



Public Health Authority of Cabarrus County
Board Meeting Minutes
August 8, 2017

The Cabarrus County Public Health Authority Board met on Tuesday, August 8, 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
Tom Kincaid, Vice-Chairman
Dari Caldwell
Lara Pons, MD
Phyllis Wingate
Steve Morris
Tedra Claytor, MD

CHA Staff Present: Dr. William F. Pilkington, Secretary to the Board, Dianne Berry, Clerk to the Board, Jamie Newman, Marcella Beam, Paula Faggart

Others Present: Alice Lutman, Anna Thadani, Jamie Newman, Kim Ragan, Paula Faggart, Ryan McGhee, Sara Mardovich, Sue Yates, Suzanne Knight, Tammy Hartsell, Wendy Harsch

CALL TO ORDER

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

OATH OF OFFICE

Dianne Berry, Clerk to the Board administered oath of office to Tedra Claytor, MD, who was recently appointed by the Cabarrus County Board of Commissioners for a second 3-year term, and Lara Pons, MD, newly appointed CHA Board member.

ADOPTION OF THE AGENDA

Vice-Chairman Kincaid motioned to adopt the agenda as presented. Upon a second by Mr. Morris, the motion passed 4:0.

APPROVAL OF THE MINUTES

Vice-Chairman Kincaid motioned to approve the minutes of the June 13 2017 Cabarrus Health Alliance Board Meeting, as presented. Upon a second by Mrs. Caldwell, the motion passed 4:0.

PRESENTATIONS

County Leadership Forum on Opioid Abuse

Dr. Pilkington informed the Board that there will be a County Leadership Forum on Opioid Abuse on September 7, 2017 from 6:00 pm – 8:00 pm at Kannapolis City Hall. He noted that this event is targeted to local elected leaders to engage them in an informal discussion about the opioid epidemic, and to develop collaborative strategies that enhance prevention, education and treatment, but open to all. He noted that invitations to this event will be coming soon and encourage all members of the Cabarrus County Public Health Authority Board to attend. Dr. Pilkington pointed out that Cabarrus County is the second highest in opioid-related overdoses and ER visits. Mr. Morris added "I don't think any of us realized just how bad it is. But thanks to Cabarrus Health Alliance, County EMS, and others, we are hoping this forum will increase awareness and begin to address this problem."

Chronic Disease and Wellness Program Inventory

Sarah Mardovich, CDC PH Associate, presented a Chronic Disease and Wellness Program Inventory Summary. She explained that the purpose of this project was to create an inventory of chronic disease and wellness program, and then assess overlaps and gaps in services and resources. She added that the long-term goals are to enhance awareness of CDWPs and to promote partnerships to eliminate silos. The report included overlaps in service, gaps in service and recommendations, along with all organizations included within the inventory.

REPORTS

Financial Summary Report for month ending June 30, 2017

Mrs. Yates reviewed the Financial Summary Report. She noted that the estimated net year-to-Date Balance as of 6/30/17 was \$1,188,104. She added that the Dental Staffing model is looking good, and it operated this year with limited staff. Also, we are on target with the School Health Program.

Employee Separations Report (4th Qtr FY 2017)

Jamie Newman, Human Resources Program Manager, stated that the 4th quarter separations score was 3.7% and the FY2017 Total was 11.1%. She noted that several School Health nurses separated at the end of FY 2017 to seek higher level education or because they were relocating with their families, in addition to there being several retirements during FY2017.

CONSENT AGENDA

Mrs. Yates reviewed the budget revisions and amendments requests.

\$ 3,810 – Budget for additional agreement addendum funds for Healthy Communities (Public Health Solutions)

\$ 20,950 – Budget for additional funds to be received in FY18 for the Office of Minority Health for minority youth violence grant (Public Health Solutions)

\$ 18,337 – Reclass personnel budget to full time vs part-time hours (Clinical Services)

\$ 33,200 – Budget for food and lodging cars. Funds received in fiscal year 2017 for 100% inspections (Environmental Health)

Upon a motion by Mrs. Wingate and second by Mrs. Caldwell, the motion passed 7:0.

BUSINESS AGENDA

Travel Policy Revisions and Review

Mrs. Yates noted that revisions are made when necessary and policies are reviewed at least annually for accreditation purposes. She reviewed the revisions to the Travel Policy and asked for Board approval for the changes. Mrs. Yates noted that one of the changes was to overnight travel arrangements, and for airline travel, comparison of various airlines is now required. Upon a motion by Mr. Morris and second by Vice-Chairman Kincaid, the revised CHA Travel Policy was approved 7:0.

