

Public Health Authority of Cabarrus County (“CHA”)

Corporate Resolutions of the Board of Commissioners (the “Board”)

- 001 - Policy Development
- 002 - Chief Executive Officer
- 003 - Annual Fiscal Year
- 004 - Fiscal Management
- 005 - Public Relations & Information
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- 006 - Conflict of Interest
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- 008 - Compensation of Board Members
- 009 - Board Attorney
- 010 - Board Governance Philosophy
- 011 - Payroll Administration
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- 013 - Incurred but Not Reported Expenses
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- 015 - Provision of Agency Vehicles
- 016 - Fee Policy

Public Health Authority of Cabarrus County

Section No. Admn. 001
Page 1 of 1

SUBJECT: Policy Development

EFFECTIVE DATE: July 1, 1997

REVISION DATE: June 17, 2008; June 20, 2023

REVIEW DATE: May 12, 2009; June 1, 2010; June 14, 2011; February 11, 2014; May 12, 2015;
May 10, 2016; August 8, 2017; August 14, 2018; August 13, 2019;
August 3, 2020; June 14, 2022; June 20, 2023

Purpose:	To establish methods and guidelines to be followed by the Board and staff in the formulation and establishment of CHA Board policies.
Policy:	It is the policy of the Board to require the Chief Executive Officer to present all matters requiring policy guidance by the Board in written form. The primary responsibility for initiating policy actions rests with the Board and the Chief Executive Officer. The guidelines identified in this policy will be followed by the Board and CHA staff in the development of any CHA Board policies.
Policy Guidelines:	<p>The following procedures will be followed by the Board in carrying out its responsibility for policy planning:</p> <ol style="list-style-type: none"> 1. All potential issues, problems, concerns (whatever the source) likely to require policy determination will be referred to the Chief Executive Officer. 2. The Chief Executive Officer will make an initial determination of whatever applicable policy exists; whether current policy is ambiguous; whether current policy is incomplete or absent. 3. The Chief Executive Officer will consider whether the issue, problem, or concern warrants policy determination at the present time. 4. The Board may request policy guidance and refer to the Chief Executive Officer to develop draft policy alternatives as well as his/her recommended policy. 5. Except in a case of an emergency, the Board will follow the following steps in approving a new policy: <ol style="list-style-type: none"> a. The draft policy presented in written format as a consideration item at a Board meeting. b. At the next scheduled Board meeting the draft policy is presented as an action item for the Board. 6. The Board has final responsibility for the establishment of CHA policy. 7. The Chief Executive Officer is responsible for implementing the policies of the Board. 8. The Board shall review and update each administrative policy at least every four (4) years.

Approved: June 20, 2023

Signed: DocuSigned by:
Lara J. Pons MD
Lara J. Pons, Board Chairman,
Cabarrus Health Alliance

Date: June 20, 2023

Signed: DocuSigned by:
Erin K. Shae
Erin Shae, Chief Executive Officer,
Cabarrus Health Alliance

Date: June 20, 2023

Public Health Authority of Cabarrus CountySection No. Admn. 002
Page 1 of 2**SUBJECT: Chief Executive Officer**

EFFECTIVE DATE: July 1, 1997

REVISION DATES: June 1, 2010; June 20, 2023

REVIEW DATES: May 12, 2009; February 9, 2010; June 14, 2011; January 8, 2013;
February 11, 2014; May 12, 2015; May 10, 2016; August 8, 2017;
August 14, 2018; August 13, 2019; June 14, 2022; June 20, 2023

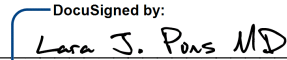
Purpose:	To state general policies which will guide CHA in its use of a Chief Executive Officer.
Policy:	<p>It is the Board's policy:</p> <ol style="list-style-type: none"> 1. To employ a Chief Executive Officer and delegate to him/her the authority and responsibility for the overall management of the affairs of CHA in accordance with written Board policies and the Bylaws of CHA. In the absence of written policies, the Chief Executive Officer is guided by an application of Board intent as established in other policies and counseled where appropriate by the officers of the Board. 2. To establish a job description for the position of Chief Executive Officer, including appropriate qualifications of education, experience, personal factors, and skills. The Chief Executive Officer shall guide his/her activities by the content and spirit of the job description. 3. That the Chief Executive Officer must administer CHA within conformance of a reasonable interpretation of the North Carolina General Statutes. 4. That any agreement involving commitment or implicit intent of commitment of credit and good faith beyond a fiscal year is subject to specific prior approval of the Board. 5. That the responsibilities of the Chief Executive officer include: <ol style="list-style-type: none"> a. The implementation of programs, policies, fiscal plans. b. Performance of management functions which will assure that program services will be available, accessible, acceptable, coordinated to promote continuity of care and meeting appropriate standards. c. Delegation of authority and accountability for program functions to CHA staff who are assigned managerial responsibilities. d. Coordination of information with other governmental and private groups concerned with the planning and delivery of health and social services for which clients of the area are eligible. e. Performance of administrative functions which will provide accountability for funds received and expended and assure that all regulations and requirements are satisfied. Performance of these duties may be delegated to CHA's Chief Financial Officer. f. Management of CHA staff addressing such functions as recruitment, staff development, job descriptions, evaluation, termination, grievance procedures, pension and related employee benefits. g. Use of statistical and other relevant information for determining needs, planning services, monitoring staff and program activity, and evaluating the attainment of objectives.

