

**Chatham County Board of Health**  
**Meeting Minutes**  
**Monday, February 27, 2023**  
**Dunlap Building – 80 East Street, Pittsboro, NC 27312**

The Chatham County Board of Health held a regular meeting on Monday, February 27, 2023, in the Board Room of the Dunlap Building in Pittsboro.

**Attendees**

**Board Members:** Karen Barbee, EdD, Chair; Stephanie Freese, DVM, Vice Chair; Tammy Lloyd, MD; Judith Malone, RN; William Roscoe, OD; Franklin Gomez Flores, Commissioner; Zachary Brian, DMD, MHA, Ashley Pappas, PharmD, MHA; Alan Rimer, PE, Ph.D.

**Staff:** Michael Zelek, Danielle White, Zachary Deaton, Dorothy Rawleigh, Anne Lowry, Maia Fulton-Black, Gary Thomas.

**Guests:**

Julie Wilkerson, Chatham Health Alliance, Executive Director

**Welcome and Call to Order**

Dr. Barbee began the meeting at 6:01 PM.

**Conflict of Interest Disclosure**

No conflicts were disclosed.

**Introductions**

None.

**Approval of Agenda**

No additions or changes to the agenda were made. *Dr. Pappas motioned to approve the agenda, and Dr. Rimer seconded. The motion was approved unanimously.*

**Consent Agenda Approval**

No additions or changes to the consent agenda were made. *Dr. Freese motioned to approve the consent agenda, and Dr. Brian seconded. The motion was approved unanimously.*

**Public Input Session**

None.

**New Business**

**Clinic Fees**

Zach Deaton, Clinical and Community Health Services Division Director, shared that in 2019 the Board of Health approved the shift from a flat, set-fee approach to a formulary approach for clinic charges.

This has given the department flexibility to adjust charges, based on the costs incurred (for example, the cost of a vaccine, supplies used, and staff time) rounded to the next dollar. Adopting this approach has allowed the department the option to add additional services and charge from them without returning to the BOH or BOC each time for approval if the cost of services changes. The Clinic Fee Review Committee meets annually to review charges and recently met to review charge changes for FY23 (an accreditation requirement). There is only one charge that changed since last reported to the Board of Health in 2022 and that was J7307-Nexplanon. It was previously \$394.00, and it changed to \$418.95 (effective: 11/14/2022). (The \$418.95 is the Medicaid rate/Acquisition cost.). Mr. Deaton mentioned that the change in approach has continued to benefit the department and thanked the Board for its continued support.

### **Proposed Budget Discussion Overview**

Mr. Zelek and Gary Thomas, Finance Officer, presented the proposed FY24 budget. The budget is reviewed by the Board of Health Budget Committee, which makes a recommendation to the full board for consideration. The committee made a unanimous decision to recommend the budget to the full Board. The Board of Health then makes a recommendation to the Board of Commissioners, who ultimately approves the budget for all County departments.

**Administration:** Mr. Zelek said that the decrease in the State Funds revenue line of the Administration Budget was moving the funds to another line item in the CCHS budget. He added that the salary and fringe benefits line include a 2% increase to health insurance, and any pay increases will be set by the County later and are not included in this budget. He also shared that the increase in the grants line relates to additional funds for the EMBRACe project, and \$500 has been added to cover the maintenance related to a vehicle that was acquired from the CCHS division.

**Clinical Services:** Mr. Zelek said in the Clinical and Community Health Services (CCHS) budget, there is a decrease in communicable disease supplement funds in the state funds revenue line, adding that funds from this year will roll over and additional funding is being considered by the State legislature. Since those amounts are not yet known, they are not included in this line. This also explains the lack of funds in the grants line. The insurance revenue line shows an increase in revenue due to Medicaid Managed Care, as more funding is going into this line and less funding is coming to the health department through cost settlement. Operating costs in this line are affected by computer replacements and communicable disease supplement funds. A vehicle was purchased this fiscal year, which shows under capital outlay, but none are expected in this division next fiscal year. Dr. Lloyd asked what is the timeline that the funds need to be spent. Mr. Zelek shared that the COVID-19 funds end next fiscal year (May 2024), and the Communicable Disease Supplement funds continue through December 2024.

