



**Public Health Authority of Cabarrus County
Board of Commissioners**

November 13, 2012 Meeting Minutes

The Public Health Authority of Cabarrus County Board of Commissioners met on Tuesday, November 13, 2012 at 5:30 p.m., in the Board Room of Cabarrus Health Alliance, 300 Mooresville Road, Kannapolis, North Carolina 28081.

Commissioners Present: Tom Kincaid, Chairman
James T. Mack, Jr., Vice-Chairman
Allan Krusell, MD
Chad Weston, MD
Dari Caldwell
Jay White
Phyllis Wingate

CHA Staff Present: Dr. William F. Pilkington, Secretary to the Board
Dianne Berry, CMC, NCCMC, Clerk to the Board
Alice Luttmann, Betty Braxton, Erin Shoe, Heather Esch, Janie Woodie, Kim Ragan, Paula Faggart, Suzanne Knight, Tammie Harkey

Guest: Mark Plemmons, *Independent Tribune* reporter

CALL TO ORDER

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

Chairman Kincaid announced that it would be his preference at all future Public Health Authority Board of Commissioners meetings to adopt Robert's Rules of Order with all motions requiring a 2nd.

APPROVAL OF THE AGENDA

The agenda for the November 13, 2012 meeting was approved as presented.

ADMINISTRATIVE OF OATH OF OFFICE

Dianne Berry, Clerk to the Board, administered the oath of office to new Public Health Authority Board of Commissioner member, Darise D. 'Dari' Caldwell.

APPROVAL OF MINUTES

Mrs. Wingate motioned to approve the minutes of the August 14, 2012 Public Health Authority of Cabarrus County Board of Commissioners meeting as presented. Vice-Chairman Mack seconded the motion. The motion passed 5:0

REPORTS

The 1st Quarter FY13 Goals & Objectives Reports and 1st Quarter FY13 Employee Separation Rates were reviewed. Mrs. Wingate inquired about the red dot under the WIC report. Erin Shoe, WIC Program Director, explained that this reflected client show rate at the Logan site, but changes are already underway to change the way appointments are scheduled which should result in improvements.

CONSENT AGENDA

BUDGET REVISIONS AND AMENDMENTS REQUESTS

- \$26,820.00 – Beacon funds received from Community Care of Southern Piedmont (CCofSP) to support the Daily Disease Report project. (General Administration Dept.)
- \$240,000.00 – Beacon funds received from CCofSP for the Automated Health Educator project. (Gen Admin Dept.)
- \$109,300.00 – Beacon funds received from CCofSP for the Social Media Surveillance project. (Gen. Admin Dept.)
- \$2,000.00 – Reduce funds budgeted for the Smart Start Dental program to match actual amount funded by Cabarrus Partnership for Children. (Dental Dept.)
- \$5,000.00 – Funds received from the American Dental Association Foundation to support the BCBS Dental project. (Family Care Coordination Dept.)
- \$948.00 – Increase revenues and expenses due to money received from the Community Transformation Program to cover “Go To Meeting” service expense. (ITS Dept.)
- \$200.00 – Funds received from the Adolescent Pregnancy Prevention Campaign of North Carolina (AAPCNC) for becoming a chapter of the Teen Now program. Funds to be used to create public service announcements with members of the Teen Task Force. (Health Initiatives Dept.)
- \$46,020.00 – Move funds within the ITS Dept. budget. Funds were budgeted to extend the SAN lease at the current monthly amount. Moving funds to purchase 2 new SANs which include 3-year service plans. (ITS Dept.)
- \$200,000.00 – Move funds to appropriate line item to categorize revenue appropriately. (Gen Admin Dept.)
- \$23,005.00 – Move funds to appropriate line items to match state revision. (WIC Dept.)
- \$29,204.00 – Reduce county contribution funds budgeted due to decrease in school nurse program since Kannapolis City Schools signed waiver to decline additional 5 days to school year. Additional decrease to correct amount budgeted to match final amount. (School Health & Gen Admin Depts.)
- \$606,200.00 – New funding from Duke University for CMS Health Care Innovation Challenge for the new Diabetes project. (Gen Admin Dept.)
- \$48,459.00 – Move funds within the FCC department budget due to changes in funding for each of the programs.
- \$147,853.00 – Move funds within the Clinical Services department budget due to changes in funding for each of the programs.
- \$62,714.00 – Additional funds received from the state for the PHP&R program. Also add in private insurance revenue for immunizations provided. (CD Dept.)
- \$13,000.00 – Additional funds received from NC-DHHS for Heart Disease & Stroke Prevention program. (HI Dept.)
- \$150,000.00 – Establish budget for On Site Project services provided by CHA for Benefit Controls through December 31, 2012. (Gen Admin Dept.)