Cabarrus Health Alliance Board of Health
Corporate Resolutions

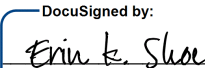
BOH-002-04

	<ul style="list-style-type: none"> h. To present to the Board issues which may require Board policy statements. i. To approve contracts for services for amounts approved by the Board in the budget ordinance or revision of CHA. j. To approve the purchase of capital equipment approved by the Board in the budget ordinance or revision of CHA. k. To develop the organizational structure for CHA, prepare current organizational charts, and establish lines of communication. <p>6. The Chief Executive Officer will be evaluated on an annual basis. Such evaluation should be done by a committee appointed by the Chairman of the Board and this report may be added in Executive Session of the Board, if needed. The Board will establish criteria upon which such an evaluation will be necessary for a merit raise consideration.</p>
Responsibility:	It is the responsibility of the Board to hire and terminate, if necessary, the Chief Executive Officer. It is the responsibility of the Board to at least every three (3) years review and approve a job description for the Chief Executive Officer.

Approved: June 20, 2023

Signed: 
Dr. Lara J. Pons, Board Chairman,
 Cabarrus Health Alliance

Date: June 20, 2023

Signed: 
Erin Shue, Chief Executive Officer,
 Cabarrus Health Alliance

Date: June 20, 2023

Public Health Authority of Cabarrus CountySection No. Admn. 003
Page 1 of 2SUBJECT: **Annual Fiscal Year**

EFFECTIVE DATE: July 1, 1997

REVISION DATES: June 21, 2005; July 17, 2008; June 20, 2023

REVIEW DATES: May 12, 2009; June 1, 2010; July 14, 2011; January 8, 2013; February 11, 2014;
May 10, 2016; August 8, 2017; August 14, 2018; August 13, 2019;
August 3, 2020; June 14, 2022; June 20, 2023

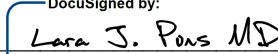
Background:	The Local Government Budget and Fiscal Control Act (the "Act") requires that the Board approve a budget ordinance prior to the start of each new fiscal year (July 1).
Purpose:	To establish methods and guidelines to be followed by the Board and Chief Executive Officer in the formulation, approval and execution for the annual fiscal plan.
Policy:	<p>It is the policy of CHA Board that:</p> <ol style="list-style-type: none"> 1. The Chief Executive Officer shall submit to the CHA Board a proposed annual fiscal plan no later than May preceding the start of the new fiscal new year. The proposed plan shall delineate the types of services contracted, the vendors of service, the amount of service contracted for and the amount of funds allocated to each contract. The Board shall review and approve any contracts as outlined in the approved budget ordinance. 2. In preparing the fiscal plan, the Chief Executive Officer shall ensure: <ol style="list-style-type: none"> a. expenses do not exceed revenues; b. revenue projections are conservative; c. any fund balance budgeted is clearly explained; d. any new services proposed shall correspond to the Board priorities; 3. A public hearing on the annual fiscal plan will be held prior to the plan's adoption at the June Board meeting of CHA. 4. The CHA Board will adopt a budget ordinance for the annual fiscal plan at the June Board meeting of CHA preceding the start of the new fiscal year. This budget adoption shall be in conformance with the Act. <p>Implementing the Annual Fiscal Plan</p> <ol style="list-style-type: none"> 1. Following the adoption of the annual fiscal plan by the CHA Board, the Chief Executive Officer is authorized to execute contracts with vendors approved in the fiscal plan. 2. The Chief Executive Officer shall ensure that there is a positive cash flow during the fiscal year. 3. The Chief Executive Officer may expend two percent (2%) of the budget for capital equipment before needing to request Board approval. 4. The Chief Executive Officer shall make every effort to ensure the annual fiscal plan is administered to end the fiscal year with a surplus. <p>Revising the Fiscal Plan</p>

Cabarrus Health Alliance Board of Health
Corporate Resolutions

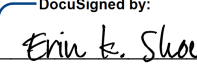
BOH-002-06

	<ol style="list-style-type: none"> 1. The CHA Board delegates authority to the Chief Executive Officer to make budget revisions as needed during the year. 2. The Board may consider any other revision to the fiscal plan at any CHA Board meeting. <p>Monitoring</p> <p>The Board shall engage the service of a certified public accounting auditing firm to conduct an annual fiscal and compliance audit. Such auditor shall be chosen from a bid process every three (3) years, with an option to extend the term of award without bid process if desired by the Board.</p>
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Approved: June 20, 2023

Signed:  _____
DocuSigned by:
 Dr. Lara J. Pons, Board Chairman,
 Cabarrus Health Alliance

Date: June 20, 2023

Signed:  _____
DocuSigned by:
 Erin Shae, Chief Executive Officer,
 Cabarrus Health Alliance

Date: June 20, 2023

Public Health Authority of Cabarrus CountySection No. Admn. 004
Page 1 of 2SUBJECT: **Fiscal Management**

EFFECTIVE DATE: July 1, 1997

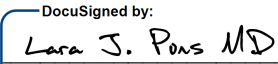
REVISION DATES: June 17, 2008; June 1, 2010; June 20, 2023

REVIEW DATES: May 12, 2009; June 14, 2011; January 8, 2013; February 11, 2014;
May 12, 2015; May 10, 2016; August 8, 2017; August 14, 2018;
August 13, 2019; August 3, 2020; June 14, 2022; June 20, 2023

