



Public Health Authority of Cabarrus County
Board Meeting Minutes
May 14, 2019

The Cabarrus County Public Health Authority Board met on Tuesday, May 14, 2019 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
Lara Pons, MD
Mark Spitzer
Steve Morris
Tom Kincaid

Members Absent: Tedra Claytor, MD, Vice-Chairman
Phyllis Wingate

CHA Staff Present: Dr. William F. Pilkington, Secretary to the Board, Dianne Berry, Clerk to the Board, Alice Luttmann, Betty Foh, Erin Shoe, Kim Ragan, Ryan McGhee, Sue Yates, Suzanne Knight

CALL TO ORDER

Chairman Mack called the meeting to order at 5:30 pm and offered the invocation

ADOPTION OF THE AGENDA

Mr. Kincaid made a motion to approve the May 14, 2019 Board meeting agenda, as presented. Upon a second by Dr. Pons, the motion passed 4:0.

APPROVAL OF THE MINUTES

Mr. Morris made a motion to approve the April 9, 2019 Board meeting minutes. Upon a second by Mr. Kincaid, the motion passed 4:0.

REPORTS

3rd Quarter Goals and Objectives Reports were presented by Mrs. Shoe. She noted one yellow dot under financial due to clinical services unknowns. She added that clinical services is working hard to correct financial deficits by reallocating personnel and implementing appointment system changes. She also noted that WIC's report indicated a red dot for productivity, which is the result of caseload decreases. She noted that less funding will be allocated for WIC from the State in FY 2020. 3rd Quarter Division of Public Health Quarterly Fiscal Monitoring Report and 3rd Quarter Financial Summary Report were presented by Mrs. Yates.

CONSENT AGENDA

Budget Revisions and Amendment Requests

Mrs. Yates presented the budget revision and amendment requests. Upon a motion by Mr. Kincaid, and a second by Dr. Pons, the Consent Agenda was approved 4:0.

BUSINESS AGENDA

Finance Policies

Mrs. Yates presented the Finance Policies with revisions needing Board approval, which included Public Health Primary Care Services Debt Management Policy, Dental Clinic Debt Management Policy, and Dental Clinic Fee Policy. The Board also reviewed the Credit Card Processing Policy. Upon a motion by Mr. Morris and a second by Mr. Kincaid, the Finance Policy changes were approved 4:0.

Agency Goals and Objectives FY20 Discussion

Mrs. Shoe stated that the agency goals and objectives report is presented to the Board quarterly. These measures were determined by the Board many years ago with minor changes since originally adopted. The measures and corresponding reports are intended to provide the Board with an easy to understand snapshot of the agency's performance. She asked the Board to review the current goal themes and to provide feedback on changes for the upcoming fiscal year. She noted that based on feedback, final goals and objectives, along with metrics, would be presented at the June 11, 2019 Board meeting for final review and adoption.

Review of Legal Bid Submissions and Recommendation

Mrs. Shoe noted that CHA published a request for proposals for legal representation. Three bids were received, which included Moretz Law Group, P.A., Johnston, Allison & Hord, P.A., and Parker, Poe, Adams & Bernstein. A comparison matrix was presented, along with the CHA review and selection team scoring overview of each firm, and reference feedback was shared. Johnson, Allison & Hord, P. A., had the highest score. Mrs. Shoe asked for Board approval to change legal representation from Moretz Law to Johnson, Allison & Hord, PA. effective July 1, 2019. Upon a motion by Mr. Kincaid and second by Mr. Morrison, the motion passed 5:0.

