

**BYLAWS OF THE  
PUBLIC HEALTH AUTHORITY OF CABARRUS COUNTY**

**ARTICLE I**

**Name, Seal and Offices**

1. **Name.** The name of the Public Health Authority of Cabarrus County (the 'Authority' or 'Public Health Authority of Cabarrus County') is set forth in the Articles of Incorporation of the Authority as the 'Public Health Authority of Cabarrus County.'
2. **Seal.** The corporate or official seal of the Authority shall consist of a circle inside of which is inscribed the name of the Authority and in the center of which shall be the established date 1997 and the words 'official seal'.
3. **Offices.** The principal office of the Authority shall be 300 Mooresville Road, Kannapolis, North Carolina 28081, but the Authority may also have offices located at such other places as the Commissioners of the Authority may from time to time provide.

**ARTICLE II**

**Appointment, Tenure, Resignation and Replacement of Members or Directors**

1. **Membership.**
  - (a) The members of the Authority shall be appointed as provided by the North Carolina Hospital Authorities Act, *i.e.* Part B of Article 2 of Chapter 131E of the General Statutes of North Carolina, as amended (the 'Act') and the Articles of Incorporation of the Authority.
  - (b) The members of the Authority shall be called and identified as the Commissioners of the Authority (the 'Commissioners') and each member of the Authority shall be called a Commissioner of the Authority (a 'Commissioner').
  - (c) Commissioners shall be appointed for terms as provided by Section 131E-18 of the Act and may be removed, with or without cause, by the Chairman of the Board of Commissioners of Cabarrus County with the advice of the Board of Commissioners of Cabarrus County as provided by the Act, the Articles of Incorporation, or in the case of Commissioners who are also members of the Cabarrus County Board of Health, as previously provided by N.C.G.S. 130-A-35.
  - (d) Commissioners who have served at least ten (10) years may request emeritus status. This status would be granted by the existing Board. After leaving the Board as an active Commissioner, emeritus status shall allow the former Commissioner to sit at the Board table during meetings, to participate in discussions, to represent the Board as directed, but not to vote. Emeritus status shall not preclude subsequent appointment to future terms as an active, voting Commissioner.
2. **Resignation.** Any Commissioner may resign from membership of the Authority at any time by giving written notice of such resignation to the Authority and to the Chairman of the Board of Commissioners of Cabarrus County.
3. **Vacancies.** Subsequent to N.C.G.S. 130-A-35, any vacancy in the membership of the Authority shall be filled for the unexpired term by the Chairman of the Board of Commissioners of Cabarrus County, with the advice of the Board of Commissioners of Cabarrus County.
4. **Oath of Office.** Each Commissioner, before entering upon his or her duties as a member of the Authority, shall take and subscribe an oath of affirmation to support the Constitution of the United State and of the

State of North Carolina and to discharge faithfully the duties of his or her office as Commissioner, and a record of each oath or affirmation shall be filed with the Secretary of the Authority and kept among its official documents.

### ARTICLE III.

#### Meetings

1. Annual Meetings. Annual meetings of the Commissioners shall be held in June of each year at the time and place designated in the notice of the respective annual meeting. Written notice of the time and place of each annual meeting shall be given by the Secretary or Administrator of the Authority by mailing such notice to each Commissioner at his or her regular address not less than (10) days prior to the date of such annual meeting.
2. Regular Meetings. The Commissioners may establish a schedule of regular meetings to be held on a monthly basis. Meetings will be held at least once per quarter. Notice of the purpose or purposes of a regular meeting shall be required to be given to the Commissioners, and all business of the Authority may be transacted at such meeting, provided a quorum is in attendance.
3. Special Meetings and Emergency Meetings. Special meetings and emergency meetings of the Commissioners may be called by the Chairman or Vice-Chairman of the Authority.
4. Notice of Meetings. Notice of each meeting shall be given in accordance with the requirements of Section 143-318.12 of the General Statutes of North Carolina, as amended, as well as the requirements of this Article set forth above.
5. Quorum. A majority of the membership of the Commissioners shall constitute a quorum, and the affirmative vote of a majority of all present and constituting a quorum shall be necessary for any action taken by the Authority.

No vacancy in the membership of the Authority shall impair the right of a quorum to exercise all the rights and perform all of the duties of the Authority.

If at any meeting there is less than a quorum present, a majority of the Commissioners present may adjourn the meeting from time to time without further notice to any absent Commissioner.

