



Public Health Authority of Cabarrus County
Board Meeting Minutes
June 11, 2019

The Cabarrus County Public Health Authority Board met on Tuesday, June 11, 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
Phyllis Wingate
Steve Morris

Members Absent: Tedra Claytor, MD, Vice-Chairman
Tom Kincaid

CHA Staff Present: Dr. William F. Pilkington, Secretary to the Board, Dianne Berry, Clerk to the Board, Alice Luttmann, Erin Shoe, Kim Ragan, Marcella Beam, Ryan McGhee, Sue Yates, Suzanne Knight, Tamara Staehler, Wendy Harsh

CALL TO ORDER

Chairman Mack called the meeting to order at 5:33 pm and offered the invocation

ADOPTION OF THE AGENDA

Mr. Morris made a motion to approve the June 11, 2019 Board meeting agenda, as presented. Upon a second by Mr. Spitzer, the motion passed 5:0.

APPROVAL OF THE MINUTES

Mr. Spitzer made a motion to approve the May 14, 2019 Board meeting minutes, as presented. Upon a second by Mr. Morris, the motion passed 5:0.

REPORTS

Erin Shoe presented results of the CHA Customer Service Survey Report from the April 15-22 survey week. She noted that this 2nd survey for FY19 resulted in a rating of 97.6%. She also noted that in calculating both survey outcomes for the year, the average rating for FY19 was 97.1%. Erin was pleased to say that both customer surveys for FY19 contained far less wait time comments, and she added that staff continues to work on this. Erin stated that for FY20, we plan to look at improved/different ways to get customer feedback and reporting. She noted that a proposal will be coming over the next few months.

Tamara Staehler, RN, Communicable Disease/Lab Manager presented the Communicable Disease report for Calendar year 2018. She stated that there was more than 90 reportable diseases in North Carolina. She noted that Communicable Disease staff works with School Health Nurses, Day Care Nurses and Environmental Health on investigations and follow-up throughout Cabarrus County. Sue Yates presented the Financial Summary Report (for period ending 4/30/19).

CONSENT AGENDA

Budget Revisions and Amendment Requests

Mrs. Yates presented the budget revision and amendment requests. Upon a motion by Ms. Wingate, and a second by Mr. Spitzer, the consent agenda was approved 5:0.

BUSINESS AGENDA

Appoint Secretary to the Board

Dr. Pilkington explained that this is in reference to the recently adopted new Board by-laws, and a secretary to the board needs to be appointed. We already have a Clerk to the Board. He recommending consolidating the Secretary position to the current Clerk, Dianne Berry. Upon a motion by Mr. Morris and 2nd by Mr. Spitzer, the motion passed 5:0.

Appointment of Board Nominating Committee

Dr. Pilkington explained that with the adoption of the new Board by-laws, a Nominating Committee must be appointed by the Board to fill vacancies within the new 7-member Board, or to make recommendations for new members. Ms. Wingate nominated Dr. Pons. Chairman Mack was also nominated. Dianne Berry, Clerk to the Board will fill the 3rd position. Upon a motion by Mrs. Wingate and a second by Mr. Spitzer, the motion passed 5:0.

Public Hearing on FY20 Budget

Chairman Mack opened the floor at 5:50 pm for a public hearing on the FY20 Budget. There being none, he closed the public hearing at 5:52 pm

Adoption of FY Budget & FY 20 Budget Ordinance

Mrs. Yates presented a Powerpoint slideshow summary of the FY20 Budget requests. The report summarized a breakdown of the Fiscal Year 2020 project budget of \$25,865,424, which included:

- A health insurance plan rate increase of 4.2% (\$6,607 / per employee)
- A employer contribution increase for Local Governmental Retirement System from 7.79% to 8.99%
- Minor IT equipment purchases included 0 desktop computers (\$30,000); 20 laptop computers (\$40,000) and 12 printers (\$6,000)
- Capital outlay purchases for Information Technology include:
 - Storage replacement SAN units \$173,000
 - Backup and Disaster Recovery Systems: \$102,000
 - Audio/Video Replacement Systems: \$41,000

Funding requests for Cabarrus County for FY 2020 included:

- 1.5 new School Nurse positions (Alternative High School & Part-Time Nurse at KMS's additional location)
- \$200,000 for clinical services support
- Merit and fringe increases

Mrs. Yates discussed recommended fund balance appropriations (FBA) of \$1,120,769. She noted that CHA policy requires a minimum of 15% fund balance of total expenditures. That current unassigned fund balance is \$7,128,914 (30.72%)

Mrs. Yates noted that the FY2020 budgeted Medicaid settlement will be \$1,280,730.

She also requested a salary adjustment proposal to award all CHA staff members a 5% salary adjustment increase with no additional merit increase, and no agency performance award. The

noted that's this increase will be effective August 2, 2019. Mrs. Yates noted that this recommendation was made due to potential staff turnover concerns due to increased salaries by competing employers in the region.

Upon a motion by Mr. Morris and second by Ms. Wingate, the FY20 budget passed 5:0.

INFORMAL PUBLIC COMMENTS/SPEAKERS FROM THE FLOOR

Chairman Mack opened the floor for public comments. There were none.

ANNOUNCEMENTS

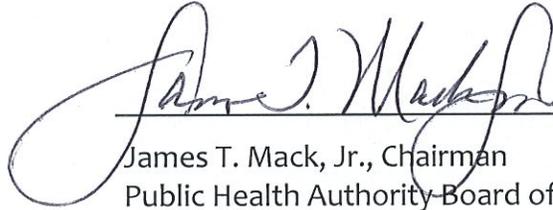
Mrs. Shoe followed up on Performance Measures mentioned at the May 14, 2019 Board meeting. She stated that Marcella Beam just attended a training and came back with some great ideas which they need more time to work on. She stated that she plans to bring something to the Board by the August 13th board meeting.

MOTION TO ENTER INTO CLOSED SESSION

Mr. Spitzer made a motion to enter into Closed Session at 6:36 pm pursuant to N.C.G.S. 143-318 (a) (6) for the discussion of personnel matters. Upon a second by Dr. Pons, the motion passed 5:0

ADJOURNMENT

There being no further business to come before the Board, Dr. Pons made a motion to adjourn the meeting at 7:46 p.m. Upon a second by Ms. Wingate, 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