

CORPORATE RESOLUTION

Public Health Authority of Cabarrus County

Subject: **Policy Development**

Section No. Admn. 001

Page 1 of 1

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Approved: Lara J. Pons MD

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Purpose:	To establish methods and guidelines to be followed by the Board and staff in the formulation and establishment of Authority 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 members and the Chief Executive Officer. The guidelines identified in this policy will be followed by the Board and staff in the development of Authority Board policy.
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 policy: <ol style="list-style-type: none"> a. 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 Chief Executive Officer is responsible for implementing the policies of the Board. 7. The Board shall review and update each administrative policy at least every four (4) years. 8. The Board has final responsibility for the establishment of Authority Policy.

CORPORATE RESOLUTION

Public Health Authority of Cabarrus County

Subject: **Chief Executive Officer**

Section No. Admn. 002
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Purpose:	To state general policies which will guide the Authority 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 the Authority in accordance with written Board policies. 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 the Authority within conformance of a reasonable interpretation of 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 Authority 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.

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	<ul style="list-style-type: none"> 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 Finance Director. f. Management of Authority 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. 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. j. To approve the purchase of capital equipment approved by the Board in the budget ordinance or revision. k. To develop the organizational structure for the Authority, prepare current organizational charts, and establish lines of communication. <p>6. To evaluate the Chief Executive Officer on an annual basis. Such evaluation should be done by a committee appointed by the Chairman and this report may be added in Executive Session, if needed. The Board will establish criteria upon which such an evaluation will be necessary for a merit raise consideration.</p>
Responsibility:	<p>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 years review and approve a job description for the Chief Executive Officer.</p>

CORPORATE RESOLUTION

Public Health Authority of Cabarrus County

Subject: **Annual Fiscal Year**

Section No. Admn. 003
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Approved: *Lara J. Pons MD*
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Background:	The Local Government Budget and Fiscal Control Act requires that the Board approve a budget ordinance prior to the start of a 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 the Authority Board that:</p> <ol style="list-style-type: none"> 1. The Chief Executive Officer shall submit to the Authority Board a proposed annual fiscal plan no later than May preceding the start of the fiscal 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. 4. The Authority Board will adopt a budget ordinance for the annual fiscal plan at the June Board meeting preceding the start of the fiscal year. This budget adoption shall be in conformance with the Local Governmental Budget and Fiscal Control Act.

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Implementing the Annual Fiscal Plan

1. Following the adoption of the annual fiscal plan by the Authority 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 2% of the budget for capital equipment before needing Board approval.
4. The Chief Executive Officer shall make every effort to ensure the annual fiscal plan is administered to end with a surplus.

Revising the Fiscal Plan

1. The Authority 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 Board meeting.

Monitoring

The Board shall engage the service of a CPA auditing firm to conduct an annual fiscal and compliance audit. Such auditor shall be chosen from a bid process every three years, with an option to extend the term of award without bid process if desired.

CORPORATE RESOLUTION

Public Health Authority of Cabarrus County

Subject: **Fiscal Management**

Section No. Admn. 004
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Purpose:	To assure the development of a financial management system and to delegate authority and responsibility for the Authority's fiscal management systems.
Policy:	<p>It is the Authority's policy that a financial management system be established and that it shall be based on sound fiscal procedures. The Authority's financial management system shall incorporate:</p> <p>Accounting system:</p> <ol style="list-style-type: none"> 1. An accounting system which provides for reporting 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 the Authority's financial reports. 4. A system to ensure proper administration and accounting controls over the Authority's cash disbursements. The opening of bank accounts shall be authorized by resolution of the Authority and checks shall always require two signatures by persons approved by the Authority. The Board Chairman, Board Vice-Chairman, Chief Executive Officer, and Fiscal Officer are all authorized to sign checks for the Authority. Authority checks must be counter-signed by at least two (2) of the above officials. <p>Audit:</p> <p>The Authority shall contract with a certified public accountant for an annual fiscal and compliance audit.</p>