6. Meetings to be Open to the Public.

Subject only to lawfully recognized exceptions, all official meetings of the Commissioners, including committee meetings, shall be conducted openly and otherwise in compliance with Article 33C of Chapter 159 of the General Statutes of North Carolina, as amended.

At each meeting of the Commissioners, the presiding officer shall devote an agenda item to hearing petitions and requests to the Commissioners from the public. When this agenda item is reached, the presiding officer shall determine whether any member of the public wishes to petition or make any request of the Commissioners, and the Commissioners may hear petitions and requests for such period as they deem appropriate.

The Commissioners encourage public attendance at all of their meetings. Only such discussion or participation by visiting persons as is invited by consent of the Commissioners shall be permitted at times other than when petitions and requests are being heard.

7. Duty to Vote. No Commissioner shall be excused from voting, except on matters involving consideration of his or her own official conduct or whether his or her financial or personal interests are involved.

#### ARTICLE IV.

##### Officers

1. Designation. The officers of the Authority shall be a Chairman, a Vice-Chairman, a Secretary. Only the Chairman and Vice-Chairman are required to be members or Commissioners of the Authority.
2. Election and Terms. The officers provided for in Section 1 of this Article shall be elected at each annual meeting of the Commissioners and shall hold office until the next annual meeting or until their successors are elected and qualified.
3. Officer Succeeding Self. Any officer may be elected by the Commissioners to succeed himself or herself in office, provided that the requirement that the Chairman and Vice-Chairman be members or Commissioners of the Authority be observed.
4. Chairman. The Chairman shall preside at all meetings of the Commissioners and shall have and exercise such authority and perform such duties as shall be determined by the Commissioners.
5. Vice-Chairman. At the request of the Chairman, or in the event of the absence or disability of the Chairman, the Vice-Chairman shall perform the duties and possess and exercise the authority of the Chairman; and the Vice-Chairman shall have such other powers and exercise such other authority and perform such other duties as shall be determined by the Commissioners.
6. Secretary. The Secretary, or appointed designee, shall have charge of such books, documents and papers as the Commissioners may determine and shall have the custody of the corporate or official seal. The Secretary, or appointed designee, shall attend and keep the minutes of all the meetings of the Commissioners. The Secretary shall keep a record of the names of all persons who are Commissioners, the dates of their appointments and dates of expiration of their terms, and their places of residence, and such record shall be open for inspection as prescribed by law. The Secretary shall notify in writing the Chairman of the Board of Commissioners of Cabarrus County at least thirty (30) days prior to the expiration of the term for which a Commissioner was appointed by the Chairman of the Board of Commissioners so that such Chairman may have time either to reappoint such person for an additional term or to appoint another person in his or her place. The Secretary shall, in general, perform all duties incident to the office of Secretary, subject to the control and direction of the Commissioners, and shall perform such other duties as may be determined by the Commissioners.
7. Treasurer. The Treasurer shall have or be responsible for the custody of all funds and securities of the Authority, subject to such contracts, agreements, rules and other directions as may be imposed by the Commissioners or applicable law. The Treasurer may also be required to give bond for the faithful performance of his or her duties in such sum and with such sureties as the Commissioners may require. The Treasurer shall, in general, perform all the duties incident to the office of Treasurer, subject to the control of the Commissioners, notwithstanding the foregoing, nothing herein shall preclude the Commissioners from employing a finance officer, budget officer, bookkeepers and other personnel and defining their duties and functions.

8.

**9. Removal from Office.**

(a) **Grounds.** Any officer provided for in Section 1 of this Article who is also a member or Commissioner of the Authority may be removed from his or her office (but not from membership or as a Commissioner of the Authority) by the Commissioners:

- (i) For mental or physical incapacity to perform properly and adequately the duties and functions of the respective office;
- (ii) For repeated absence from meetings of the Commissioners or from the offices of the Authority or meetings of committees of the Commissioners to the extent that such absences constitute gross neglect in the performance of the duties of such office to the inconvenience, damage or disadvantage of the Authority in carrying on its functions and purposes;
- (iii) For any act of dishonesty;
- (iv) For any act or series of acts or omissions which are contrary to the best interests of the Authority and tend to impede or obstruct the carrying on of its functions and purposes in an orderly manner, or
- (v) For any other cause which is deemed less than reasonably satisfactory performance of the duties and function so such office.

