

---

**Durham/Wake Area Authority  
Area Board Meeting  
Thursday, April 5, 2012  
4:30 – 6:30**

---

**MINUTES**

**PLACE:** The Durham Center, 414 E. Main Street, Third Floor

**MEMBERS PRESENT:** Lascel Webley, Jr., Chair  
Dr. Nancy Henley, Vice-Chair  
John Barry  
Amir Berhannu  
Phil Golden  
George Quick  
Michael Page  
Ann Akland  
Dr. George Corvin  
Jim Edgerton  
William Stanford  
Scott Taylor  
Ellen Holliman

**MEMBERS EXCUSED:**

**MEMBERS ABSENT:** Monique Holsey Hyman

**GUESTS PRESENT:** Denise Foreman, Yvonne French, Marc Jacques, John Stephens,  
Barbara Gardner, and Dr. Kent Earnhardt

**STAFF PRESENT:** Rob Robinson, Sean Schreiber, Kelly Goodfellow, Jeanette Williams,  
Lena Klumper, Tina Howard, Doug Fuller, Susan Knox, Don Willis,  
James Osborn, and Lorrie Beal

**1. CALL TO ORDER**

Chairman Lascel Webley, Jr. called the meeting to order at 4:45 pm.

**2. ANNOUNCEMENTS**

Chairman Webley welcomed Barbara Gardner and Marc Jacques; both have applied for the final Wake County position on the LME/MCO board.

Ellen Holliman announced that the Durham/Wake LME/MCO will issue a letter of support to Holly Hill Hospital requesting an additional 37 beds as advertised by the state. The original request was sent to the Wake County Manager's Office.

3. **AGENDA ADJUSTMENTS**

Chairman Webley stated the following agenda adjustments:

- A. Agenda item #6 has been changed from Consent agenda to a regular agenda item for discussion.
- B. An additional item #4A was added to the agenda; this item was a vote on the recommendation to the Wake Board of Commissioners regarding the remaining board appointment.

4. **BOARD DEVELOPMENT – UNC SCHOOL OF GOVERNMENT**

Chairman Webley welcomed John Stephens; Mr. Stephens is an Associate Professor of Public Administration and Government at the UNC School of Government. He was at today's board meeting to continue the Board Development training. The topic for today's meeting was **Collaboration and Working Together as a Board**.

4. A **RECOMMENDATION FOR THE WAKE BOARD APPOINTMENT**

Chairman Webley asked Lorrie Beal to pass out ballots so that Board members could vote for the candidate that would be recommended to the Wake County Commissioners for the remaining Board seat.

5. **LOCAL GOVERNMENT BUDGET AND FISCAL CONTROL ACT DESIGNATIONS RECOMMENDATIONS FOR:**

- A. Budget Officer – General Statute 159-9 requires each local government and public authority to appoint a budget officer to serve at the will of the governing board. It was recommended that the board appoint Kelly Goodfellow as the multi-county Area Authority's Budget Officer.
- B. Finance Officer – General Statute 159-24 requires each local government and public authority to appoint a finance officer to hold office at the pleasure of the appointing board or official. It was recommended that the board appoint Sara Pacholke as the multi-county Area Authority's Finance Officer
- C. Authorized Signers – General Statute 159-25 (b) requires except otherwise provided by law, all checks or drafts on an official depository shall be signed by the finance officer and countersigned by another official of the local government or public authority designated for this purpose by the governing board. It was recommended in addition to the Finance Officer being an authorized signer that Ellen Holliman and Kelly Goodfellow are also designated by the governing board as authorized signers.
- D. Official Depositor - General Statute 159-31 (a) requires the governing board of each local government and public authority to designate as its official depositories one or more banks, savings and loan associations, or trust companies in this State. It was recommended that the board select Wells Fargo as the official depository of the multi county area authority.

