



Public Health Authority of Cabarrus County
Board Meeting Minutes
September 10, 2019

The Cabarrus County Public Health Authority Board met on Tuesday, September 10, 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
Tedra Claytor, MD, Vice-Chairman
Lara Pons, MD
Mark Spitzer
Phyllis Wingate
Steve Morris
Tom Kincaid

CHA Staff Present: Dr. William F. Pilkington, CEO, Public Health Director, Dianne Berry, Clerk to the Board, Alice Luttmann, Erin Shoe (conference call), Janie Woodie, Kim Ragan, Rolanda Patrick, Ryan McGhee, Sue Yates, Suzanne Knight, Tammy Alexander, Wendy Harsh

Guests: William C. Isenhour, Attorney at Law, Johnston, Allison & Hord
Charles C Phillips, Emeritus CHA Board Member

CALL TO ORDER

Chairman Mack called the meeting to order at 5:31 pm and offered the invocation. He welcomed Mr. Isenhour and Emeritus CHA Board Member and former CHA Board Chairman, Charles C. Phillips.

ADOPTION OF THE AGENDA

Mr. Morris made a motion to approve the September 10, 2019, as presented. Upon a second by Mr. Kincaid, the motion passed 7:0.

APPROVAL OF THE MINUTES

Ms. Wingate made a motion to approve the August 13, 2019 regular and closed session meeting minutes. Upon a second by Mr. Spitzer, the motion passed 7:0.

BUSINESS AGENDA

School Nurse Recruitment and Retention Strategy

Mrs. Shoe stated that CHA has seen an unprecedented amount of turnover with School Nurses this year, with 12 resigning this summer. The majority cited the key reasons as salary and health insurance. After review of exit interview data and hosting a focus group, she stated that a cost-share was proposed to share the cost burden over the next three years. She noted that this proposal was reviewed by County Manager Mike Downs. CHA would pick up the entire cost this year; FY 2020 and 2021, CHA would cover 60% of the cost and Cabarrus County would cover 40% of the cost; then the county would pick up the entire cost going forward. She asked for Board approval to increase the number of hours that School Health Nurses work per week from 37.5 to 40, and to increase health

insurance premium coverage to 100%. Kim Ragan, School Health Nurse Director, added that the other concern from School Health Staff was not enough time to get their work done. This additional 2.5 hours would help. Board members all responded individually with voices of support of the program and echoed the School Nurses' importance to the public schools. Mr. Morris stated that the County Commissioners are very supportive of School Health and he believes they will be supportive of this proposal. Mr. Spitzer asked if we were comfortable that this would make an impact. Mrs. Ragan stated that she and School Health Supervisors have heard this repeatedly during exit interviews. Upon a motion by Mr. Kincaid and second by Mr. Spitzer, the motion passed 7:0.

Culinary Innovation

Dr. Pilkington stated that Standard Process and CHA have been partners in Culinary Innovation for 1 ½ years. With Dr. Pilkington's retirement, Standard Process has requested board affirmation of the salary cost-share for Chef Mark Allison for FY 2020 and FY 2021, and to re-affirm and re-appropriate the remaining cost-share for the Culinary Kitchen at NCRC. Dr. Pilkington informed the Board that this request was from John Troop with Standard Process, who just wants re-affirmation that CHA is continuing these commitments. Ms. Wingate recommended CHA request a written document from Standard Process confirming these agreements. Mr. Spitzer recused himself from voting due his direct affiliation with NCRC and Standard Process. Upon a motion by Mr. Kincaid and second by Dr. Pons, the motion passed 6:0.

ANNOUNCEMENTS

Chairman Mack made the following announcements:

Cabarrus County Human Resources will be working with the CHA Board to assist in the recruitment process for the CEO/Public Health Director's position. A committee of the Board will be established to move forward in the process. The recruitment/selection committee will consist of:

- James T. Mack, Jr, Chairman
- Mark Spitzer
- Phyllis Wingate
- Charles Phillips (past CHA Board Chairman 1997-2012)

Ms. Wingate stated that the purpose of this committee initially will be to develop a process. It will not be for interviewing, initially. Mr. Kincaid stated that the committee's job description is needed, and Lundee Convington, Cabarrus County Human Resources Director, can help.

Mr. Morris added that he hopes this committee would devise a process for interviews, and create a job description.

Chairman Mack added that later in the process, this committee will involve some of our stakeholders.

Mr. Morris made a motion to approve the CHA Board committee as nominated. Upon a second by Dr. Claytor, the motion passed 7:0.

Chairman Mack stated that Dr. Chip Buckwell, Superintendent of Kannapolis City Schools, has been approved by the Cabarrus County Board of Commissioners for the new seat of the CHA Board, and he is slated to join us on October 8, 2019. Kimberly Dehler, DDS has met with the CHA Board Nominating Committee, has been vetted by them, and is scheduled to be on the Board of Commissioners' agenda for appointment consideration on October 21, 2019. Chairman Mack stated that he and Dr. Lara Pons met with Dr. Dehler recently, which was the first time a CHA Board Member has been interviewed and vetted before moving along the application process. He noted that going forward, all candidates for the Public Health Authority Board will be scheduled to meet

with the Board nominating committee before a letter of recommendation is written to the Board of Commissioners for their appointment. Ms. Wingate requested that this be a revision to the Board By-laws.

Chairman Mack stated that he visited CHA on August 22, and met with those who signed up for his first ever 'Listening Session with the Board Chairman' from 10:00 am – 2:00 pm. He stated that he had the opportunity to speak with 13 different employees in 15 minute intervals. He noted that the traffic was non-stop for 4 hours. He stated that he had served on the CHA Board for seven years and he had never been here to listen to employees. He apologized to staff for this oversight. But he did commit that in the future he will visit CHA on a quarterly basis, even spending time at other work locations. He noted that staff were open and honest, and he would share their comments with the board during their Closed Session meeting today, and then October 8, 2019 at the regular meeting. Chairman Mack concluded that staff were truly appreciative for the opportunity to share their thoughts and concerns.

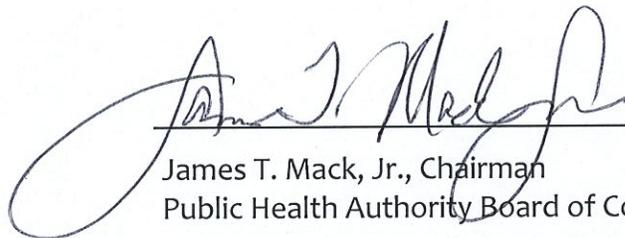
MOTION TO ENTER INTO CLOSED SESSION

Vice-Chair Claytor made a motion to enter into Closed Session at 6:25 p.m. pursuant to N.C.G.S. 143-318.11 (a) (6) for the discussion of personnel matters. With a second by Mr. Kincaid the motion passed 6:0.

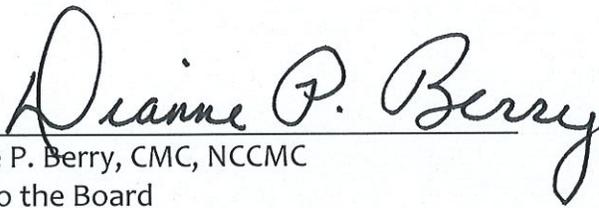
The meeting reconvened into regular session at 6:45 p.m.

ADJOURNMENT

There being no further business to come before, the meeting adjourned at 6:47 pm


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

ATTEST


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