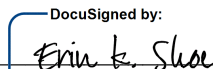
Purpose:	To assure the development of a financial management system and to delegate authority and responsibility for CHA 's fiscal management systems.
Policy:	<p>It is CHA's policy that a financial management system be established and that it shall be based on sound fiscal procedures. CHA 's financial management system shall incorporate the following:</p> <p>Accounting system:</p> <ol style="list-style-type: none"> 1. An accounting system which provides for reporting of all revenue and expenditures by fund. 2. A system of maintaining financial records to allow for the determination of costs by program and service. 3. A system of providing adequate accounting reports to allow for the preparation of CHA's financial reports. 4. A system to ensure proper administration and accounting controls over CHA 's cash disbursements. The opening of bank accounts shall be authorized by resolution of the CHA Board and checks shall always require two (2) signatures by persons approved by CHA. The Board Chairman, Board Vice-Chairman, Chief Executive Officer, and Chief Financial Officer are all authorized to sign checks for CHA. CHA checks must be counter-signed by at least two (2) of the above officials. <p>Audit:</p> <p>CHA shall contract with a certified public accountant for an annual fiscal and compliance audit.</p> <p>Regulations:</p> <p>CHA staff must conform to all accounting rules and regulations promulgated by the Division of Health Services, the OMB Common Rule, General Accepted Accounting Principles (GAAP) and the Local Government Budget and Fiscal Control Act.</p> <p>Capital Assets:</p> <ol style="list-style-type: none"> 1. CHA shall establish or be covered by a perpetual basis detailed inventory record system for capital equipment as defined. 2. CHA shall take a physical inventory of equipment, as defined, on or before June 30 of each fiscal year, or, in the case of a project, grant with other than a June 30 ending

	<p>date, on or before the last day of a project/grant. The results of the physical count shall be compared to the perpetual records.</p> <ol style="list-style-type: none"> 3. It shall also be the policy of CHA to investigate any loss, damage or theft of property. 4. Adequate preventive maintenance procedures shall be performed and related records documenting such maintenance shall be maintained. Any major repairs will also be documented noting mileage/utility factors at the time of repair, cost of repair, and detailed description of the repair. <p>Purchasing: It shall be CHA's policy to place all purchase orders on the basis of CHA's Purchasing Policy, the direction of the Board, and in compliance with the North Carolina General Statutes.</p> <p>Record Retention: It is the CHA's policy that a record retention schedule be established in compliance with the OMB Common Rule, the North Carolina General Statutes, the Division Regulations and CHA's Record Retention Policy.</p>
Policy Guidelines:	<p><u>Authority:</u> CHA shall be responsible for engaging a certified public accountant to annually review the CHA's financial management system and reporting such a review to CHA.</p> <p><u>Director:</u> The Chief Executive Officer shall assure the implementation of the CHA's financial management system including its compliance with all applicable laws, rules, and regulations. The Chief Executive Officer shall ensure that the capital asset and purchasing policy is adhered to.</p> <p><u>Program Managers:</u> It shall be the responsibility of the supervisor of the program producing the records/documents to ensure that the retention schedule is adhered to.</p>

Approved: June 20, 2023

Signed: 
 Dr. Lara J. Pons, Board Chairman,
 Cabarrus Health Alliance

Date: June 20, 2023

Signed: 
 Erin Shea, Chief Executive Officer,
 Cabarrus Health Alliance

Date: June 20, 2023

Public Health Authority of Cabarrus CountySection No. Admn. 005
Page 1 of 1**SUBJECT: Public Relations and Information**

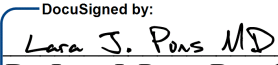
EFFECTIVE DATE: July 1, 1997

REVISION DATES: June 1, 2010, June 20, 2023

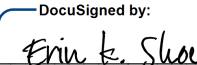
REVIEW DATES: May 12, 2009; June 14, 2011; January 8, 2013; February 11, 2014;
May 10, 2016; August 8, 2017; August 14, 2018; August 13, 2019;
August 3, 2020; June 14, 2022; June 20, 2023

Purpose:	To establish guidelines for informing the public of the functions and activities of CHA and to enhance public understanding of CHA.
Policy:	<p>It is the Board's policy</p> <ol style="list-style-type: none"> To keep residents and individuals employed in the service area regularly and thoroughly informed about CHA through all possible channels of communication. Information about CHA services and how to acquire them and about regular and special activities of the Board will be provided to local and county-wide media both directly and through cooperation with the CHA Board. To protect information gathered from CHA clients to the maximum extent provided for under the law. To prohibit representatives of the news media to photograph clients unless the client or guardian gives written consent. In instances when there is some type of emergency (i.e. client injury or death, damage to property, etc.), only the Chairman of the Board or Chief Executive Officer is the official spokesman of the CHA.
Responsibilities:	<p><u>Board:</u></p> <p>The Board shall be responsible for the following:</p> <ol style="list-style-type: none"> Providing leadership for and support to all efforts to provide information to the community. Delegating responsibility to the Chief Executive Officer for assuring adequate information flow to the community. <p><u>Chief Executive Officer:</u></p> <p>The Chief Executive Officer shall be responsible for providing information to the community under the direction of this policy.</p>

Approved: June 20, 2023

Signed: 
 Dr. Lara J. Pons, Board Chairman,
 Cabarrus Health Alliance

Date: June 20, 2023

Signed: 
 Erin Shae, Chief Executive Officer,
 Cabarrus Health Alliance

Date: June 20, 2023

Public Health Authority of Cabarrus County

**SUBJECT: NOTIFICATION OF PUBLIC HEALTH
AUTHORITY BOARD OF COMMISSIONERS IN
THE EVENT OF A PUBLIC HEALTH
EMERGENCY**

Section No. Admn. 005a
Page 1 of 1

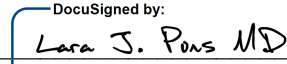
EFFECTIVE DATE: July 1, 2009

REVISION DATES: June 20, 2023

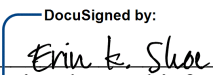
REVIEW DATES: June 1, 2010; June 14, 2011; January 8, 2013; February 11, 2014 ; May 12, 2015;
May 10, 2016; August 8, 2017; August 14, 2018; August 13, 2019;
August 3, 2020; June 14, 2022; June 20, 2023

