

2nd Qtr. FY 2017 DPH-FMR Report

The DPH-FMR Report was reviewed by the Board. They had no questions about this report.

Lab Notifications Overview

Suzanne Knight, Chief Clinical Officer, presented to the Board an overview of protocol at Cabarrus Health Alliance regarding abnormal test or lab results, in light of recent events in Mecklenburg County. She noted protocol for CHA is for one RN to be responsible for Pap Smears and one RN responsible for abnormal mammograms. Pap Smear test results come in within one week and are given to a Provider, who signs off on them and orders treatment. This is then returned to the RN assigned, to contact the patient. Mrs. Knight stated that this entire process takes 1-2 weeks. For mammograms when follow-up is required, the hospital (CMC-NorthEast or Novant/Rowan Regional) RN Navigators and the CHA assigned RN coordinate care if there is a chance of a cancer outcome. They help the patient sign up for Medicaid or other resources, as needed. Mrs. Knight stated that she and the CHA RN Supervisors are the back-ups for this process.

Harm Reduction in Cabarrus County

Kristin Klingsmith, Substance Use Coalition Coordinator, Healthy Cabarrus and Whitney Schwalm, Public Health Associate, HIV & STD's, Communicable Disease, presented a report on ED Visits in 2015 and 2016 from Heroin and Prescription Opioid Analgesic overdoses, HIV in Cabarrus County, and Hepatitis C Incidences 2010 – 2015. Mrs. Klingsmith discussed usual syringe discard locations, and the benefits of a Syringe Exchange Program and potential sites. Mrs. Klingsmith and Ms. Schwalm explained that with implementation of the SEP program, new syringes could be distributed, judgement-free. They requested approval from the Cabarrus County Public Health Authority Board to establish a Syringe Exchange Program here in Cabarrus County, and they will seek a partnership with CMC-NorthEast. The Board endorsed the plan as presented.

Cabarrus County Communicable Disease Summary 2016

Tamara Staehler, Communicable Disease Manager, presented the 2016 Cabarrus County Communicable Disease Summary. She noted that the number of newly diagnosed cases of HIV and Syphilis increased in 2016. She added that the syringe exchange program that the Board just approved could help. She also noted that this increase could be due to the Kannapolis Plasma Center reporting. Mrs. Staehler added that Cabarrus Co has not seen a huge increase in Syphilis, but the number of patients treated has increased. This could be due to the fact that we are treating an increasing number of patients from Mecklenburg County. Dr. Pilkington noted that patients can go to any public health department in North Carolina for Communicable Disease testing and treatment. People are hearing that we are accessible, so they are coming here. Mrs. Staehler stated there were three confirmed cases of TB in 2016. From those cases, 226 contacts were identified, and staff was able to contact and test 97. Mrs. Staehler noted that CHA Communicable Disease staffs a dedicated TB Nurse. She also stated that there were two confirmed cases of ZIKA in Cabarrus County, but both had traveled, and neither was pregnant. Dr. Pilkington added that this report was sent to Cabarrus County and all local municipalities, and he hoped it was shared.

Update on Health Services at Stonewall Jackson Youth Development Center

Tanja Salary, RN, Nurse Supervisor, provided an update on Stonewall Jackson Youth Development Center. She noted that six CHA staff members stationed at the facility just finished their sixth month on campus. She shared success to date, reviewed a list of other public health services being tapped into for the students, and next steps. Mrs. Salary also noted that CHA staff is developing educational session to help the juveniles' transition more effectively into their home communities and hopefully reduce the rate of recidivism.

INFORMAL PUBLIC COMMENTS/SPEAKERS FROM THE FLOOR

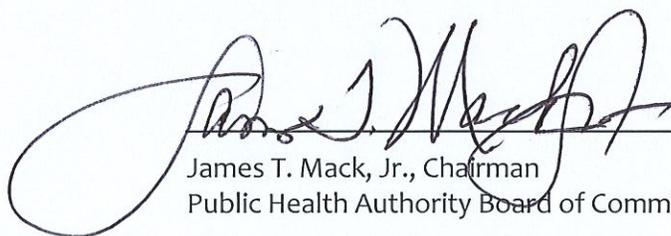
Chairman Mack called for comments from the floor. There were none.

ANNOUNCEMENTS

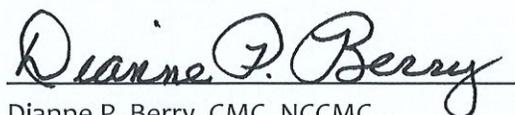
Chairman Mack asked if there were any announcements. There were none.

ADJOURNMENT

There being no other business to come before the Board, Dr. Weston made the motion to adjourn the meeting at 6:32 pm., seconded by Mr. Morris.


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

ATTEST


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