



**CABARRUS
HEALTH
ALLIANCE**

**Public Health Authority of Cabarrus County
Board Meeting Minutes
August 14, 2018**

The Cabarrus County Public Health Authority Board met on Tuesday, August 14, 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. Lara Pons
Mark Spitzer
Steve Morris
Tom Kincaid

Members Absent: Dr. Tedra Claytor, Vice-Chairman
Phyllis Wingate

CHA Staff Present: Dr. William F. Pilkington, Secretary to the Board, Dianne Berry, Clerk to the Board, Alice Luttmann, Alicia McDaniel, Betty Foh, David Troutman, Erin Shoe, Kim Ragan, Kristin Boatright, Marcella Beam, Ryan McGhee, Sue Yates, Suzanne Knight, Tamara Staehler

CALL TO ORDER

Chairman Mack called the meeting to order at 5:31 pm and offered the invocation.

ADMINISTRATION OF OATH OF OFFICE

Dianne Berry, Clerk to the Board, administered the Oath of Office to returning Board members James T. Mack, Jr. (3rd term), Tom Kincaid (3rd term), and newly appointed board member, Mark Spitzer.

ADOPTION OF THE AGENDA

Chairman Mack noted that the agenda had been revised, and Administrator of Oath of Office was moved to Item B. He called for a motion to approve the revised agenda. Upon a motion by Mr. Kincaid and a second by Mr. Spitzer, the motion passed 5:0.

APPROVAL OF THE MINUTES

Upon a motion by Mr. Kincaid and a second by Mr. Spitzer, the motion passed 5:0.

REPORTS

The Financial Summary Report was presented by Mrs. Yates. Mrs. Shoe presented the 4th Quarter FY 2018 Goals and Objectives Report, which reflected all green dots across the Board. She noted that two yellow programmatic-related dots reflected during FY 2018 for WIC and Clinical Services, but these areas continues to be evaluated for improvements. The 4th Quarter Employee Separations report reflected a .4% turnover for April – June 2018. Erin noted that HR is filling the School Health positions, and School Health Nurses are returning to their schools at the end of next week. She also noted that the separation rate for the year was 7.04% which is far below our organizational goal of 17%. Mrs. Shoe also noted that employee separations rates have continued at an average of 6-8% for the past five years.

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 5:0

BUSINESS AGENDA

Managed Laboratory Services

Mr. McGhee noted that's the clinical management team has been evaluating our current laboratory services, processes and information systems. In order to improve the above, we would recommend contracting with a vendor to manage all specimen collection and lab testing services, including performing tests on site in our Kannapolis clinic. He stated that in order to be prepared for this Board meeting, a Request for Proposals was released on July 19. Two vendors, Quest Diagnostics and LabCorp submitted bids. After evaluation of both bids, with LabCorp submitting the lowest bid, and CHA began to work with LabCorp on a contract. Mr. McGhee asked for Board approval to award the bid to LabCorp and to approve the contract for services. After a brief discussion and several questions from the Board. Mr. Kincaid made a motion to approve LabCorp to provide laboratory services. Upon a second by Dr. Pons, the motion passed 5:0.

Annual Review and Adoption of Board Documents

Mrs. Shoe reviewed with the Board several board governance documents, including the Corporate Resolution, Rulemaking authority and Adjudication, and By-Laws, for annual review. She noted that there were no revisions to these documents this year. Upon a motion by Mr. Morris and second by Mr. Spitzer, the documents were approved 5:0

Finance Policy Revisions

Mrs. Yates noted revision made to the Public Health & Primary Care Services Fee Policy, Public Health, Primary Care & Dental Services Billing Policy, Public Health, Primary Care & Dental Services False Claims and Fraud Prevention Policy, and Purchasing Policy. She explained that's the purpose of updating the purchasing policy was to make the policy compliant with state guidelines for levels of bids. Upon a motion by Mr. Spitzer and second by Mr. Kincaid, the motion passed 5:0.

INFORMAL PUBLIC COMMENTS/SPEAKERS FROM THE FLOOR

Chairman Mack called for informal public comments from the floor. Mr. Kincaid asked how NCDOT roadwork on Highway 3 is affecting Cabarrus Health Alliance. Dr. Pilkington explained that Castle & Cooke is allowing CHA to use parking spaces across Highway 3. He noted that as work continues, CHA will lose some road front property and the steps, and even a few parking spaces, but we have been promised a safer intersection at Dale Earnhardt Blvd & Highway 3.

ANNOUNCEMENTS

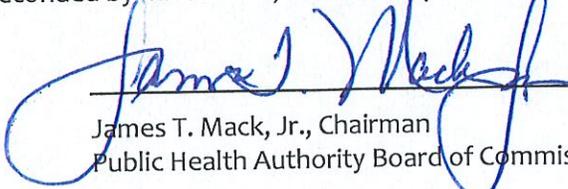
Chairman Mack called announcements from the floor. There were none.

MOTION TO ENTER INTO CLOSED SESSION

Mr. Morris motioned to enter into Closed Session at 6:10 p.m., pursuant to G. S. 143-318-11 (a) (6) for the purpose of discussing personnel matters. Upon a second by Mr. Kincaid, the motioned passed 5:0. Chairman Mack requested that only CHA Board Members and the Board Clerk be part of the Closed Session discussion.

ADJOURNMENT

The Board reconvened into regular session at 6:42 p.m. There being no further business to come before the Board, Dr. Pons made a motion to adjourn. Seconded by Mr. Kincaid, the motion passed 5:0.


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

ATTEST


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