



Public Health Authority of Cabarrus County  
Board Meeting Minutes  
May 8, 2018

The Cabarrus County Public Health Authority Board met on Tuesday, May 8, 2018 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  
Steve Morris  
Lara Pons, MD  
Tom Kincaid

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, David Troutman, Jamie Newman, Kim Ragan, Marcella Beam, Sue Yates, Suzanne Knight, Whitney Schwalm

**CALL TO ORDER**

Chairman Mack called the meeting to order at 5:40 pm and offered the invocation.

**REPORTS**

Marcella Beam, Executive Director, Healthy Cabarrus presented the 2017 State of the County (SOTCH) Report. Whitney Schwalm, Harm Reduction Program Coordinator, presented a Harm Reduction update. Jamie Newman Human Resources Program Manager, resented the CHA Customer Service Survey Report, 3<sup>rd</sup> Quarter Employee Separations Report, and 3<sup>rd</sup> Quarter FY 2018 Goals and Objectives Report. Sue Yates, Finance Director, presented the 3<sup>rd</sup> Quarter DPH FMR FY 2018 Report and the Financial Summary Report (ending 3/31/18).

**ADOPTION OF THE AGENDA**

Mr. Morris motioned to adopt the agenda as presented. Upon a second by Mr. Kincaid, the motion passed 4.0

**APPROVAL OF THE MINUTES**

Mr. Kincaid motioned to approve the minutes of the February 13, 2018 Cabarrus Health Alliance Board Meeting minutes, and closed session minutes, as presented. Upon a second by Mr. Morris, the motion passed 4:0

**CONSENT AGENDA**

Mrs. Yates reviewed the budget revisions and amendments requests. Upon a motion by Mr. Kincaid and second by Mr. Morris, the motion passed 4:0.

**BUSINESS AGENDA**

**New Fee Schedule for Tattoo Artists**

David Troutman, Environmental Health Director, stated that the annual tattoo fee was established in 1993. The original fee put in place was \$300 and was not established based on cost-related activities. He requested that the Board establish a new two tiered fee for tattoo artists, with the initial fee remaining \$300 with any artist who applies for renewal before their permit expires having only to pay \$225 for their annual permit. He noted that this tiered fee is what Mecklenburg County is currently doing and they report that they have had great success with their tattoo artists staying on top of their permits. Mr. Troutman also noted that this reduction in fees would more than make up for the expected reduction in the work involved in tracking individuals down, writing certified letters, and following up to making sure they are not tattooing with an expired permit. Mr. Troutman

also noted that any expired permit will not be eligible for a renewal fee. He concluded that this new renewal fee schedule will put the responsibility on the tattoo artists in making sure the artist has a valid permit in accordance with state law in order to get the savings. Upon a motion by Mr. Kincaid and second by Dr. Pons, the motion passed 4:0

#### **Establish a Plan Review Fee for Pushcarts & Mobile Food Units**

Mr. Troutman stated that state law provides that the Board of Health can establish a plan review fee up to \$250 for plan review of food establishments that do not require state approval. The Board has already established a fee for plan review of \$250 for permanent food establishments and \$75 for reviewing plans where remodeling is taking place. The plan review fee could be applied to Mobile Food Units (food trucks and pushcarts) but it never has. He stated that currently, plans for food trucks and pushcarts are reviewed for free, but with the recent 'food truck craze' CHA is seeing more and more of these units and there is now a need to establish a fee for plan review. He requested that the Board approve a \$75 plan review fee to be established for review of both Mobile Food Units (food trucks) and push carts (those units that are restricted to the sale of hot dogs and only pre-cooked sausages). Upon a motion by Mr. Kincaid and a second by Mr. Morris, the motion passed 4:0.

#### **Resolution – Changes to Pre-Audit Certificate (Electronic Payments)**

Mrs. Yates requested adoption of a resolution by the Board, authorizing Cabarrus Health Alliance to engage in electronic payments as defined by G. S. 159-28 or G. S. 115C-441. She stated that this is new state guidance.