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	<p>Regulations: 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. The Authority shall establish or be covered by a perpetual basis detailed inventory record system for capital equipment as defined. 2. The Authority 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 date, on or before the last day of a project/grant. The results of the physical count shall be compared to the perpetual records. 3. It shall also be the policy of the Authority 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 the Authority's policy to place all purchase orders on the basis of the Authority Purchasing Policy.</p> <p>Record Retention: It is the Authority's policy that a record retention schedule be established in compliance with the OMB Common Rule, General Statutes and Division Regulations.</p>
<p>Policy Guidelines:</p>	<p><u>Authority:</u> The Authority shall be responsible for engaging a certified public accountant to annually review the Authority's financial management system and reporting such a review to the Authority.</p> <p><u>Director:</u> The Chief Executive Officer shall assure the implementation of the Authority'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>

CORPORATE RESOLUTION

Public Health Authority of Cabarrus County

Subject: **Public Relations and Information**

Section No. Admn. 005
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Purpose:	To establish guidelines for informing the public of the functions and activities of the Authority and to enhance public understanding of the Authority.
Policy:	<p>It is the Board's policy</p> <ol style="list-style-type: none"> 1. To keep residents and individuals employed in the service area regularly and thoroughly informed about the Authority through all possible channels of communication. Information about Authority 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 Health Alliance Board of Commissioners. 2. To protect information gathered from Authority clients to the maximum extent provided for under the law. 3. To prohibit representatives of the news media to photograph clients unless the client or guardian gives written consent. 4. 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 Authority.
Responsibilities:	<p><u>Board:</u></p> <p>The Board shall be responsible for the following:</p> <ol style="list-style-type: none"> 1. Providing leadership for and support to all efforts to provide information to the community. 2. Delegating responsibility to the Chief Executive Officer for assuring adequate information flow to the community. <p>Chief Executive Officer:</p> <p>The Chief Executive Officer shall be responsible for providing information to the community under the direction of this policy.</p>

CORPORATE RESOLUTION

Public Health Authority of Cabarrus County

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

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Purpose:	The Cabarrus Health Alliance 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 Cabarrus Health Alliance Board regarding public health emergency is another vital element of the communication plan.
Policy:	<p>The CEO/Public Health Director of the Cabarrus Health Alliance or his designee will speak with the Board Chair to determine what and when information needs to go out to the Board members and how best to communicate that information depending on the event/situation.</p> <p>The CEO/Public Health Director or designee may communicate with Cabarrus County Public Health Authority Board of Commissioners members by phone or e-mail, as appropriate to the situation.</p> <p>The Cabarrus County Public Health Authority Board of Commissioners 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 Cabarrus Health Alliance is doing in response.</p> <p>The Cabarrus County Public Health Authority Board of Commissioners 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>Cabarrus County Public Health Authority Board of Commissioners members are free to speak to media, as long as they make it known they are not speaking as an official representative of Cabarrus Health Alliance, but as a public citizen.</p> <p>The exception would be if a Cabarrus Health Alliance Board member is officially delegated to speak on behalf of Cabarrus Health Alliance by the CEO/Public Health Director.</p>

CORPORATE RESOLUTION

Public Health Authority of Cabarrus County

Subject: **Conflict of Interest**

Section No. Admn. 006
Page 1 of 1

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Purpose:	To delineate instances where staff and/or Cabarrus County Public Health Authority Board of Commissioners members may have a conflict of interest.
Policy:	<p>It is the policy of the Board:</p> <ol style="list-style-type: none"> 1. No paid staff members of the Cabarrus Health Alliance shall serve as a member of the Cabarrus County Public Health Authority Board of Commissioners. 2. No paid staff member of the Board shall be on the Board of any incorporated affiliate agency*. 3. No paid staff member of any affiliate agency may serve on the Board of another affiliate agency without prior approval of the Board. 4. 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. 5. No paid staff member of the Board may place Board business with a financial entity in which the staff member has a financial interest. 6. 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. <p>* Affiliate Agency - An Organization/agency that is related to another organization/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>

CORPORATE RESOLUTION

Public Health Authority of Cabarrus County

Subject: **Fund Management**

Section No. Admn. 007
Page 1 of 1

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Purpose:	To assume the development of a fund management system and to delegate authority for the Authority's financial management system.
Policy:	<p>It is the Authority's policy that a fund management system be established and that it shall be based on sound fund management procedures. The Authority's financial management system shall incorporate:</p> <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 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 the fund management policy of the Authority.