**George Quick moved** to accept the recommendations as presented; **seconded by Phil Golden. Motion approved unanimously.**

6. **DISCUSSION OF POLICIES**

- A. Development of Policies and Procedures
- B. Area Board Delegation of Authority to Area Director
- C. ~~Area Board Conflict of Interest~~ (policy pulled)
- D. Area Board Processes
- E. Area Board Member Meeting/Compensation
- F. Employee Appointment Policy
- G. Employee Compensation
- H. Recruitment and Selection
- I. Conditions of Employment
- J. Employee Time and Attendance
- K. Policy on Local Government Fiscal Control Act

Chairman Webley asked the Board to email other board members with comments/edits/suggestions.

7. **AREA BOARD BY-LAWS WITH RECOMMENDED CHANGES**

The new Durham/Wake LME/MCO By-Laws were presented by Don Willis who reviewed the By-Laws with the incorporated changes.

Chairman Webley again asked the Board to email other board members with comments/edits/suggestions.

8. **A. SYSTEMS INTEGRATION FOR HOSTED TELEPHONE, VOICE MAIL AND ACD SYSTEMS, AND NETWORKING RFP RECOMMENDATION**

Chairman Webley welcomed Jeanette Williams, IT Director, who came forward and led a discussion on the telephone RFP. Jeanette stated that The Durham Center (TDC) issued a request for proposal (RFP) for the Managed Care Organization (MCO) to suppliers of hosted phone systems to supply replacement services currently provided by the Durham County IT department. Jeanette stated the following:

- TDC publically posted the Phone System RFP on February 23, 2012;
- TDC held a public pre-bid conference on March 6, 2012 to answer all questions from interested vendors;
- On March 22, 2012, a selection committee reviewed the RFP responses based on a three-year cost and technical features needed to meet the MCO's phone system and local area network requirements;
- The selection of Atcom with Remote Service is recommended as the MCO phone service provider based on lower cost, customer references and technical solutions.

**John Barry moved** to accept the recommendation of Atcom with Remote Service as presented; **seconded by Phil Golden. Motion approved unanimously.**

**B. MANAGED SERVICES AND DATA CENTER RFQ RECOMMENDATION**

Jeanette Williams continued with the discussion updating the board on the IT hosting item. TDC issued a request for quote (RFQ) for the MCO to local server-hosting companies to supply replacement services currently provided by the Durham County IT department. This included all server hardware, operating systems, hosted applications, and Internet access to

meet the MCO needs for email, file sharing/storage and application support. This is typically referred to as IT Cloud services where hosting companies supply all the hardware, software, physical infrastructure and disaster recovery protection for a company. Jeanette stated the following:

- TDC sent RFQ invitations to six local hosting providers: Ricoh, Windstream, Peak 10, the Microelectronics Center of NC (MCNC), NWN and NC Information Technology Services (ITS);
- TDC held a public pre-bid conference on March 6, 2012 to answer all questions from interested vendors.
- MCNC, NWN and NC ITS declined to respond with a proposal;
- TDC has an existing relationship with Peak 10 as AlphaMCS is hosted by Peak 10 in Charlotte, NC, and TDC currently hosts the Provider Credentialing software at the Raleigh Peak 10 facility
- The selection of Peak 10 is recommended as the MCO hosting service provider based on lower cost and other synergies identified above.

**John Barry moved** to accept the recommendation of Peak 10 as presented; **seconded by Phil Golden. Motion approved unanimously.**

#### **9. PROCLAMATION ON AREA BOARD STRUCTURE**

The Durham Center Area Board was asked to adopt a resolution requesting that the North Carolina General Assembly refrain from making changes to General Statute Section 122-c 118.1 (Structure of Area Board).

**John Barry moved** to adopt the Proclamation on Area Board Structure; **seconded by George Quick. Motion approved unanimously.**

#### **10. PUBLIC COMMENTS**

Dr. Ken Earnhardt expressed concern about the six Wake Board vacancies; however he believes the Board has exercised good faith in writing by-laws and policies and procedures.

#### **11. CHAIRMAN'S REPORT**

Chairman Webley reported out that voting ballots resulted in a tie and that Wake County Commissioners will appoint the final Wake MCO vacant board seat.

#### **12. ADJOURNMENT**

All business being completed Chairman Webley adjourned the meeting at 6:45pm.

**Respectfully submitted:**



**Ellen S. Holliman, Area Director**

**May 3, 2012**

**Date**