**Health Promotion and Policy:** Mr. Zelek shared the Health Promotion and Policy (HPP) Division budget. Decreases in state funds revenue and operating expenses relate mainly to COVID-19 funds. He mentioned COVID-19 funds will carry over but are not included in next year's budget because the amounts are unknown at this time. Mr. Zelek explained the request for a Community Engagement Specialist in the Health Promotion & Policy Division, which will be funded using the vacant Diversity, Equity, and Inclusion (DEI) Officer position and therefore is

not an expansion request. The DEI Officer will continue her work with the department in her new capacity with the County Manager's Office.

**Environmental Health:** Mr. Zelek said that revenues this year are below what was expected because permit requests have slowed, likely due to increased interest rates. This has been factored into estimates for the next fiscal year. He added that two of the three new Environmental Health positions have been hired, though the Department has held off on posting the third approved position because of this slowing in demand. He added that it is expected to pick up in the future. Mr. Zelek said that all Environmental Health fees are proposed to remain the same next fiscal year, with exception of a new proposed convention tattoo permit fee of \$100 that will be discussed later on the agenda. Software contracts increase due to Open Gov contracts.

Mr. Thomas provided a brief overview of all four (4) division budgets as one department budget.

He shared that the Department will not receive the following funds for FY24 that it had in FY23:

- COVID-19 state funding approximately \$800,000
- CD supplemental funding of approximately \$300,000
- Advancing Equity funding of approximately \$68,000

Unspent balances of eligible State COVID funds & CD supplemental funds from FY23 that will roll over into FY24 are not factored into revenues or operating expenditures for FY24 because their amounts are not yet known. This includes approximately \$400,000: \$100,000-CD Supplemental funding & \$300,000-COVID. The only grant funding known as of right now is:

- Embrace Grant \$315,000
- Smart Start-Focus on Father and Childcare Health Consultant programs \$151,454.

The decrease in Fees, which includes clinical and Environmental Health fees, is due to Environmental Health revenue being slightly down.

Under expenditures, Mr. Thomas noted the following:

**Salaries and Fringe Benefits:** There is a 2% increase in Health Insurance costs for FY24.

**Operating:** Carry over funds from FY23 \$81,062.

The following are not included in the expenditures:

- UNC Diabetes
- Healthiest Counties & Cities
- Public Health Award
- Community Health Assessment

**Grants:** The only grant funding that is known for sure are the following:

- Embrace Grant
- SMART START (Focus on Fathers & Childcare Health Consultant)

**Capital Outlay:** Environmental Health is replacing two (2) vehicles.

There are no Expansion Requests for FY24.

FY24 total requested budget is \$7,240,680.

The net cost to the County is \$5,321,812.  
5% Net Increase from the FY23 Amended Budget totaling \$246,392.

Mr. Thomas noted that the 5% net increase does not reflect the carry-over funds from FY23 that will roll over into FY24.

Dr. Pappas said the key items under the budget summary are helpful. Mr. Zelek shared that Mr. Thomas puts those together and he finds them very helpful as well.

**Questions:**

Dr. Rimer asked what happens if the state passes Medicaid expansion, in terms of the clinic revenue. Mr. Zelek said that around 4,000 Chatham residents would become eligible. He noted that because the Department no longer provides primary care, Piedmont Health Services and hospitals would see a greater impact, though there would be some increase. Ms. Malone asked if the same residents who have Medicaid benefits right now under the public health emergency would be covered with Medicaid expansion if it was passed. Mr. Zelek shared that he understood there to be some overlap, and that timing of the bill passing is important to avoid a gap in coverage.

*Dr. Roscoe motioned to approve the FY24 Budget, and Dr. Rimer seconded. FY 24 budget was approved unanimously.*

**Environmental Health Fees: Convention Tattoo Permit Fee**

Anne Lowry, Environmental Health Director, said she performed a fee comparison with other counties in the area to see if our fees were in line with everyone else's. The only fee Environmental Health is proposing this year is a Tattoo Convention Permit fee of \$100 that would apply specifically to events. She noted that there will be a convention in October at the Ag and Conference Center, and they are expecting fifty (50) tattoo artists. Anne shared that the fifty (50) tattoo artists attending the convention will get an inspection and receive a permit to practice in Chatham at the event.