Purpose:	CHA plays a major role in all aspects of communication involving a public health emergency through its health alert network, risk communication, and other public health information dissemination mechanisms. Communication to the members of the CHA Board regarding public health emergencies is another vital element of the communication plan.
Policy:	<p>The CEO/Public Health Director of CHA or his or her designee will speak with the Board Chair to determine what and when information needs to go out to the Board and how best to communicate that information depending on the event/situation.</p> <p>The CEO/Public Health Director or designee may communicate with the CHA Board members by phone or e-mail, as appropriate to the situation.</p> <p>The CHA Board group e-mail will be utilized to keep Board members notified/updated during events. These updates will be short, concise bulleted points as to the situation and what CHA is doing in response.</p> <p>The CHA Board will receive press releases in the event of a public health emergency prior to, or at the time they are released to the public.</p>
Responsibilities:	<p>CHA Board members are free to speak to media, as long as they make it known they are not speaking as an official representative of CHA, but as a public citizen.</p> <p>The exception would be if a CHA Board member is officially delegated to speak on behalf of CHA by the CEO/Public Health Director.</p>

Approved: June 20, 2023

Signed: 
 Dr. Lara J. Pons, Board Chairman,
 Cabarrus Health Alliance

Date: June 20, 2023

Signed: 
 Erin Shea, Chief Executive Officer,
 Cabarrus Health Alliance

Date: June 20, 2023

Public Health Authority of Cabarrus County

SSUBJECT: **Conflict of Interest**

EFFECTIVE DATE: July 1, 1997

Section No. Admn. 006
Page 1 of 1

REVISION DATES: June 1, 2010; June 20, 2023

REVIEW DATES: May 12, 2009; June 14, 2011; September 13, 2011; January 8, 2013;
February 11, 2014; May 12, 2015; May 10, 2016; August 8, 2017;
August 14, 2018; August 13, 2019; August 3, 2020; June 14, 2022; June 20, 2023

Purpose:	To delineate instances where staff and/or CHA Board members may have a conflict of interest.
Policy:	<p>It is the policy of the Board:</p> <ol style="list-style-type: none"> No paid staff members of CHA shall serve as a member of the CHA Board. No paid staff member of the Board shall be on the board of any incorporated "Affiliate Agency" (defined below)*. No paid staff member of any Affiliate Agency may serve on the board of another Affiliate Agency without prior approval of the Board. Any Board member who is on the board of an Affiliate Agency must abstain from any voting on any funding allocation to the particular Affiliate Agency. No paid staff member of the Board may place Board business with a financial entity in which the staff member has a financial interest. No member of the Board shall violate the provision of North Carolina General Statute 14-234** or any other law or regulation prohibiting conflict of interest. CHA staff, employees and the Board shall abide by the Conflict of Interest Policies in place by CHA as they pertain to employees, staff members and the Board members, respectively. <p>* Affiliate Agency - An organization or agency that is related to another organization or agency through some type of control or ownership or structural relationship with each other.</p> <p>**NC General Statute in Policy #6 should reference 131E-21 which applies to a hospital authority, in addition to NCGS 14-234.</p>

Approved: June 20, 2023

Signed: DocuSigned by:
Lara J. Pons MD
Dr. Lara J. Pons, Board Chairman,
Cabarrus Health Alliance

Date: June 20, 2023

Signed: DocuSigned by:
Erin K. Shue
Erin Shue, Chief Executive Officer,
Cabarrus Health Alliance

Date: June 20, 2023

Public Health Authority of Cabarrus County

Section No. Admn. 007
Page 1 of 1

SUBJECT: Fund Management

EFFECTIVE DATE: July 1, 1997

REVISION DATES: June 17, 2008; February 11, 2014; June 20, 2023

REVIEW DATES: May 12, 2009; June 1, 2010; June 14, 2011; January 8, 2013; May 12, 2015;
May 10, 2016; August 8, 2017; August 14, 2018; August 13, 2019;
August 3, 2020; June 14, 2022; June 20, 2023

Purpose:	To assume the development of a fund management system and to delegate authority for CHA's financial management system.
Policy:	It is CHA's policy that a fund management system be established and that it shall be based on sound fund management procedures. CHA's financial management system shall incorporate: <ul style="list-style-type: none"> A. All surplus funds (funds in excess of current operating expenses) shall be deposited in the North Carolina Capital Management Trust. This is a money market mutual fund offered exclusively to local governmental units in North Carolina. This trust has been certified by the North Carolina Local Government Commission as a legal investment for temporarily available cash. B. Current operating funds (those expected to be utilized in ninety (90) days or less) may be deposited in short term collateralized Certificate of Deposit accounts (which are approved by the Local Government Commission) and in commercial paper graded at least A1P1.
Responsibility:	The Chief Executive Officer shall be responsible for insuring compliance with this fund management policy of CHA.

Approved: June 20, 2023

Signed: Lara J. Pons MD
Lara J. Pons, Board Chairman,
Cabarrus Health Alliance

Date: June 20, 2023

Signed: Erin K. Shor
Erin Shor, Chief Executive Officer,
Cabarrus Health Alliance

Date: June 20, 2023

Public Health Authority of Cabarrus County

SUBJECT: Compensation for Board Members

Section No. Admn. 008
Page 1 of 1

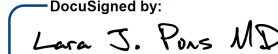
EFFECTIVE DATE: July 1, 1997

REVISION DATES: June 20, 2023

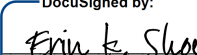
REVIEW DATES: May 12, 2009; June 1, 2010; June 14, 2011; January 8, 2013; February 11, 2014;
May 12, 2015; May 10, 2016; August 8, 2017; August 14, 2018;
August 13, 2019; June 14, 2022; June 20, 2023

Purpose:	To set limitations and guidelines for the compensation of Board members from time to time while conducting business on behalf of the Board.
Policy:	<ol style="list-style-type: none"> Board members may receive as compensation for their services per diem and subsistence allowance for each day during which they engaged in the official business of the Board and they shall not exceed those rates authorized for CHA employees or staff members. Board members may be reimbursed for all necessary travel expenses and registration fees in amounts set by the Board.

