



Public Health Authority of Cabarrus County
Board Meeting Minutes
June 12, 2018

The Cabarrus County Public Health Authority Board met on Tuesday, June 12, 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
Dr. Tedra Claytor, Vice-Chairman
Dari Caldwell
Dr. Lara Pons
Phyllis Wingate
Steve Morris

Members Absent: Tom Kincaid

CHA Staff Present: Dr. William F. Pilkington, Secretary to the Board, Dianne Berry, Clerk to the Board, Erin Shoe, Kim Ragan, Mikayla Gaspary, Patrick Martin, Ryan McGhee, Sarah Mardovich, Sue Yates, Suzanne Knight, Tamara Staehler, Tammy Hartsell, Wendy Harsch

Other Guests: Andrew Nance, MD, Cabarrus Family Medicine

CALL TO ORDER

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

REPORTS

An update on the REACH Food Pantry Initiative and Evaluation Results was presented by Sarah Mardovich and Mikayla Gaspary, Public Health Solutions. Tamara Staehler, RN, Communicable Disease Program Manager and Patrick Martin, Communicable Disease Intern, presented the Cabarrus County Communicable Disease Summary for 2017. The Financial Summary Report, for month ended May 31, 2018, was presented by Sue Yates, Chief Financial Officer.

ADOPTION OF THE AGENDA

Dr. Pons motioned to adopt the agenda, as presented. Upon a second by Mr. Morris, the motion passed 6:0.

APPROVAL OF THE MINUTES

Mr. Morris motioned to approve the minutes of the May 8, 2018 Cabarrus Health Alliance Board Meeting minutes. Upon a second by Vice-Chairman Claytor, the motion passed 6:0.

CONSENT AGENDA

Mrs. Yates reviewed the budget revisions and amendments requests. Upon a motion by Mrs. Caldwell and second by Ms. Wingate, the motion passed 6:0.

BUSINESS AGENDA

Personnel Policy Revision – Retiree Health Benefits

Mrs. Shoe noted that Human Resources staff identified a loop hole in the current Retiree Health Benefits policy (Appendix E). To comply with the Affordable Care Act, CHA classifies employees working 30 or more hours per week as full-time, and therefore offers health insurance to employees. She noted that as a result of this change, a small number of employees now qualify for retiree health insurance under the new provision, where previously they were not eligible because they were not 40 hour per week employees.

Mrs. Shoe proposed adding to the CHA Personnel Policy, Appendix E, *Employees not enrolled in CHA insurance as of April 1, 2019 are not eligible for retiree health benefits*. She noted that currently there are only two employees who meet this hire date requirement (prior to July 2004) who might choose to enroll by March 31, 2019, which is CHA's usual open enrollment period. Upon a motion by Dr. Pons, and a second by Vice-Chairman Claytor, the motion passed 6:0.

Finance Policies

Mrs. Yates reviewed the Public Health & Primary Care Service Debt Management Policy, Dental Clinic Debt Management Policy, Dental Clinic Fee Policy, and Purchasing Policy, noting that revisions are made when necessary and policies are reviewed at least annually for accreditation purposes. She also presented the new Credit Card Processing Policy for review and adoption. Upon a motion Mr. Morris, and a second by Mrs. Caldwell, the motion passed 6:0.

Public Participation Policy

Mrs. Shoe reviewed the Public Participation in Community Health Improvement policy, which requires annual review and approval from the Board. She noted that this policy encourages public participation in the community health improvement process, and is inclusive of individuals and organizations that have an interest in coming together to solve local problems and improve the health and quality of life for all. Upon a motion by Mrs. Caldwell, and a second by Mrs. Wingate, the motion passed 6:0

Rulemaking & Adjudication for Public Health Authority Board

Mrs. Shoe explained that the rule making and adjudication policy gives the Board authority to make rules whenever it deems necessary or when an issue is brought to them by the Public Health Director or other staff. She noted that this policy requires annual review and approval from the Board. Upon a motion by Mrs. Caldwell and second by Mrs. Wingate, the motion passed 6:0.

Public Hearing on FY 2019 Budget

Chairman Mack opened the floor for comments on the FY 2019 budget at 6:20 pm. There being no members of the public present to comment, he closed the public hearing at 6:21 pm and reconvened the regular meeting.

Adoption of the FY 2019 Budget

Mrs. Yates presented a brief overview of the FY2019 proposed budget and the budget requests made to the Cabarrus County Commissioners. She noted that the County Commissioners will now consider the budget for approval at their June 18 meeting. She asked for adoption from the Board. Upon a motion by Mrs. Caldwell and second by Ms. Wingate, the motion to approve the FY 2019 budget passed 6:0.

INFORMAL PUBLIC COMMENTS/SPEAKERS FROM THE FLOOR

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

ANNOUNCEMENTS

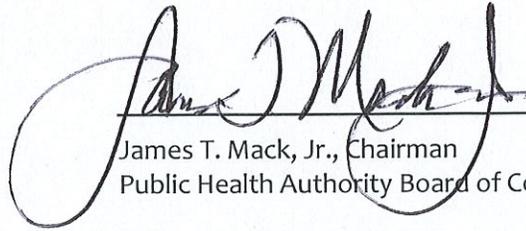
Mr. Morris praised the work that Marcella Beam is doing with Healthy Cabarrus, and thanked the School Health Nurse program for the great job they do every day, taking care of our students in Cabarrus County and Kannapolis City Schools. He noted that he's very proud of these relationships. Ms. Wingate concurred with Mr. Morris' comments.

Chairman Mack reminded Board members to complete their FY 2018 performance evaluations for the Public Health Director, and return them to Dianne Berry, Clerk to the Board.

Chairman Mack announced that this meeting was the last one for CHA Board member, Dari Caldwell. Dr. Pilkington added that the School Health Nurse Program would not be here today without Dari's help. He noted that they had talked about the program years ago, discussed different ideas, and Dari would just not give up. So Dari worked diligently to get other local leaders involved and the program began. Then in 2004, *A Nurse in Every School* evolved. Kim Ragan, RN, School Health Program Manager, thanked Dari for having the vision to see the importance of the program and the perseverance to see it through. Mrs. Ragan presented to Mrs. Caldwell a booklet of thank-you notes from the School Health Nurses.

ADJOURNMENT

There being no other business to come before the Board, Mr. Morris motioned to adjourn the meeting at 7:04 p.m. Seconded by Vice-Chairman Claytor, the motion passed 6:0.



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

ATTEST



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