



Public Health Authority of Cabarrus County  
Board Meeting Minutes  
November 12, 2019

The Cabarrus County Public Health Authority Board met on Tuesday, November 12, 2019 at 5:30 p.m. in the Conference Room at the CHA Dental Clinic, 280 Concord Parkway, N, Suite 110-A, Concord, NC.

Members Present: James T. Mack, Jr., Chairman  
Tedra Claytor, MD, Vice-Chairman  
Dr. Chip Buckwell  
Kimberly Dehler, DDS  
Steve Morris  
Mark Spitzer  
Phyllis Wingate

Members Absent: Lara Pons, MD  
Tom Kincaid

Others Present: Charles C. Phillips, former Public Health Authority Board Chairman

Staff Present: Dianne Berry, Clerk to the Board,  
Amber DiGeorge, Betty Foh, Suzanne Knight, Alicia McDaniel, Monique Marlin,  
Rolanda Patrick, Ryan McGhee, Kim Ragan, Erin Shoe, Janie Woodie, Sue Yates

#### **CALL TO ORDER**

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

#### **OATH OF OFFICE FOR KIMBERLY DEHLER, DDS**

Dianne Berry, Clerk to the Board, administered the Oath of Office to Kimberly Dehler, DDS, who will represent the recently established Dental seat on the Board.

#### **ADOPTION OF THE AGENDA**

Mr. Morris motioned to approve the November 12, 2019 agenda, as presented. Upon a second by Mr. Spitzer, the motion passed 7:0.

#### **APPROVAL OF THE MINUTES**

Mr. Spitzer made a motion to approve Board minutes from the September 10, 2019 regular meeting, September 10, 2019 Closed Session Meeting, and October 8, 2019 regular meeting. Upon a second by Dr. Claytor, the motioned passed 7:0

#### **REPORTS**

Mrs. Yates presented the DPH Quarterly Fiscal Monitoring Report (ending 9-30-19) and the Financial Summary Report (4 months ending 10/31/19). She also presented the CAFR (Comprehensive Annual Financial Report) which reported no audit findings. She noted that the report will now be sent to the State Treasurer's office for approval. She noted that once approved by the Local Government

Commission, this report will go to the Government Finance Officers Association (GFOA) for the FY 2019 Financial Award. Mrs. Yates also reviewed the Board Communication Letter from the Audit for year ended 6/30/19. Mrs. Shoe presented the Customer Satisfaction Report from the first quarter one-day survey on 9/19/19.

### **THREE MINUTE SNAPSHOT**

Amber DiGiore, KEYS Program Coordinator, presented information the program offered in Kannapolis City and Cabarrus County Schools. She described the KEYS (Keeping Every Youth Safe) program and the 5 To Drive Campaign in Cabarrus County and Kannapolis City Schools to improve teen driver safety. Amber shared the program's successes to date, and shared that the KEYS grant was recently refunded.

### **CONSENT AGENDA**

Mrs. Yates presented the budget revisions for approval. Upon a motion by Mr. Spitzer and a second by Ms. Wingate, the motion passed 7:0.

### **BUSINESS AGENDA**

#### **Public Bid and Contract for IT Storage, Backup & Disaster Recovery**

Ryan McGhee, Chief Technology Officer, noted that this year CHA budgeted to replace IT storage, backup and disaster recovery systems. He added that this item was discussed during the FY2020 budget preparation, and was also discussed in October 2015, when IT expanded the current storage solution. A public bid (request for proposals) was conducted and staff evaluated seven proposals from five vendors. Mr. McGhee requested Board approval for the bid from Philotek systems and to approve the contract for this project: \$231,791 (Traditional architecture with robust capabilities and professional services) and \$16,000 (Microsoft System Center). He noted that of the bids received that were within CHA's budget, Philotek's was the most comprehensive, and met the greatest number of our requirements. Upon a motion by Vice-Chair Claytor and a second by Ms. Wingate, the motion passed 7:0.