DPH FMR (Dept of Public Health Financial Monitoring Report) – reported quarterly

Tammie Harkey, Finance Director, reviewed the NC Department of Public Health Quarterly Monitoring Report for 1st Quarter, FY13. She explained that this report is required by DPH and the Board Chairman's signature is required. This report is also copied to the CHA Board representative of the Cabarrus County Board of Commissioners. as required for their information

Vice-Chairman Mack motioned to approve the Consent Agenda as presented. Mrs. Caldwell seconded the motion. The motion passed 5:0.

OLD BUSINESS

PHAB Accreditation Update

Dr. Pilkington reported that the Public Health Accreditation Board (PHAB) Site visit which took place October 17-18, 2012 went very well. He explained that Cabarrus Health Alliance participated in the PHAB Beta test in 2010 and that stated if all goes as anticipated, Cabarrus Health Alliance will be among the first public health departments in the nation to achieve national accreditation.

NEW BUSINESS

CHA Personnel Policy Review and Adoption

Betty Braxton, Human Resources Director, explained that the Cabarrus Health Alliance Personnel Policy was adopted by the Board effective July 1, 1997. The policy has been reviewed periodically by the Human Resources Director and updated as needed/required by changes in federal/state employment legislation. Best practice standards recommend periodic review by an attorney. G. Bryan Adams, III, Attorney with the firm of Van Hoy, Reutlinger, Adams and Dunn, labor and employment law specialists, reviewed the Cabarrus Health Alliance Personnel Policy.

Mrs. Braxton noted that the significant revisions recommended by Mr. Adams were:

Introduction Section - added

Recruitment and Employment Section - more detail on ADA Accommodations and use of a form for requesting accommodations

Harassment Policy - Policy renamed and expanded definitions/examples of workplace harassment

Telephones, Voice Mail, e-mail and Internet Policy - New

FMLA - Military coverage outlined

Leave Without Pay - Detailed with more specific parameters

Maternity Leave - Removed (covered by FMLA or Leave without Pay policy)

Reinstatement - Removed (creates a potential for expectation for rehire)

Mrs. Braxton noted that the Cabarrus Health Alliance Leadership Team has also reviewed the personnel policy revisions.

Mrs. Caldwell motion to approve the revisions to the Cabarrus Health Alliance Personnel Policy as presented. Vice-Chairman seconded the motion. The motion passed 5:0.

2011 Infant Mortality Data

Dr. Pilkington reviewed 2011 Infant Mortality Data recently received from the state. He noted that although infant mortality is a huge problem nationwide, North Carolina is rated at 7.2 and Cabarrus County is rated at 4.4. He stated that Cabarrus Health Alliance is helping to reduce the number of mothers without pre-natal care. He voiced his appreciation to the OB's in this community and to the Family Practice Physicians who are all working together to make Cabarrus County a healthier community, and acknowledged that this team effort helps us to maintain a high ranking with the Robert Wood Johnson Foundation.