**Questions:**

Dr. Barbee asked if the fee would cover only those who are attending the convention, and Commissioner Gomez Flores asked if the permit was only limited to this convention. Anne said yes, the fee and permit will only cover the artists attending the convention for the dates of the event, noting that Chatham does not currently have any licensed tattoo artists. Dr. Brian asked if the fee of \$100 was enough to cover the cost. Ms. Lowry shared that the \$100 fee applied to each individual tattoo artist, and that the cost to permit at an event is lower because so many artists are permitted at the same location, reducing travel time. Dr. Roscoe noted that Environmental Health would receive about \$5000 in one day (\$100 per artist). Ms. Lowry also shared that several Environmental Health staff are authorized to conduct tattoo inspections/permits.

*Rimer motioned to approve the Tattoo Convention Permit Fee, and Dr. Lloyd seconded. The motion was approved unanimously.*

## Reports

### State of the County Health Report (SOTCH)

Maia Fulton-Black, Population Health Data Scientist, and Julie Wilkerson, Chatham Health Alliance Executive Director, provided a brief presentation on the SOTCH (State of the County Health Report). Ms. Fulton-Black said that a SOTCH is required every year a Community Health Assessment (CHA) is not done.

Ms. Fulton-Black provided data updates on the priority issues from the most recent assessment: Access to Comprehensive Health Services (insurance coverage), Economic Resilience (reduction in residents living in poverty), Healthy Eating, Active Living (a lower percentage of residents with food insecurity), Mental Health & Substance Use (drug overdose deaths are increasing and have surpassed the state rate as of 2021); Employment/Income (average weekly wage increasing), and Transportation (a high percentage of working adults in Chatham are employed outside the county).

Dr. Rimer shared that when the new factories open in the County it may hide some of the issues with transportation to work. Dr. Roscoe added that this growth will impact affordability of housing.

Ms. Fulton-Black noted that the 2022 survey includes questions on growth and development in Chatham. The survey results will be shared soon. She then shared the leading causes of death, noting the most recent data is from 2019 and predates COVID-19.

#### Leading Causes of Death in Chatham

- Cancer
- Diseases of the Heart
- Cerebrovascular Disease
- Other Unintentional Injuries

Ms. Fulton-Black also shared data on infant mortality, noting rates and disparities have been concerning in the past few years.

Dr. Pappas asked when the Chatham Hospital Labor and Delivery services opened. Mr. Zelek said fall 2020. Dr. Lloyd asked if there is infant mortality data to show an impact of these services. Mr. Zelek shared that we do not yet have data to measure this, and it is difficult in a small county. Ms. Fulton-Black also mentioned the Department's newborn and postpartum home visiting services that relaunched last year, adding that the EMBRACe program is doing a lot of work in this area. Ms. Fulton-Black also shared that there is a three (3) year delay in the data.

Ms. Fulton-Black shared that the emerging issue highlighted in this report is Harm Reduction and Substance Use. Ms. Fulton-Black shared the following work of the Health Department in this area:

- Public education campaign highlighting local data, harm reduction, & Naloxone
- Creation of Substance Use Prevention and Harm Reduction Action Team

- Creation and facilitation of an advisory/outreach committee with community members with lived experience
- Collaboration with National Harm Reduction Coalition and NC Harm Reduction Coalition to bring training to CCPHD staff & community partners.

Dr. Freese shared there is a lot of focus on opiates, and she asked what is the leading cause of overdose. Ms. Fulton-Black said fentanyl is the number one cause, and Mr. Zelek added that opiates account for nearly 80% of overdoses in Chatham. Dr. Freese asked if there is anything that they are mixing with the opiate that makes it more deadly, and Mr. Zelek shared this can be a concern. Mr. Zelek added that the health department also works closely with Sheriff's Prevention Partnership group. Dr. Freese asked if there was a plan to make gabapentin legal. Dr. Lloyd asked if someone can be given a prescription for Naloxone. Dr. Pappas said Naloxone does not require a prescription, noting that it is kept behind the counter at pharmacies, and they have a standing order to provide it. Mr. Deaton said residents can get Naloxone at the clinic after watching an educational video. Dr. Lloyd asked what the age requirements were. Mr. Deaton said there were none per the standing order. Ms. Fulton-Black shared that community churches are interested in getting educated. Dr. Lloyd asked if school nurses had naloxone. Mr. Zelek shared that school nurses do not have Naloxone, but the school resource officers (SRO) do.