Approved: June 20, 2023

Signed: 
Dr. Lara J. Pons, Board Chairman,
Cabarrus Health Alliance

Date: June 20, 2023

Signed: 
Erin Shae, Chief Executive Officer,
Cabarrus Health Alliance

Date: June 20, 2023

Public Health Authority of Cabarrus County

SUBJECT: Board Attorney

Section No. Admn. 009
Page 1 of 1

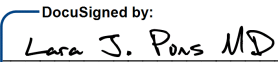
EFFECTIVE DATE: July 1, 1997

REVISION DATES: June 1, 2010; June 20, 2023

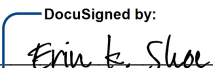
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May 12, 2015; May 10, 2016; August 8, 2017; August 14, 2018;
August 13, 2019; August 3, 2020; June 14, 2022; June 20, 2023

Purpose:	To establish the Board's guidelines for the use of an attorney and the management of legal issues.
Policy:	<p>It is the policy of the Board to retain the services of an attorney to provide advice and services to both Board and CHA staff.</p> <p>The following are the responsibilities of the Board attorney:</p> <ol style="list-style-type: none"> 1. Advise the Board on all legal issues presented to the Board. 2. Initiate any legal action authorized by the Board. 3. Review and approve all prototype* contracts used by CHA to contract for services and provide advice regarding the execution of each contract when needed. 4. Review and approve contracts relating to insurance, fringe benefits, preferred provider status and any other major business contracts of CHA. 5. Advise staff on legal issues surrounding client care. 6. Other duties as required by the Board. <p>*Prototype contracts are purchase of service and total cost contracts that are used with multiple affiliate agencies.</p>

Approved: June 20, 2023

Signed: 
Dr. Lara J. Pons, Board Chairman,
Cabarrus Health Alliance

Date: June 20, 2023

Signed: 
Erin Shae, Chief Executive Officer,
Cabarrus Health Alliance

Date: June 20, 2023

Public Health Authority of Cabarrus County**SUBJECT: Board Governance Philosophy****EFFECTIVE DATE:** July 1, 1997Section No. Admn. 010
Page 1 of 1**REVISION DATES:** June 20, 2023**REVIEW DATES:** May 12, 2009; June 1, 2010; June 14, 2011; January 8, 2013; February 11, 2014;
May 12, 2015; May 10, 2016; August 8, 2017; August 13, 2019; August 3, 2020;
June 14, 2022; June 20, 2023

Purpose:	To establish a policy to be followed on the Board's governance policy.
Policy:	<p>CHA fully realizes that it is responsible for how it governs the organization. The Board is responsible for meeting attendance, the agenda, and the capability to envision the future.</p> <p>This Board will approach its task of governing the organization in a manner which emphasizes strategic leadership more than administrative details, clear distinction of Board and staff roles, future rather than past or present, and productivity rather than reactivity. In this spirit, the Board will:</p> <ol style="list-style-type: none"> 1. Keep its major focus and involvement on the long term impact of the organization, not with the administrative or programmatic means of attaining these impacts. 2. Direct, control, and inspire the organization through the careful deliberation and establishment of policies. Policies will be statements of values or approaches which address: <ol style="list-style-type: none"> a) The services to be offered; b) Administrative constraints on staff; c) Board roles and responsibilities; and d) The Board/staff relationship. 3. Enhance upon itself whatever discipline is needed to govern with excellence. Discipline will apply to attendance, policy making, respect of clarified roles, speaking with one voice, and self-policing of Board tendencies to stray from rigorous governance. 4. Be accountable to the general public and the Cabarrus County Commissioners for competent, conscientious, and effective accomplishment of its obligations as a body. This will allow no officer, individual, or committee to usurp the role of and authority of the Board. 5. Be an initiator of policy and responsible for its own performance. 6. Evaluate the performance of the Chief Executive Officer on an annual basis. 7. Monitor the approved policies of CHA. 8. Issues presented to the Board should be discussed in the following content: <ol style="list-style-type: none"> a) What policies are represented here? b) How do these proposed actions relate to previous policies adopted by the Board?

Cabarrus Health Alliance Board of Health
Corporate Resolutions

BOH-002-016

Approved: June 20, 2023

Signed: DocuSigned by:
Lara J. Pons MD

2023.06.20 10:31:36 EDT
Dr. Lara J. Pons, Board Chairman,
Cabarrus Health Alliance

Date: June 20, 2023

Signed: DocuSigned by:
Erin K. Shoe

2023.06.20 09:41:15 EDT
Erin Shoe, Chief Executive Officer,
Cabarrus Health Alliance

Date: June 20, 2023

Public Health Authority of Cabarrus County

SUBJECT: Payroll Administration

Section No. Admn. 011
Page 1 of 1

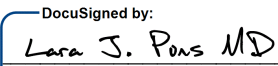
EFFECTIVE DATE: July 1, 1997

REVISION DATES: June 20, 2023

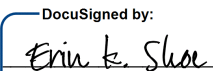
REVIEW DATES: May 12, 2009; June 1, 2010; June 14, 2011; January 8, 2013; February 11, 2014;
May 12, 2015; May 10, 2016; August 8, 2017; August 14 2018; August 13, 2019;
August 3, 2020; June 14, 2022; June 20, 2023

Purpose:	To establish a policy to be followed in the administration of the CHA payroll system.
Policy:	It is the policy of CHA to pay all employee payroll checks through direct deposit.
Policy Guidelines:	The following procedures will be followed in carrying out this payroll policy: <ol style="list-style-type: none"> 1. All CHA employees will be paid every two weeks; and 2. All CHA employees will be paid by direct deposit through the bank of such employee's choice.

