



Board Meeting Minutes

February 14, 2012

The Cabarrus Health Alliance Board met on Tuesday, February 14, 2012 at 5:30 p.m., in the Board Room of the Cabarrus County Human Services Building, 1307 S. Cannon Boulevard, Kannapolis, North Carolina.

Board Members Present: Charles Phillips, Chair
Jessica Castrodale, Vice-Chair
Phyllis Wingate
Chad Weston, MD
Jay White
Walter Vuchnich

Board Members Absent: Allan Krusell, MD

Community Health Center Liaison to CHA Board: Robert Freeman

CHA Staff Present: Dr. William F. Pilkington, Secretary to the Board
Dianne Berry, CMC, Clerk to the Board

Other Staff Present: Barbara Sheppard, Betty Braxton, Cappie Stanley, Cindy Walker, Paula Faggart, Suzanne Knight, Tammie Harkey, Victoria Manning

CALL TO ORDER

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

Chairman Phillips introduced Mr. Robert Freeman, Cabarrus Community Health Center Board member and liaison to the Cabarrus Health Alliance Board.

APPROVAL OF THE AGENDA

Jay White motioned to approve the agenda for the February 14, 2012 meeting. The motion was approved by absence of dissent.

APPROVAL OF MINUTES

Mrs. Castrodale noted two typographical errors in the January 20, 2012 minutes. Vuchnich motioned to approve the minutes of the October 11, 2011 regular meeting and the amended minutes of the January 20, 2012 emergency meeting of the CHA Board. The motion was approved by absence of dissent.

REPORTS

Chairman Phillips reviewed the reports: 1st Quarter FY 2012 CHA Goals & Objectives Report, 2nd Quarter FY 2012 CHA Goals & Objectives Reports, 1st Quarter FY 2012 Employee Separations Report, 2nd Quarterly FY 2012 Employee Separations Report, 2nd Quarter FY 2012 CHA Customer Service Survey Report, Comprehensive Annual Financial Report Year Ended June 30, 2011, Financial Summary Report FY 2012 (as of 12/15/11), Communicable Disease Summary 2011, 2011 SOTCH Report, Community Action Plans. He commended the agency on the 2nd quarter customer service rating of 95.4%, noting that this is challenging environment. Tammie Harkey reviewed the Comprehensive Annual Financial Report and the Financial

Summary with Board members. Chairman Phillips commended the Communicable Disease Summary 2011 presented.

CONSENT AGENDA

Mrs. Harkey reviewed the budget revisions and amendments:

\$26,570.00 – Funds received from Smart Start to be used for emergency dental care and screenings for eligible children. (Dental Dept.)

\$18,928.00 – Increased budgeted Medicaid funds to reflect increase based on production plan and to fund portion of new positions. (Dental Dept.)

\$197,000.00 – Budget revenues and expenses related to the North Carolina TeleHealth Network project. (General Administration Dept.)

\$19,000.00 - Budget revenues and expenses related to services provided to Bayada Nurses, Inc. (General Administration Dept.)

\$328,324.00 - Move budgeted revenues to approved line items. (ITS and Clinical Services Dept.)

\$9,707.00 - Move budgeted revenues to appropriate line items. (Health Initiatives Dept.)

\$25,000.00 - Move budgeted revenues to appropriate line items. (Health Initiative Dept.)

\$25,039.00 - Move budgeted revenues and expenses to appropriate line items. (Clinical Services Dept.)

\$356,500.00 – Add additional revenue and expenses to appropriate line items for increased Medicaid funds for the PCM and CC4C programs and funds from BCBS for the IAP Dental Project. (FCC Dept.)

\$184,480.00 – Move funds to appropriate line items. (ITS Dept.)

\$57,397.00 - Move funds to appropriate line items to cover expenses. (WIC Dept.)

\$49,531.00 - New funds received from Health & Wellness/Tobacco branch to provide School Nurse training to incorporate tobacco prevention strategies to their student population (Health Initiatives Dept.)

\$1,500.00 - Funds received from March of Dimes for our participation in the evaluation of our Centering Pregnancy site. (Clinical Services Dept.)

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

OLD BUSINESS

Update on Cabarrus Community Health Center

Dr. Pilkington announced he was appointed chair of the Cabarrus Community Health Center in an agreement signed on February 10. This action required HRSA approval to ensure the changes. He discussed some of the issues at the Community Health Center and actions taken to date in an effort to make improvements. Dr. Pilkington also announced that Dr. Russell Suda has resigned as Medical Director and Dr. Hector Henry will be replacing him in this role effective February 2012. Cappie Stanley, acting CEO, is working to finish audits and get Medicare reports done in preparation for an upcoming audit. Dr. Pilkington stated that taking on this project will be a real challenge and a privilege. He stated that Mr. Robert Freeman, a member of the Community Health Center Board, will be acting as a liaison for that board with the Cabarrus Health Alliance Board, as a non-voting member, for information sharing purposes.

NEW BUSINESS

Annual Finance Policies Review/Updates

Mrs. Harkey stated that finance policies are reviewed annually for accreditation purposes. She stated that Reserve Policy, Cell Phone Policy, Travel Policy, and Debt Management Policy are for review and approval only, with no changes. She stated that several policies have been revised and need board approval: Purchasing Policy, Eligibility Policies, and Fee Policies. Mr. White motioned to approve the finance policy revisions as presented. The motion was approved by absence of dissent.