#### **Resolution – Electronic Signatures**

Mrs. Yates requested adoption of a resolution by the Board, authorizing the use of electronic signature in transitions with Cabarrus Health Alliance as defined by G. S. 66-58.5. She noted that this is new state guidance.

Upon a motion by Mr. Morris and Second by Dr. Pons, both the Resolution for Changes to Pre-Audit Certificate (Electronic payments) and the Resolution for Electronic Signatures, were adopted by the Board, and the motion passed 4:0.

#### **Finance/CHA Administrative Policies Revisions**

Mrs. Yates reviewed with the Board the revisions to the Finance Policies for their approval, which included Dental Clinic Eligibility policy, Public Health Primary Care Services Eligibility Policy, Public Health & Primary Care Services Eligibility policy, Reserve Policy and Travel Policy. She noted the biggest change was to the Travel policy, and going forward, employees attending one-day/in-state meetings would no longer be required to submit travel requests, only an e-mail to her for approval. Upon a motion by Mr. Morris and second by Mr. Kincaid, motion passed 4:0.

#### **Preliminary Annual Budget FY 2019**

Mrs. Yates presented the FY 2019 preliminary budget. She noted that this budget totals \$24,909,841 and the contribution amount requested from Cabarrus County is \$7,140,055, an increase of \$410,348 from FY 2018 county contribution amount. The budget request included two school nurse positions and adding additional hours to the Healthy Cabarrus position, in addition to fund balance appropriations of \$1,038,299 for the agency performance award, Leadership Pipeline program, Internal Grants, Clinic deficit, a 1% 401(k) match, and a future collation project with NCRC and City of Kannapolis for a Wellness Kitchen. Mrs. Yates noted that the FY2019 budget will be present to the Board on June 12, 2018 for adoption.

#### **Leadership Development Program**

Dr. Pilkington presented the Leadership Development Program to identify and support CHA employees in their preparation to fulfill management and executive level roles at CHA. Dr. Pilkington described the annual process and the breakdown of Tiers 1-4. He also reviewed budgeted expenditures for development, for a total cost of \$127,000 for FY 2019. Dr. Pilkington explained that the Leadership Development application process included a self-assessment and a supervisor assessment, and noted that there were a total of 37 applicants.

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

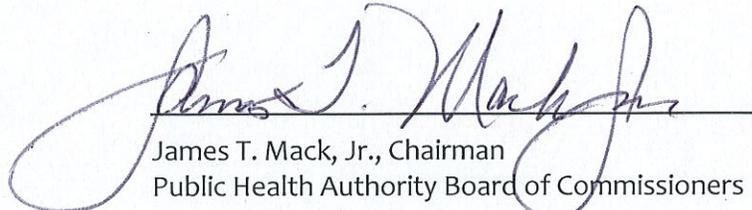
Chairman Mack called for informal public comments from the floor. There were none.

**ANNOUNCEMENTS**

Kim Ragan, School Health Program Manager, announced that the Cabarrus County Medical Society Alliance is hosting a Meet & Greet event at Cabarrus Brewing Company this evening from 5:00 pm – 8 pm. She noted that this event open to the public and invited the CHA Board to come by. She reminded the Board that CCMSA has sponsored the annual Swing for the Kids! Golf Tournament to benefit the CHA School Health Nurse Program for the past 13 years, and their 14<sup>th</sup> annual golf tournament is scheduled for Monday, October 8, 2018 at Cabarrus Country Club.

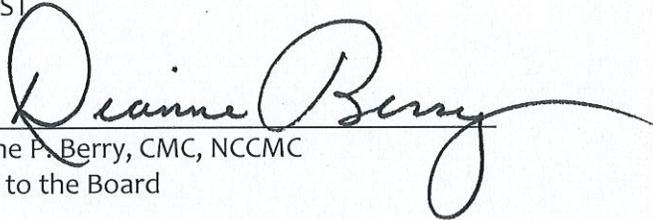
**ADJOURNMENT**

There being no other business to come before the Board, Mr. Kincaid motioned to adjourn the meeting at 7:04 p.m. Seconded by Dr. Pons, the motion passed 4:0.



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

ATTEST



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