Approved: June 20, 2023

Signed: 
DocuSigned by:
 Dr. Lara J. Pons, Board Chairman,
 Cabarrus Health Alliance

Date: June 20, 2023

Signed: 
DocuSigned by:
 Erin Shae, Chief Executive Officer,
 Cabarrus Health Alliance

Date: June 20, 2023

Public Health Authority of Cabarrus County

Section No. Admn. 012
Page 1 of 1

SUBJECT: Solicitation Policy

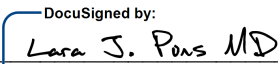
EFFECTIVE DATE: July 1, 1997

REVISION DATES: June 1, 2010; January 8, 2013; August 13, 2019; August 3, 2020, June 20, 2023

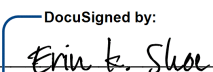
REVIEW DATES: May 12, 2009; June 14, 2011; January 8, 2013; February 11, 2014;
May 12, 2015; May 10, 2016; August 8, 2017; August 14 2018; August 13, 2019;
June 14, 2022, June 20, 2023

Purpose:	To establish a policy to be followed regarding solicitation.
Policy:	Soliciting to sell, actual sales or requests for donations, is prohibited on CHA property unless otherwise approved by the Chief Executive Officer.
Policy Guidelines:	<p>CHA does recognize the importance of voluntary support of charitable non-profit organizations within the community and will consider approving their fund-raising activities as exemptions to this general policy. These includes:</p> <ol style="list-style-type: none"> 1. Individual employee solicitations such as school fundraisers and club/organizational fundraisers may be exempt. In these cases, employees cannot solicit, distribute, be solicited or receive goods during normal working hours. Such approved activities may be conducted in non-public areas after normal working hours or during authorized meal and break periods. A designated non-public area within the CHA office may be used to display/post announcements for employees. 2. The Chief Executive Officer may approve such exemptions under the above guidelines. A list of currently exempted organizations, activities, and funds will be maintained within the Administrative Office. 3. Sale flyers, restaurant menus and other sales-like materials may be posted in the designated non-public area within the CHA office (see #1 above). 4. There will be no posting of commercial advertisements on CHA property. Exemptions may be approved by the Chief Executive Office (see #4 above).

Approved: June 20, 2023

Signed: 
 Dr. Lara J. Pons, Board Chairman,
 Cabarrus Health Alliance

Date: June 20, 2023

Signed: 
 Erin Shea, Chief Executive Officer,
 Cabarrus Health Alliance

Date: June 20, 2023

Public Health Authority of Cabarrus County

SUBJECT: Incurred But Not Reported (IBNR) Expenses

EFFECTIVE DATE: July 1, 1997

Section No. Admn. 013
Page 1 of 1

REVISION DATES: June 20, 2023

REVIEW DATES: May 12, 2009; June 1, 2010; June 14, 2011; January 8, 2013; February 11, 2014;
May 12, 2015; May 10, 2016; August 8, 2017; August 14 2018; August 13, 2019;
August 3, 2020; June 14, 2022; June 20, 2023

Purpose:	To establish a policy to be followed to allow for reimbursement for incurred but not reported expenses for CHA staff members and employees.
Policy:	CHA recognizes and appreciates the fact that staff sometimes uses their own cash resources to pay for expenses on behalf of CHA. In the spirit of integrity and honesty it is the CHA policy to reimburse these expenses as soon as possible.
Policy Guidelines:	<p>To insure that funds will be available to reimburse these expenses as part of the ongoing budget process, it is <u>required</u> that staff members and employees request reimbursement no later than thirty (30) days after incurring an expense, with proper documentation. Failure to adhere to this policy may result in a decision to deny reimbursement.</p> <p>Responsibility for implementation:</p> <ol style="list-style-type: none"> 1. Staff person to produce supporting documentation and make request for reimbursement; 2. Supervisor to revise supporting documentation and request for reimbursement made by staff member; and 3. Chief Financial Officer to make all final decisions regarding reimbursement of staff member expenses.

Approved: June 20, 2023

Signed: Lara J. Pons MD
Dr. Lara J. Pons, Board Chairman,
Cabarrus Health Alliance

Date: June 20, 2023

Signed: Erin K. Shue
Erin Shue, Chief Executive Officer,
Cabarrus Health Alliance

Date: June 20, 2023

Public Health Authority of Cabarrus CountySection No. Admn. 014
Page 1 of 1**SUBJECT: Fleet Policy**

EFFECTIVE DATE: July 1, 1997

REVISION DATES: June 17, 2008; June 1, 2010; August 13, 2019; August 3, 2020; June 20, 2023

REVIEW DATES: May 12, 2009; June 14, 2011; January 8, 2013; February 11, 2014;
May 12, 2015; May 10, 2016; August 8, 2017; August 14 2018; August 13, 2019;
June 14, 2022; June 20, 2023