CORPORATE RESOLUTION

Public Health Authority of Cabarrus County

Subject: **Compensation for Board Members**

Effective Date: July 1, 1997

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Section No. Admn. 008 Page 1 of 1

Background:	<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 Authority employees. Board members may be reimbursed for all necessary travel expenses and registration fees in amounts set by the Board.
Policy:	<ol style="list-style-type: none"> Due to the frequent, ongoing requests of the Board Chairman to travel to Cabarrus Health Alliance in order to execute required documents to ensure timely processing and state requirements for deadlines, the Board Chairman may request a stipend of \$100/month to cover time and travel. <p>*Effective May 10, 2016</p>

CORPORATE RESOLUTION

Public Health Authority of Cabarrus County

Subject: **Board Attorney**

Section No. Admn. 009
Page 1 of 1

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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 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 the Authority 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 the Authority. 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>

CORPORATE RESOLUTION

Public Health Authority of Cabarrus County

Subject: **Board Governance Philosophy**

Section No. Admn. 010

Page 1 of 1

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Board Policy on Governance Philosophy

The Authority 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.

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:

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:
 - a) The services to be offered;
 - b) Administrative constraints on staff;
 - c) Board roles and responsibilities;
 - 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 County Commissioners for competent, conscientious, and effective accomplishment of its obligations as a body. It will allow no officer, individual, or Committee to usurp the role 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 its approved policies.
8. Issues presented to the Board should be discussed in the following content:
 - a) What policies are represented here?
 - b) How do these proposed actions relate to previous policies adopted by the Board?

CORPORATE RESOLUTION

Public Health Authority of Cabarrus County

Subject: **Payroll Administration**

Section No. Admn. 011

Page 1 of 1

Effective Date: July 1, 1997

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

CORPORATE RESOLUTION

Public Health Authority of Cabarrus County

Subject: **Solicitation Policy**

Section No. Admn. 012
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Purpose:	To establish a policy to be followed regarding solicitation.
Policy:	Soliciting to sell, actual sales or requests for donations, is prohibited on Cabarrus Health Alliance property unless otherwise approved by the Chief Executive Officer.
Policy Guidelines:	<p>The Cabarrus Health Alliance 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. This 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 Alliance 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 like sales materials may be posted in the designated non-public area within the Alliance office (see #2 above). 4. There will be no posting of commercial advertisements on Cabarrus Health Alliance property. Exemptions may be approved by the Chief Executive Office (see #4 above).

CORPORATE RESOLUTION

Public Health Authority of Cabarrus County

Subject: **Incurred But Not Reported (IBNR) Expenses**

Section No. Admn. 013

Page 1 of 1

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Purpose:	To establish a policy to be followed to allow for reimbursement for incurred but not reported expenses.
Policy:	The Alliance recognizes and appreciates the fact that staff sometimes uses their own cash resources to pay for expenses on behalf of the Alliance. In the spirit of integrity and honesty it is the Alliance 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 employees request reimbursement no later than 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 2. Supervisor 3. Chief Financial Officer

CORPORATE RESOLUTION

Public Health Authority of Cabarrus County

Subject: **Fleet Policy**

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Approved: Lara J. Pons MD

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Purpose:	To establish a policy to clearly define standard operating procedures for use, care, and maintenance of Health Alliance owned vehicles.
Policy Guidelines:	<p>The following guidelines are established to regulate the use of Health Alliance vehicles in the performance of their duties.</p> <p><u>Use of Alliance Owned Vehicles</u></p> <p>A. Permitted Uses</p> <ol style="list-style-type: none"> 1. Only Alliance employees or drivers authorized by departments may drive or operate Alliance vehicles and equipment. 2. Alliance owned vehicles shall be used for official Health Alliance business only. 3. No passengers will be permitted unless they are on official Health Alliance business. <p>B. Driver Requirements</p> <ol style="list-style-type: none"> 1. Each driver of any Alliance owned vehicle must have a valid North Carolina operator's license. Alliance employees who are drivers of vehicles weighing more than 26,000 pounds or a vehicle carrying sixteen or more passengers, must have a valid Commercial Class B license with a passenger endorsement. 2. Employees will be responsible for any vehicle or equipment assigned to them. 3. Employees driving Alliance vehicles are required to obey all traffic laws including wearing seat belts in compliance with seat belt laws. 4. Cabarrus Health Alliance will not pay traffic tickets or parking fines of employees driving Alliance owned vehicles, nor will the Alliance pay if the employee is authorized to use their personal vehicle on Alliance business. Employees found guilty of a moving violation may be subject to disciplinary action by their supervisor.