Board Membership Criteria/By-Law Revisions

The final revision of the By-Laws of the Public Health Authority Board was reviewed by Dr. Pilkington. The revisions included: term limits, establishment of a nominating committee for board re-appointments; Article V (2) Executive Director changed to Chief Executive Officer; Article IV, 6 Secretary: appointment of Clerk to the Board as Secretary; elimination of Treasurer to the Board position; and expansion of the Cabarrus County Public Health Authority Board to 9 members, with the two additional seats being 1) a member who is a practicing Dentist whose primary practice is located in Cabarrus County and 2) One representative of the Cabarrus County of Kannapolis City School systems, which shall alternate no less often than every two (2) terms. Upon a motion by Mr. Spitzer, and 2nd by Mr. Kincaid, the Board By-Laws revisions were approved 5:0. Dr. Pilkington noted that the CHA Clerk will forward this information to the Cabarrus County Clerk to get this on the June Board of Commissions work session agenda for review and approval. He also stated that next steps will be for the CHA Clerk to establish a CHA Board Nominating Committee to make recommendations/approval for applicants interested in filling the two new positions and the two re-appointment applications, and those recommendations will then be sent to the Board of Commissions for consideration and approval for terms starting July 1, 2019.

Preliminary Annual Budget FY 2020

Mrs. Yates presented the preliminary annual budget for FY2020. She noted that the requests from Cabarrus County included: \$81,707 for 1.5 school nurse positions (one for Alternative High Schools and one part-time Nurse for Kannapolis Middle Schools' location); \$200,000 for clinical services support, specifically Maternal Health. Mrs. Yates also noted that the FY20 budget includes projected individual performance increases, health insurance plan rate increase, state retirement employer contribution increase, minor equipment and capital outlays purchases for Information Technology. Dr. Pilkington noted that CHA is scheduled to meet with the Cabarrus County Board of Commissioners

on Tuesday, May 21, 2019 at 5:45 pm regarding CHA's FY20 budget requests. He noted that Dr. Russell Suda will be presenting information about the Maternal Health Clinic. He encouraged CHA Board members to be in attendance to advocate by their presence, for CHA's FY20 budget requests.

Mr. Morris asked Dr. Pilkington if there was anything in the FY20 that he wanted but didn't ask for. Dr. Pilkington responded that the two positions needed were a Communicable Disease Epidemiologist and a Harm Reduction worker, a position that's critical for the Syringe Exchange Program. But, Dr. Pilkington added, "I'm still happy and appreciative. We have a great Board of County Commissioners."

Mr. Morris responded, "The majority of current Cabarrus County Commissioners were not here then. Education is good. For example, I never understood the need for a 2nd School Health Nurse at Kannapolis Middle School until we visited there last week with the Amazon Fulfillment Center presentation for STEM equipment. Now I know and understand how far away the 6th grade and 7th-8th grade wings are from each other. So that situation is now addressed." Dr. Pilkington stated that CHA will point out in the presentation to the Board of Commissioners on May 21st in more detail why additional funding is needed."

INFORMAL PUBLIC COMMENTS/SPEAKERS FROM THE FLOOR

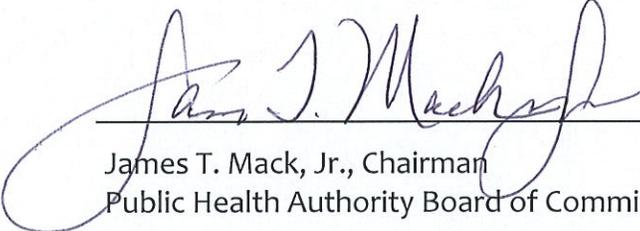
Mr. Spitzer shared that an employee of the NC Research Campus recently shared that they have a special needs child and they do not know what they would do without the variety of services that Cabarrus Health Alliance offers. He wanted CHA to know the positive impact that we have on this community and the people we serve. Dr. Pons noted that new CDC guidelines are recommending MMR titles for adults age 50+.

ANNOUNCEMENTS

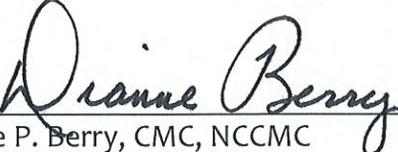
Dr. Pilkington noted that PHAB (National Public Health Accreditation) documents have been re-submitted for review and we should have a response by June 11, 2019.

ADJOURNMENT

There being no further business to come before the Board, Mr. Morris made a motion to adjourn the meeting at 6:15 p.m. Upon a second by Dr. Pons, 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