Purpose:	To establish a policy to clearly define standard operating procedures for use, care, and maintenance of CHA owned vehicles.
Policy Guidelines:	<p>The following guidelines are established to regulate the use of CHA vehicles in the performance of their duties.</p> <p><u>Use of CHA Owned Vehicles</u></p> <p>A. Permitted Uses</p> <ol style="list-style-type: none"> 1. Only CHA employees or drivers authorized by departments may drive or operate CHA vehicles and equipment. 2. CHA owned vehicles shall be used for official CHA business only. 3. No passengers will be permitted unless they are on or for official CHA business. <p>B. Driver Requirements</p> <ol style="list-style-type: none"> 1. Each driver of any CHA owned vehicle must have a valid North Carolina operator's license. CHA employees who are drivers of vehicles weighing more than 26,000 pounds or a vehicle carrying sixteen (16) or more passengers, must have a valid North Carolina Commercial Class B license with a passenger endorsement. 2. Employees will be responsible for any vehicle or equipment assigned to them. 3. Employees driving CHA vehicles are required to obey all traffic laws including wearing seat belts in compliance with seat belt laws. 4. CHA will not pay traffic tickets or parking fines of employees driving CHA owned vehicles, nor will CHA pay if the employee is authorized to use their personal vehicle on CHA business. Employees found guilty of a moving violation may be subject to disciplinary action by their supervisor. 5. Employee driving record must meet the safe driver requirements of the CHA auto liability insurance carrier. <p>C. Vehicle Assignment</p> <ol style="list-style-type: none"> 1. CHA vehicles are normally assigned to an individual at the start of their work period and are the employee's responsibility until the completion of the assigned work period. 2. A CHA vehicle may be assigned to an individual employee who regularly requires vehicular transportation in the performance of his or her assigned duties and responsibilities and requires the use of the vehicle during off duty time. The assignment may be of a permanent nature or for a specified time period, such as a week of on-call duty. 3. During vacation periods or leaves of absences, an employee who is assigned a vehicle on a permanent basis, will turn the vehicle into their department or a manager of CHA

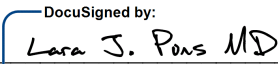
	<p>responsible for fleet management (the "Fleet Manager").</p> <p>D. Personal Use of CHA Vehicles</p> <ol style="list-style-type: none"> 1. No employee may use the vehicle assigned to him or her for personal business. 2. When the vehicle is not being used for CHA business purposes, it is to be kept on the premises of CHA except as specifically exempted by the Chief Executive Officer. 3. No CHA vehicle will be allowed to be driven to an employee's home unless the employee is subject to <u>frequent</u> and <u>emergency</u> duty after normal working hours. Exceptions to this policy will be made with the approval of the Chief Executive Officer. 4. An employee's title or position will not be regarded as justification for taking a CHA vehicle home; rather, justification is to be based on the above criteria without regard to official capacity. <p><u>Accident Policy</u></p> <p>Regardless of the situation, the following procedures <u>must</u> be followed in the event of an accident involving a CHA vehicle:</p> <ol style="list-style-type: none"> 1. Immediate notification of proper law enforcement agency for accident investigation and report. 2. Notification to the Fleet Manager within same business day. 3. Immediate notification of the Chief Executive Officer and/or delegate of CHA and the employee or staff members' immediate supervisor. 4. It is necessary to prepare a proper CHA accident report. The accident report forms are located in the glove box of each vehicle. This accident report must be completed legibly or the information called into the CHA Human Resources Department. This report along with one copy of the law enforcement agency report, should be submitted to the CHA Human Resources Department. 5. Complete an occurrence report, if there were any personal injuries, and submit to the CHA Human Resources Department. 6. The above forms are required to be filed within three (3) business days of an accident. Failure to file the proper reports can result in loss of vehicle driving privileges, suspension, demotion or dismissal. 7. The Fleet Manager will secure damage repairs estimates and submit to the CHA Human Resources Department within seventy-two (72) hours of the accident. <p><u>Operation and Care of CHA Vehicles</u></p> <p>A. Cleaning of Vehicles</p> <ol style="list-style-type: none"> 1. Vehicles must be kept clean at all times. It is the assigned driver's obligation and responsibility to maintain the vehicle in clean condition. 2. Car washes and other appearance conditions are the responsibility of the driver assigned a car on a permanent basis. The Fleet Manager will be responsible for periodic washes of cars assigned to the CHA fleet pool. <p>B. Maintenance of Vehicles</p> <ol style="list-style-type: none"> 1. A vehicle number will be assigned by the Fleet Manager and affixed to the left rear window. 2. Each employee assigned a CHA owned vehicle is responsible for making an appointment and insuring periodic maintenance of the vehicle. The driver is obligated to
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	<p>schedule the appointment when the vehicle mileage is within 500 miles of the next service, which is indicated on the red bordered sticker on the inside of the driver's door.</p> <ol style="list-style-type: none"> 3. Repairs other than scheduled maintenance which are non-safety or non-essential must be submitted on a maintenance request form and require approval of the Fleet Manager. 4. Emergency repairs during normal working hours will be completed by an approved garage /service center. 5. For afterhours repairs, call the Fleet Manager. 6. Necessary action will be taken (wrecker called, etc.) as the Fleet Manager requests. 7. Gas cards for fuel sites are issued to each vehicle by the Fleet Manager. Gas cards are to stay with the vehicle, not with the driver. 8. Special equipment installed on the vehicle, such as fire extinguisher, flashlights, gas cards, and first aid kits, must stay within that vehicle at all times. Drivers are responsible for security of these items. 9. Fleet Manager will arrange the installation of snow tires and chains, as needed or required, by request of CEO. 10. The following items are the responsibility of the driver, if permanently assigned a car, to be replaced or repaired by outside services, unless otherwise specified by the Fleet Manager. Dealers which offer the State Contract price for tires will be used, if applicable. <ol style="list-style-type: none"> a. Replacement tires 11. The Fleet Manager will schedule other outside work unless specified otherwise (i.e. suspension alignment, upholstery repair, warranty work, exhaust system repair, etc.). It is the driver's responsibility, if permanently assigned a car, to have the vehicle at the contracted service at the designated time and to also pick up the vehicle when finished. 12. CHA is not responsible for personal items which are lost or stolen when the vehicle is serviced. 13. Any warranty booklet, tag registration cards, state inspection certificate and owner's manuals must remain in the vehicle's glove compartment at all times. 14. No employee or staff member is authorized to alter any equipment installed in a vehicle. <p>C. Vehicle Replacement</p> <ol style="list-style-type: none"> 1. Vehicles may be replaced at 100,000 miles, or at the Fleet Manager's request. 2. Mileage for trucks will not be used, only vehicle mechanical condition will warrant replacement, or as Fleet Manager requests. <p>D. Regulatory Compliance</p> <p>Any CHA vehicle that will be used by CHA requiring compliance with the Americans with Disabilities or any other applicable statute or regulation pertaining to the vehicle, shall comply in full with all such statutes and regulations.</p> <p>During the annual budget process, the Fleet Manager will determine if a vehicle is to be removed from service. The Fleet Manager will send a written recommendation to the Chief Executive Officer with a copy to the Chief Financial Officer when it is determined to remove vehicles from service.</p>
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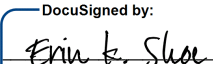
Cabarrus Health Alliance Board of Health
Corporate Resolutions