PHAB Accreditation

Cindy Walker, CHA Accreditation Coordinator, presented an overview on accreditation at the national level, which consists of adopting a set of standards and recognizing public health departments who meet **Public Health Accreditation Board** standards for accreditation as a step above all others. She reminded the CHA Board that Cabarrus Health Alliance earned state accreditation in 2004 and was re-accredited in 2008. CHA was also a pilot beta test site for PHAB in 2010 and is now going through the PHAB accreditation in 2012. PHAB opened the process in fall 2011, and Cabarrus Health Alliance was 1 of 19 accepted. Mrs. Walker

explained the timeline process and shared information on the fees involved. Mrs. Castrodale asked how Cabarrus Health Alliance will see a return on investment. Mrs. Walker explained it would come from state and national level recognition, and could potentially help with grant applications in the future. Mr. White questioned if this is money well spent, noting that public health department accreditation is not mandated like it is with hospitals. Mrs. Castrodale stated that she felt PHAB accreditation would help CHA with grants. Chairman Phillips concluded that questions need to be asked before the next 5-year cycle.

Annual Review/Approval Board of Health Operating Procedures

Chairman Phillips stated that an annual review and approval of Board of Health Operating Procedures is required for accreditation. He noted that the only change was listing the Board Vice-Chair as the designated board member to preside at a meeting of the board in the absence of the chairman. Mr. White motioned to approve the Board of Health Operating Procedures, as presented. The motion was approved by absence of dissent.

Annual Leave (Vacation) Cash-in Revision

Dr. Pilkington stated that he has asked for suggestions from staff on no-cost ways to offer ‘feel good’ options for employees. He explained that employee’s accrued vacation leave is a liability, regardless. The change would be that instead of having the option to only request a vacation cash-in one time a year, employees would have the option to request it at any time during the year when they meet the minimum requirements for vacation and sick hours. Additionally, sick hours were lowered from 320 to 240 for full-time employees and from 160 to 120 for part-time employees. Mrs. Wingate motioned to approve the Annual Leave (Vacation) Cash-In as presented. The motion was approved by absence of dissent.

BOARD EDUCATION

The 10 Essential Public Health Services

Chairman Phillips distributed handouts on the 10 Essential Public Health Services to Board members, noting that this is indicative of what they are supposed to be doing as a board of health.

The Essential Services provide a working definition of public health and a guiding framework for the responsibilities of local public health systems.

1. Monitor health status to identify and solve community health problems.
2. Diagnose and investigate health problems and health hazards in the community.
3. Inform, educate, and empower people about health issues.
4. Mobilize community partnerships and action to identify and solve health problems.
5. Develop policies and plans that support individual and community health efforts.
6. Enforce laws and regulations that protect health and ensure safety.
7. Link people to needed personal health services and assure the provision of health care when otherwise unavailable.
8. Assure competent public and personal health care workforce.
9. Evaluate effectiveness, accessibility, and quality of personal and population-based health services.
10. Research for new insights and innovative solutions to health problems.

He asked that any board member who felt like we were not meeting the 10 Essential Public Health Services to question it.

2012 State Health Director’s Conference Report

Chairman Phillips attended the 2012 State Health Director’s Conference January 26-27, 2012 in Raleigh, and shared information with the CHA Board. He noted that the federal government is moving from a focus on sickness to prevention. He gave an overview on discussion about healthy communities and the walking school bus concept, which is a new, safe, healthy and environmentally friendly approach to walking large groups of children to and from schools while alleviating school run traffic congestion. Chairman Phillips stated that the US Surgeon General presented at the conference, sharing her insight on chronic health issues. North Carolina is predicted to be the 7th most populous state by 2020, and is already 10th now. Heart attacks have decreased in North Carolina, and this is largely attributed to the focus on smoke-free environments. He also stated that North Carolina is adopting the new national food code.

ANNOUNCEMENTS

New Building Update

Dr. Pilkington stated the move to the new building is scheduled for Good Friday weekend, and that the target date for the opening of the new CHA building is April 9, 2012. He announced that there is a 90% indication that Vice-President Biden will be coming here in March for the dedication of the new building. Proposed dates are March 14, 22 or 27. We should have a final date by March 1. Dr. Pilkington reported that things are moving along very fast at the new CHA site.

Betty Braxton announced that a check in the amount of \$30,000 was received last week from the Cabarrus County Medical Society Alliance for proceeds from the 2011 Golf Tournament. She thanked the group for their continued support of the CHA School Health Nurse Program.

Betty also noted that the 2012 Give Kids a Smile! Day was held on Friday, February 10. 17 local dentists, including CHA dentists and staff, 2 volunteer hygienists and a volunteer from the CMC NorthEast Faith Community Health Ministry, participated in this event. Mrs. Braxton stated that 220+ children were served and over \$500,000 in donated dental services have been provided to Cabarrus County children since 2002. She added that many of the dentists also volunteered to continue seeing the children who require additional comprehensive dental care.

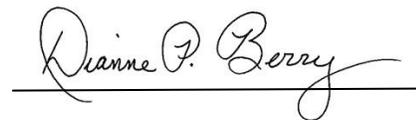
Chairman Phillips stated that he has served on the Cabarrus Health Alliance Board for almost 15 years and he has decided the time has come for someone else to take over effective July 1, 2012. He asked Board members to contact him if they know of someone they would like to recommend. He stated that he feels a fresh set of eyes and a new view will help carry Cabarrus Health Alliance to the next level. He concluded, "Serving as Chairman of the Cabarrus Health Alliance Board has been of the greatest things in my life. I have had the opportunity to see so many great and talented people do so many creative things for public health in this community."

ADJOURNMENT

There being no further business to come before the Board, Chairman Phillips declared the Cabarrus Health Alliance Board meeting adjourned at 7:00 p.m.



Charles C. Phillips, Chairman
Cabarrus Health Alliance Board



Dianne P. Berry, CMC
Clerk to the Board