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	<p>5. Employee driving record must meet the safe driver requirements of the Cabarrus Health Alliance auto liability carrier.</p> <p>C. Vehicle Assignment</p> <ol style="list-style-type: none">1. Alliance 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. An Alliance vehicle may be assigned to an individual employee who regularly requires vehicular transportation in the performance of his 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 Fleet Manager. <p>D. Personal Use of Alliance 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 Alliance business purposes, it is to be kept on the premises of Cabarrus Health Alliance except as specifically exempted by the Chief Executive Officer.3. No Alliance 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 an Alliance 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:</p> <ol style="list-style-type: none">1. Immediate notification of proper law enforcement agency for accident investigation and report.2. Notification of Fleet Manager within same business day.3. Immediate notification of the Chief Executive Officer and/or delegate of the Alliance and immediate supervisor.4. It is necessary to prepare a Cabarrus Health Alliance Accident Report. The Alliance Accident Report Forms are located in the glove box of each vehicle. This report must be completed legibly or the information called into the Human Resources Department. This report along with one copy of the law enforcement agency report, should be submitted to Human Resources.5. Complete an Occurrence Report, if there were any personal injuries, and submit to Human Resources.6. The above forms are required to be filed within 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 Human Resources within 72 hours of the accident.
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CORPORATE RESOLUTION

	<p><u>Operation and Care of Health Alliance 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. Fleet Manager will be responsible for periodic washes of cars assigned to 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 an Alliance owned vehicle is responsible for making an appointment and insuring periodic maintenance of the vehicle. The driver is obligated to 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.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 Environmental Health Director or Fleet Manager.4. Emergency repairs during normal working hours will be completed by an approved garage /service center.5. For afterhours repairs, call Fleet Manager.6. Necessary action will be taken (wrecker called, etc.) as Fleet Manager Requests.7. Gas cards for fuel sites are issued to each vehicle by 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 tires11. 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. The Cabarrus Health Alliance is not responsible for personal items which are lost or stolen when the vehicle is serviced.13. Warranty booklet, tag registration cards, state inspection certificate and owner's manuals must remain in the vehicle's glove compartment at all times.
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	<p>14. No employee is authorized to alter any <u>equipment installed in a vehicle</u>.</p> <p>C. Vehicle Replacement</p> <ol style="list-style-type: none">1. Vehicles may be replaced at 100,000 miles, or at 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>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 Operating Officer with a copy to the Chief Financial Officer when it is determined to remove vehicles from service.</p>
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CORPORATE RESOLUTION

Public Health Authority of Cabarrus County

Subject: Provision of Agency Vehicles

Section No. Admn. 015
Page 1 of 1

- Effective Date: March 1, 2000
- Issue Date: March 1, 2000
- Revised: June 17, 2008
- Reviewed: May 12, 2009
- Revised: June 1, 2010
- Reviewed: June 14, 2011
- Reviewed: January 8, 2013
- Reviewed: January 8, 2013
- Reviewed: February 11, 2014
- Reviewed: May 12, 2015
- Reviewed: May 10, 2016
- Reviewed: August 8, 2017
- Reviewed: August 14 2018
- Reviewed: August 13, 2019
- Reviewed: August 3, 2020
- Reviewed: June 14, 2022

Approved: *Lara J. Pons MD*

Signed: 6/16/2022 | 12:35:12 PDT

Purpose:	To establish guidelines for the purchase and provision of agency vehicles.
Policy:	<p>To establish guidelines for the purchase and provision of agency vehicles.</p> <p>It is the policy of this board to 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.

CORPORATE RESOLUTION

Public Health Authority of Cabarrus County

Subject: **Fee Policy**

Section No. Admn. 016
Page 1 of 1

Effective Date: July 1, 1997

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June 17, 2008

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Reviewed: August 3, 2020

Reviewed: June 14, 2022

Approved: Lara J. Pons MD

Signed: 6/16/2022 | 12:35:12 PDT

Purpose:	To establish a methodology to be followed by the Alliance 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 Alliance Board does not have to review new fees; however, the Alliance 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 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 4. The Alliance Board may review and change this policy from time to time. The Board of Commissioners does not have to approve Alliance fees.
Responsibility:	Responsibility for this policy is given to the Chief Executive Officer who may delegate it to the Chief Financial Officer.