(b) **Procedure.** In the event, the Commissioners for any reason request the resignation of an officer to which subsection (a) above applies and such request is declined, the Commissioners may by resolution state the grounds upon which they claim such officer should be removed from office, and such statement shall be served upon such officer at least ten (10) days prior to a meeting at which action is to be taken thereon. Such officer is entitled to be present at such hearing and be heard if he or she so desires and is also entitled to offer such evidence as he or she may deem appropriate in response to the statement served upon such officer. The decision of the majority of the Commissioners in such matter shall be final.

**ARTICLE V**

**Personnel**

1. **General.** The Commissioners may employ such personnel as may be necessary or convenient in carrying out the objectives and purposes for which the Authority was created, define their duties and functions and set their terms of employment, such as compensation, fringe benefits, separation from service arrangements, and other pertinent details.
2. **Executive Director.** The Commissioners may employ an Executive Director or Administrator of the Authority as its chief administrative officer. The Executive Director shall be responsible for the efficient administration of the operations of the Authority and shall carry out the policies and directives of the Commissioners and is authorized to sign these documents as may from time to time be approved by the Authority Board. The Executive Director or his designee shall attend all official meetings of the Commissioners and, when requested, all committee meetings of the Commissioners, shall be entitled to notice of all meetings and shall be entitled to take part in discussions of matters before the Commissioners, but shall have no vote. The

Executive Director shall be responsible for obtaining and furnishing to the Commissioners financial and other reports as may be required by the Commissioners, and he or she shall recommend to the Commissioners from time to time such measures as he or she shall deem necessary or advisable. The Executive Director shall be responsible for the preparation and submission to the Commissioners the proposed annual budget, shall keep the Commissioners informed as to the financial needs and condition of the Authority and shall perform such other duties as may be determined by the Commissioners.

3. Professional Assistants. The Commissioners may employ such accountants, engineers, legal counsel and other professional experts or assistants as they may determine to be necessary or advisable and fix the terms of such employment.

## ARTICLE VI

### Compensation/Expenses

1. Compensation of Commissioners. For their services as Commissioners, the Commissioners shall receive no compensation.
2. Expenses. Commissioners shall be entitled to reimbursement for the amount of actual necessary expenses including travel expense incurred by them in the discharge of their duties, and the Commissioners may make policies concerning such reimbursement.
3. Compensation of Persons Other Than Commissioners. Any officer, agent or employee of the Commissioners or the Authority, other than a Commissioner, and any professional expert or assistant retained by the Commissioners shall receive such compensation and be reimbursed for such expenses as the Commissioners may approve by resolution or otherwise.

## ARTICLE VII

1. Annual Report. At each annual meeting, the Commissioners shall receive from the Treasurer and any other person who has been charged with such responsibility a full and accurate report of the operations of the Authority during the preceding fiscal year, the assets and liability of the Authority as of the end of such fiscal year, the financial condition of the Authority as of the end of such fiscal year and any and all other information which may have a significant bearing upon the condition and operation of the Authority. Such report shall include such matters as may be directed by the Commissioners and shall be filed with the minutes of such meeting and be open to inspection by the public.
2. Other Reports. The Commissioners may require the filing of reports other than annual reports on a monthly, quarterly or other basis containing such information in such detail as they may deem appropriate.

## ARTICLE VIII

### Contracts

The Commissioners may, except as herein or by law otherwise provided, authorize any officer or other person to enter into any contract or execute and deliver any written instrument in the name of an on

behalf of the Authority, and such authority may be general or confined to a specific instance; and unless so authorized by the Commissioners no officer or other person shall have any power or authority to bind the Authority by any contract or engagement or to render it liable pecuniarily for any purpose or in any manner.

## ARTICLE IX

### Advisory Committees

The Commissioners may from time to time appoint from among the Commissioners or such other persons as the Commissioners may deem fit one or more advisory committees for recommendatory purposes only. The members of such committees shall serve at the pleasure of the Commissioners and be disbanded at such time as the Commissioners may elect. None of the authority or responsibility vested in the Commissioners may be delegated or surrendered to any such committee.

## ARTICLE X

### Fiscal Year

The fiscal year of the Authority shall begin on July 1 and end on the following June 30.

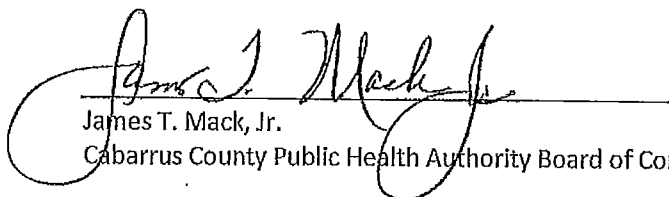
## ARTICLE XI

### Amendments

The Commissioners may amend and repeal these bylaws provided that such action shall be taken only at an annual, regular or special meeting of the Commissioners.

