



## Board Meeting Minutes

April 10, 2012

The Cabarrus Health Alliance Board met on Tuesday, April 10, 2012 at 5:30 p.m., in the Board Room of Cabarrus Health Alliance, 300 Mooresville Road, Kannapolis, North Carolina 28081.

<b>Board Members Present:</b>	Charles Phillips, Chair Jessica Castrodale, Vice-Chair Chad Weston, MD Dr. Allan Krusell Jay White Phyllis Wingate
<b>Board Members Absent:</b>	Walter Vuchnich, DDS
<b>Community Health Center Liaison to CHA Board:</b>	Robert Freeman
<b>CHA Staff Present:</b>	Dr. William F. Pilkington, Secretary to the Board Dianne Berry, CMC, Clerk to the Board

**Other Staff Present:** Betty Braxton, Paula Faggart, Tammie Harkey

### CALL TO ORDER

Chairman Phillips called the meeting to order at 5:30 p.m. and offered the invocation.

Chairman Phillips introduced Mr. James Mack, a member of the community with an interest in serving on the Cabarrus Health Alliance Board.

### APPROVAL OF THE AGENDA

The agenda for the April 10, 2012 CHA Board meeting was approved as presented.

### APPROVAL OF MINUTES

Ms. Wingate motioned to approve the minutes of the February 14, 2012 meeting of the CHA Board. The motion was approved by absence of dissent.

### REPORTS

Chairman Phillips reviewed the 3<sup>RD</sup> Quarter FY CHA Customer Satisfaction Survey Report with the Board, noting that the overall score and customer comments were phenomenal. Dr. Krusell noted a significant decrease in the number of complaints about wait time.

### CONSENT AGENDA

Mrs. Harkey reviewed the budget revisions and amendments:

\$93,758.00 - New funds received from Sisters of Mercy to support staff for new Kannapolis Dental site. (Dental Dept.)

\$4,660.00 - One time funds from American Recovery & Reinvestment Act to assist LHD's with training costs associated with required infection control training. (Communicable Disease Dept.)

\$8,961.00 - Additional funds received from DPH for any public health program or purpose to support the delivery of 10 Essential Services. (Health Initiatives Dept.)

\$2,240.00 - Additional funds received from DPH to be used for any Title X approved expenditure. (Clinical Services Dept.)

\$3,000.00 - Funds received from Duke University to support on-going training specifically related to pregnancy prevention, evaluation and dissemination. (Health Initiatives Dept.)

\$6,550.00 - Funds received from Smart Start to provide supervision to the Day Care Program. (Family Care Coordination Dept.)

Dr. Krusell motioned to approve the budget revisions and amendments as presented. The motion was approved by absence of dissent

### **Community Transformation Grant (CTG) Personnel Actions**

Dr. Pilkington announced that Cabarrus Health Alliance has been awarded Community Transformation Grant (CTG) funding to lead an 11 county region to implement policy, systems and environmental changes to support tobacco free living, active living, healthy eating and high impact evidence-based clinical prevention services over a five year period. Activities should achieve overall health improvements and reductions in health disparities. This is a five year grant, approximately \$400,000 per year. He requested board approval for 10% salary increases for four current CHA employees for the period of March 1, 2012 – September 30, 2012 for the following:

- William Pilkington – overall lead for the project with hiring and supervisory responsibility for the 7 new employees (avg. project time 10%)
- Tammie Harkey – Financial responsibility for CTG grant, average project time 10% (avg. project time 10%)
- Paula Faggart – Establish and maintain financial records for CTG grant (avg. project time 10%)
- Victoria Manning – Responsibility for strategic planning process (avg. project time 15%)

Mrs. Wingate motioned to approve the Community Transformation Grant (CTG) Personnel Action as presented. The motion was approved by absence of dissent.

### **Smoke Free & Tobacco Free Campus**

Dr. Pilkington stated that in CHA's former location at the Cabarrus Co. Human Services Building, smoking was not allowed within 50 feet of the front doors. At the new CHA building location, he requested Board approval for a smoke-free and tobacco free campus. Mrs. Castrodale motioned to approve Cabarrus Health Alliance as a Smoke Free and Tobacco Free Campus. The motion passed in a voiced vote 6:0.

## **NEWBUSINESS**

### **APPROVAL OF CHA PERSONNEL POLICIES**

#### **Sick Leave Incentive**

Betty Braxton, Human Resources Director, presented a new CHA Personnel Policy for Board review. If no sick leave is used for a quarter (3 months), employees would earn an additional four (4) hours (if full-time and pro-rated part-time) of vacation leave. Maximum accrual of additional vacation leave would be 16 hours per fiscal year. After thorough discussion, Mr. White motioned to deny. Ms. Wingate stated that there are other things CHA could do to make things more competitive for employees. She requested that this agenda item be tabled until the CHA Board could review a total employee compensation package.

#### **School Volunteer Leave**

Mrs. Braxton stated that CHA supports school and other educational activities in our community. She presented a new policy which would allow employees who participate in school volunteer activities to take time away from work. This new personnel policy will match employee vacation time taken in support of these activities up to four (4) hours in a calendar year. Mrs. Castrodale motioned to approve the School Volunteer Leave policy as presented. The motion passed in a voiced vote 3:1, with the dissenting vote cast by Mr. White.

#### **Revised Purchasing Policy**

Tammie Harkey noted that at the February 14, 2012, CHA Board members asked her to address a local vendor preference in the CHA Purchasing Policy. She reviewed the updated purchasing policy. Mr. White motioned to approve the revised CHA Purchasing Policy. The motion passed in a voiced vote 5:0.

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

Chairman Phillips called for any comments from the floor. There being none, he closed the public comments section and proceeded with the regular meeting.

## ANNOUNCEMENTS

Dr. Pilkington reminded CHA Board members of the following dates:

- Friday, April 13 – CHA Dedication Ceremony, 11:00 a.m.
- Sunday, April 15 – CHA Open House, 2:00 p.m. – 4:00 p.m.

Dr. Pilkington announced that Cabarrus County ranked seventh out of 100 counties in North Carolina in overall health, according to the 2012 County Health Rankings published annually by the University of Wisconsin Population Health Institute and the Robert Wood Johnson Foundation. The report was released April 2012. The report also stated that this year, Cabarrus County ranked second in the state for the best infant mortality rate out of 100 counties.

Chairman Phillips reviewed a recently published article, *Lessons Learned from Building a Culture and Infrastructure for Continuous Quality Improvement* at Cabarrus Health Alliance, which was published in the Journal of Public Health Management and Practice, January/February 2012. Contributors included Cappie Stanley, RN, and Bobbie Rowe, AMOA, from Cabarrus Health Alliance.

## ADJOURNMENT

There being no further business to come before the Board, Chairman Phillips declared the Cabarrus Health Alliance Board meeting adjourned at **6:40 p.m.**



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Charles C. Phillips, Chairman  
Cabarrus Health Alliance Board



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Dianne P. Berry, CMC  
Clerk to the Board