Salary Study Results and Proposal

Mrs. Yates stated that Springsted completed a comprehensive salary study for CHA salaries and benefits. The result are that the average pay is below comparable organizations and recommends a new salary table with an average increase in starting salaries of 12%. She reviewed with the Board the Compensation and Benefits Study and Analysis Findings and Proposal and explain the purpose of the study, the study methodology, and the study's findings. She requested Board approval for a new proposed pay schedule and approval of the implementation option (3.25% or minimum). Upon a motion by Mrs. Caldwell and second by Dr. Clayton, the motion passed 7:0.

Adoption of FY 2018 CHA Board Meetings Schedule

Chairman Mack reviewed the FY2018 Cabarrus County Public Health Authority Board's meeting schedule. He noted that the Board is scheduled to meet only seven times during FY 2018 (July 1, 2017 – June 30, 2018). Dr. Pilkington noted that he felt it the calendar was set now, and the Board knew in advance what our meeting dates were, it would be easier for everyone. Upon a motion by Mr. Morris and second by Ms. Wingate, the motion passed 7:0.

Annual Review of Corporate Resolution, By-Laws, Board Operating Procedures and Rulemaking Authority and Adjudication

Mrs. Berry presented the governing documents for the Cabarrus County Public Health Authority Board. She noted that all had been thoroughly reviewed and not changes were needed at this time. These document are

traditionally reviewed at the first meeting of the new fiscal year. She requested their adoption from the Board. Upon a motion by Vice-Chairman Kincaid and a second by Ms. Wingate, the motion passed 7:0.

Goals and Objective Annual Report/Performance Award

Mrs. Yates presented the 4th quarter Goals & Objectives reports for FY2017. She noted that the composite score for the agency for fiscal year 2017 was all green (met/exceeded goals), except for the efficiency measure. She noted that the efficiency measure was yellow because one department had a red measure all year. Mrs. Yates stated that WIC's caseload goal is 97% of the state assigned caseload. The caseload started the year at 86% and ended at 81%. WIC enrollment has been decreasing across NC and the US for the past two years. And CHA has recognized the trend, also. Additionally, the birth rate is down (2016 was the lowest level recorded in the state since 1970) meaning less babies need WIC, while the economy is improving so less families are in need. Mrs. Yates stated that WIC staff have conducted outreach to medical offices, internal referrals to CHA programs, participated in health fairs, and reached out to daycare centers with recruitment information. So, the decrease in caseload is not for lack of trying to keep caseload numbers steady. Mrs. Yates requested approval from the Board for the full performance amount for all staff of \$1,000 for full-time and pro-rated based on hours worked. She noted that the metric will be changed next year to align with clinical services focused on cycle-time. Upon a motion by Dr. Claytor and second by Vice-Chairman Kincaid, the motion passed 7:0.

INFORMAL PUBLIC COMMENTS/SPEAKERS FROM THE FLOOR

Chairman Mack asked for comments from the floor.

Dr. Pilkington discussed the recent problems regarding patient information at Mecklenburg County Health Department, and now Cumberland County Health Department, both resulting in their Health Directors and some staff members being dismissed. He stated that Cabarrus Health Alliance has three layers in place to prevent something like this happening in Cabarrus County. He stated that with PAP smears, patient cases are assigned to an RN or Provider, and there is an extensive process for abnormal pap smears, with follow-up calls and letters. And CHA has added a third check with a weekly report indicating follow-up has been completed. Suzanne Knight Clinical Services Director, added that Women's Health has policy stating exactly what follow-up is required.

ANNOUNCEMENTS

Chairman Mack called for announcements. There were none.

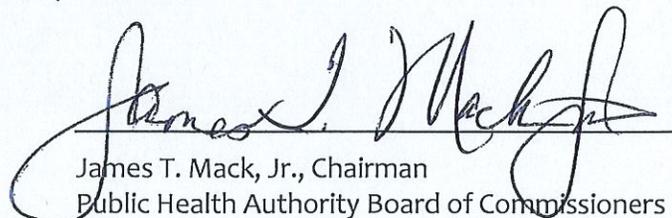
CLOSED SESSION

Vice-Chairman Kincaid motioned to enter into Closed Session at 6:25 p.m., pursuant to G.S. 143-318-11 (a) (6) for the purpose of discussing personnel matters.

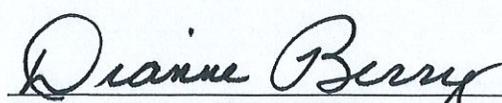
Mr. Morris motioned to come out of Closed Session at 7:15 pm. Seconded by Vice-Chairman Kincaid, the motion passed 7:0.

ADJOURNMENT

There being no other business to come before the Board, Mrs. Caldwell motioned to adjourn the meeting at 7:16 pm. Seconded by Mr. Morris, the motion passed 7:0.


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

ATTEST


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