Before any amendment or repeal of any bylaw may be made, written notice thereof and of the text of the proposed amendment or repeal shall be given to the Commissioners at least seven (7) days prior to the date of the meeting at which official action with respect thereto is to be taken.

This and the foregoing six (6) pages contain the by-laws adopted by the Commissioners of the Public Health Authority of Cabarrus County on February 18, 1997 and reviewed and adopted on the 12<sup>th</sup> day of May 2015.

  
James T. Mack, Jr.  
Cabarrus County Public Health Authority Board of Commissioners

Established February 18, 1997  
Amended August 14, 2012  
Reviewed January 8, 2013  
Reviewed February 11, 2014  
Reviewed May 12, 2015



CABARRUS HEALTH ALLIANCE

Public Health Authority of Cabarrus County

Board Meeting Agenda

May 12, 2015

300 Mooresville Road • Kannapolis, NC

5:30 p.m. • Board Room

A. CALL TO ORDER AND INVOCATION..... James T. Mack, Jr., Chairman

B. ADOPTION OF THE AGENDA (Motion).....Chairman Mack

C. APPROVAL OF MINUTES (Motion).....Chairman Mack
March 10, 2015

D. REPORTS

- 3rd Quarter Goals & Objectives Report
3rd Quarter Separations Report
Financial Summary Report for Period Ended March 31, 2015
3rd Quarter DPH Fiscal Monitoring Report

E. CONSENT AGENDA (Motion)

BUDGET REVISIONS AND AMENDMENTS REQUESTS.....Sue Yates, Finance Director

- \$ 43,621 – Funds received from DHHS, Division of Public Health, based on number of mandated inspections of food and lodging establishments. (Environmental Health)
\$ 21,073 – Budget funds received from the RWJ Project Smile Grant. (Dental Health)
\$ 15,000 – Budget grant received from BlueCross BlueShield for Community Centered Health Homes. (Health Initiatives)
\$ 167 – Revisions for Agreement Addenda revision for STD Prevention training. (Communicable Disease)
\$ 12,678 – Move funds to cover expenses for NCCI. (Health Initiatives)
\$ 24,000 – Record additional Medicaid funds received for Pregnancy Care Management and Care Coordination for Children. (Family Care Coordination)
\$ 50 – Budget for donation received from P. Wilson in honor of her sister. (Clinical Services)
\$ 16,640 – Budget for donation received from Focused on a Cure. (Clinical Services)
\$ 132 – Budget for donation received from Buffalo Troopers Motorcycle Club of Charlotte. (Clinical Services)
\$1,000 – Budget for funds received from Physician Assistant Program Services. (Clinical Services)
\$ 92,213 – Move funds to appropriate line items. (Communicable Disease)
\$ 9,000 – Move funds to appropriate line items for Cities Readiness Initiative. (Communicable Disease)
\$482,136 – Revise Budget and move funds to appropriate line items for the North Carolina Telehealth Network Project. (General Administration)
\$5,562 – Move funds to appropriate line items for General Administration. (General Administration)
\$ 50,000 – Budget for REACH indirect revenue. (General Administration)
\$364,880 – Move funds to appropriate line items for Dental. (Dental Health)
\$40,000 – Budget for additional Environmental Health fees collected. (Environmental Health)
\$103,000 – Move funds to appropriate line items for Clinical Services. (Clinical Services)

F. BUSINESS AGENDA

- REACH Project and Exercise is Medicine Month.....Marcella Beam, REACH Communications Coordinator
County Health Rankings..... Lauren Thomas, Executive Director, Healthy Cabarrus
Annual Review: Board Operating Procedures, By-Laws, Corporate Resolution (Motion).....Chairman Mack
Annual Review and Revisions to Personnel Policy (Motion).....Erin Shoe, Human Resources Director
Revised Purchasing and Travel Policies, Review of Reserve Policy (Motion).....Mrs. Yates
Cabarrus County Commissioner’s Presentation on FY2016 CHA Budget.....Mrs. Yates
Public Hearing on FY 2016 Budget.....Chairman Mack
Adoption of FY 2016 Budget (Motion) .....Chairman Mack

G. INFORMAL PUBLIC COMMENTS/SPEAKERS FROM THE FLOOR

H. ANNOUNCEMENTS

ADJOURNMENT

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