Performance Award

Dr. Pilkington explained that the Public Health Authority Board sets goals each year focused on employee separations, productivity, customer satisfaction ratings, and net revenues and expenses, and for FY 2012, all organizational goals and objectives were met. Previously, performance awards have been \$1,000 for all CHA employees on the payroll as of June 30, of that fiscal year. Mrs. Harkey noted that the Medicaid Cost Settlement is not finalized yet, so current financial status is uncertain. She explained that the state is planning a desk audit to approve last year's funds for the Medicaid Cost Settlement and enough funds could come in to offset the current deficit. She also noted that plans for the \$367,287 contingency funds will not be finalized until the settlement amount is announced. Other than a \$30,000 request from the IT Dept. for a new CHA website design, the balance could be used to cover some of the award for programs that earned the settlement. Mrs. Caldwell asked if there could be an opportunity to approve one-half now and reserve the second part of the performance award. Dr. Pilkington estimated that we should hear from the Medicaid Cost Settlement by February/March 2013. Mr. White noted that new legislation meets in January 2013 with hopes that things would be different then. Dr. Pilkington responded that there could be changes in 2013 funding, but not for 2012. Mr. White stated, "If employees have earned it, I see no problem, if the funding is there." Dr. Krusell asked about the fund balance. Mrs. Harkey replied that there is currently \$7 million in the fund balance. Mrs. Braxton reviewed the organizational goals with the Board. She pointed out that the only missing piece at the August 14, 2012 Cabarrus County Public Health Authority Board of Commissioner's meeting was the financial piece. She advocated for Cabarrus Health Alliance employees, stated that employees met organizational goals; they know all goals have been met, and only the financial piece is pending. Dr. Pilkington added that for some CHA employees, it's been a tough year, financially. Mrs. Wingate advised that in the future, when goals are set, the money should already be there and in place. She added, "If historically, CHA always receives a sufficient Medicaid Cost Settlement to fund this, then recognize this is just a cash-flow issue and go forward. And if we get burned, change your strategies for the future." Clarification from Mrs. Harkey stated that the Medicaid

settlement has allowed CHA to either balance or have a net profit at end of year but that is not specifically the funds that have been used. Mrs. Wingate motion to approve the Performance Award as presented. Dr. Krusell seconded the motion. The motion passed 6:0.

2012 Strategic Plan

Erin Shoe, Heather Esch and Kim Ragan served on the Cabarrus Health Alliance 2012 Strategic Planning Committee. Mrs. Ragan noted that the process was initiated in 2012. She shared a PowerPoint presentation to review the process used to identify proposed goals, objectives and priority objectives for the next four year time period. She also reviewed the processes in soliciting staff feedback and meeting in focus groups. It was noted that the process included a full scale SWOT analysis, review and discussion of the 2012 Community Needs Assessment, and environmental scan to assess capacity in other local provider offices. Mrs. Esch reviewed the Strategic Plan Annual Work Plan in working toward each organizational strategic direction, to specify action steps and define competencies. Mr. White questioned the Priority Objective related to improving staff morale, asking where there are problems. Dr. Pilkington responded that this is his frustration, also, as employees seemed to be mixing their personal agendas with Strategic Planning. He stated that the annual employee satisfaction survey is coming soon. Mrs. Shoe added that we will continue to look at this and monitor as a Leadership Team. She stated that 2012 Strategic Plan objectives were presented to the Cabarrus Health Alliance Leadership Team for review/approval and needs approval from the Public Health Authority Board. Vice-Chairman Mack motioned to approve the 2012 Strategic Plan as presented. Mrs. Caldwell seconded the motion. The motion passed 6:0. Mrs. Wingate thanked the 2012 Strategic Planning Committee for their good work in this process.

INFORMAL PUBLIC COMMENTS/SPEAKERS FROM THE FLOOR

Chairman Kincaid 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 announced that the President of Ecuador and his staff visited Cabarrus Health Alliance on October 30, 2012. They were very impressed with our building and our staff. Chairman Kincaid assisted in hosting our visitors.

PHAB Accreditation Site Visit which took place on October 17 & 18, 2012 went very well. Hoping for good news in early spring.

CHA just received a Robert Wood Johnson grant, and will be partnering with Guilford County, focusing on how public health departments can share services.

Dr. Pilkington provided updates to the Public Health Authority Board on Public Health Preparedness response to New York, the latest information on the e-coli outbreak from the Catawba County Fair, the West Nile Virus, and influenza in Cabarrus County.

Dr. Pilkington reminded the Public Health Authority Board that they are not scheduled to meet on December 11, 2012 and the next regular meeting is scheduled for Tuesday, January 8, 2013.

ADJOURNMENT

There being no further business to come before the Cabarrus County Public Health Authority Board of Commissioners the meeting adjourned at 6:35 p.m.



Tom D. Kincaid, Chairman
Public Health Authority Board of Commissioners



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