#### **Finance Policies Review and Revisions**

Mrs. Yates presented the Finance Policy reviews and revisions, which included Dental Clinic Eligibility Policy (no changes); Donation Policy (reviewed, no changes); Donation Policy – Cabarrus Public Health Interested (reviewed, no changes); Cell Phone Policy & Form (changes). Upon a motion by Mr. Spitzer and a second by Dr. Claytor, the motion passed 7:0.

#### **Review and Revisions of Board Governance Documents**

Mrs. Shoe reviewed with the Board revisions to the By-Laws, Corporate Resolution, and Rule-Making and Adjudication. She pointed out the recommended changes based on the new Board structure, to the By-Laws and Rule Making and Adjudication. Upon a motion by Mr. Morris and a second by Vice-Chair Claytor, the motion passed 7:0.

### **INFORMAL PUBLIC COMMENTS/SPEAKERS FROM THE FLOOR**

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

### **ANNOUNCEMENTS**

Mrs. Shoe reviewed the Strategic Planning short-term and long-term goals draft schedule with the Board. The report included dates and goals through June 18, 2020. She reviewed the list of core team members who will be working to meet these goals. Mrs. Shoe noted that she is proposing a morning Board retreat on March 21, 2020, for an opportunity for the Board to access public health

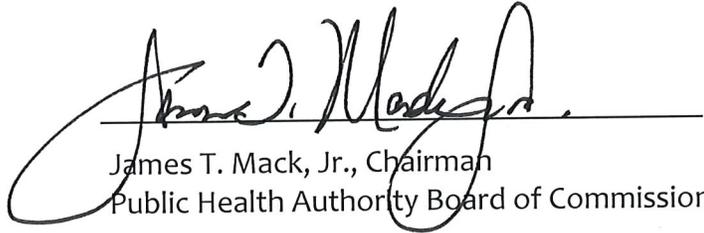
and know where we need to go. She also noted that she is currently working with staff in the Leadership Development Program, and will follow-up with dates that align with the Community Needs Assessment. Mrs. Shoe also discussed with the Board that back in July 2019, the Board awarded a 5% COLA to all CHA employees in lieu of the annual performance merit award and organizational bonus. She stated that although the e-mail announcing the COLA clearly explained that this 5% increase meant no organizational bonus in December, some leadership members had asked us to remind staff there will be no organizational bonus. She asked that even if not the usual \$1,000 per employee, could it be something. She added that CHA did meet all performance goals and squeaked by with the budget. After considerable deliberation, the Board decided they could not do what they had already said they were not going to do this year. They asked Erin to clarify this with staff so that everyone is aware. Erin noted that starting January 2020, there will be new performance measures and new initiatives for next year.

Chairman Mack announced that the Board Search Committee is moving forward with the Public Health Director recruitment process, and interviews are scheduled November 17 and 18. He promised to keep the Board informed. Mr. Phillips added that there was an excellent group of candidates and that he appreciated Lundee Covington and Paula McNair from Cabarrus County Human Resources, for lining them up for the interviews.

Chairman Mack acknowledged Phyllis Wingate for this being her last official meeting as a Public Health Authority Board member, representing Atrium Health – Cabarrus. He thanked her for her wisdom and expertise, and stated “Your knowledge has helped us grow and we all regret to see you leave us.” Ms. Wingate was presented a gift on behalf of the Board and Cabarrus Health Alliance.

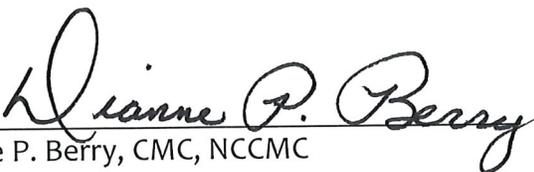
#### ADJOURNMENT

There being no further business to come before, Mr. Spitzer motioned to adjourn the meeting at 6:30 p.m. Upon a second by Mr. Morris, the motion passed 7:0.



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

ATTEST



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