BOH-002-023

Approved: June 20, 2023

Signed: 
DocuSigned by:
Dr. Lara J. Pons, Board Chairman,
Cabarrus Health Alliance

Date: June 20, 2023

Signed: 
DocuSigned by:
Erin Shea, Chief Executive Officer,
Cabarrus Health Alliance

Date: June 20, 2023

Public Health Authority of Cabarrus County

SUBJECT: Provision of CHA Vehicles

Section No. Admn. 015
Page 1 of 1

EFFECTIVE DATE: March 1, 2000

REVISION DATES: June 17, 2008; June 1, 2010; June 20, 2023

REVIEW DATES: May 12, 2009; June 14, 2011; January 8, 2013; February 11, 2014;
May 12, 2015; May 10, 2016; August 8, 2017; August 14 2018; August 13, 2019;
August 3, 2020; June 14, 2022; June 20, 2023

Purpose:	To establish guidelines for the purchase and provision of CHA vehicles.
Policy:	<p>To establish guidelines for the purchase and provision of CHA vehicles.</p> <p>At the Board's election, the Board may provide a mid-sized vehicle (or the equivalent dollar amount in a monthly car allowance) for the Chief Executive Officer, and other employees, who travel more than 1,000 miles per month or require an agency vehicle for official business.</p> <p>The Chief Executive Officer must follow these principles in implementing this policy:</p> <ol style="list-style-type: none"> 1. Vehicle must be no larger than a mid-sized vehicle as defined by the State of North Carolina purchasing contracts. 2. If the Chief Executive Officer or other appointed employee elects a monthly travel allowance, the allowance must be based on an annual cost of a mid-sized vehicle. The real cost is to be determined by the Chief Financial Officer. 3. Purchased vehicles may be considered for trade or provided as motor pool vehicles after 100,000 miles. 4. The Chief Executive Officer shall report to the Board every June under this policy if provided a vehicle.

Approved: June 20, 2023

Signed: DocuSigned by:
Lara J. Pons MD
Dr. Lara J. Pons, Board Chairman,
Cabarrus Health Alliance

Date: June 20, 2023

Signed: DocuSigned by:
Erin K. Shue
Erin Shue, Chief Executive Officer,
Cabarrus Health Alliance

Date: June 20, 2023

Public Health Authority of Cabarrus County

Section No. Admn. 016
Page 1 of 1

SUBJECT: Fee Policy

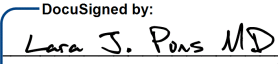
EFFECTIVE DATE: July 1, 1997

REVISION DATES: May 16, 2000; June 17, 2008; June 1, 2010; June 20, 2023

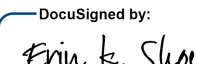
REVIEW DATES: May 12, 2009; June 14, 2011; January 8, 2013; February 11, 2014;
May 12, 2015; May 10, 2016; August 8, 2017; August 14 2018; August 13, 2019;
August 3, 2020; June 14, 2022; June 20, 2023

Purpose:	To establish a methodology to be followed by the Board and the Chief Executive Officer in the formulation, approval, and execution of establishing new fees for new services, and the establishment of new fees for existing services.
Policy Guidelines:	<ol style="list-style-type: none"> 1. New fees for new or existing services can be set at any time. The fees will be determined by studying the cost of providing the service current "UCR" (usual, customary, reasonable) rates, Medicare and Medicaid rates, market rates, and insurance carrier reimbursement rates. The fees will be effective the date the service is provided. The CHA Board does not have to review new fees; however, the CHA Board can review all fees at any given time and also a Geographic Adjustment Factor ("GAF") and/or Customized Fee Analyzer may be used to determine charges. 2. Fee increases/decreases are to be in place by CHA by October 1 of any given year. 3. The Chief Executive Officer, as delegated to the Chief Financial Officer, has the authority to deviate from this standard. Should this occur, a cost analysis of the given fee(s) in question must be available to the Board. 4. The Board may review and change this policy from time to time. The Board does not have to approve CHA fees.
Responsibility:	Responsibility for this policy is given to the Chief Executive Officer who may delegate it to the Chief Financial Officer.

Approved: June 20, 2023

Signed: 
Dr. Lara J. Pons, Board Chairman,
Cabarrus Health Alliance

Date: June 20, 2023

Signed: 
Erin Shae, Chief Executive Officer,
Cabarrus Health Alliance

Date: June 20, 2023