Ms. Fulton-Black provided departmental updates as included in the SOTCH report:

- Department was reaccredited with honors through 2026.

#### Clinical and Community Health Services

- Newborn home visiting program relaunched.
- Safe Kids Chatham Car Seat Program launched.

#### Environmental Health

- Collaboration with Planning Dept, GIS, NC Geological Society, and NCSU on well-mapping project
- Childhood Lead Poisoning Prevention Program lead exposure & PFAS treatment public education

Dr. Lloyd said residents need to be educated on car seat safety and recommendations for 6-8 year-olds and the weight and height requirements for this age group.

Julie Wilkerson, Chatham Health Alliance Executive Director, shared the 2019 Community Health Improvement Plan (CHIP) progress updates:

#### Access to Comprehensive Health Services

- NCCARE 360 Pilot launched.
- Social Determinants of Health Screening Initiative

#### Equity

- Equity Ambassadors program created for each subcommittee
- Updated bylaws
- Alliance Demographic survey completed.

#### Economic Resilience

- Alliance policy agenda developed
- Youth Voices kick-off meeting (recruiting and great success with youth)

- Community Resource Hub (very successful this year)

#### Healthy Eating Active Living (HEAL)

- Began planning SNAP/EBT programs at Chatham County Farmers Markets
- Developed a mobile physical activity trailer plan and began implementation
- Implemented a Track Trails program at Southwest District Park

*Dr. Pappas motioned to approve the SOTCH, and Dr. Lloyd seconded. The motion was approved unanimously.*

#### **Chatham Health Alliance (CHA) Update**

Julie Wilkerson, Chatham Health Alliance Executive Director, presented an update on the Chatham Health Alliance. In 2021, the Alliance, in partnership with the Health Department and Chatham Hospital, began the process of the Community Assessment, by first partnering with the community and forming the community action team that reviewed, edited, and approved the assessment survey in conjunction with the CCPHD population health data scientist, Maia Fulton-Black. Data collection took place in the fall of 2021 and analysis of the data was finalized by the winter of 2022. Prioritization took place throughout the Spring of 2022 with priorities identified in April. Those priorities as well as assessment data were used by subcommittees during the strategic planning process that took place summer and fall of last year. Ms. Wilkerson shared that the plan was finalized in November and now subcommittees are action planning.

She mentioned that this year it was decided that the Alliance would keep its overarching areas of focus:

- Access to Comprehensive Health Services
- Healthy Eating, Active Living
- Economic Stability
- Resilience

The Alliance prioritized strategies and work based on the three (3) identified health priorities.

- Mental Health and Substance Use
- Transportation
- Employment

Ms. Wilkerson shared that the strategic plans are three (3) year plans that utilize Results Based Accountability. The subcommittee strategic plan is used to inform the creation of Chatham County's Community Health Improvement Plan (CHIP).

CHIP focus areas include:

- Access to Comprehensive
- HEAL (Healthy Eating and Active Living)
- Equity training with providers through CORE
- Chatham MOVES Physical Activity Trailer
- Economic Stability and Resilience
- Education barriers
- Community Resource HUB

Ms. Wilkerson said that the equity subcommittee is not part of CHIP, but they also do a strategic plan.

Dr. Rimer asked where he could go to find trails in the county. Ms. Wilkerson shared that GIS has a map of trails and she would share that with the group. Ms. Fulton-Black said GIS or Parks and Recreation would have a list of trails. Dr. Rimer said he was not able to get what he was looking for from their website. Ms. Wilkerson said she will share a document from GIS where the trails are located with the board.

### **Health Director Report**

Mr. Zelek provided the following updates:

- Two Board of Health members have authored books in the last year: Dr. Barbee with Karen's Patriarchy and Dr. Herman-Giddens with Unloose My Heart, which was released recently and featured in the Chatham News and Record.
- At the February 20, 2023 Board of Commissioners meeting, Dr. Freese was approved to serve her second (2nd) three (3) year term on the board.
- The state legislature is back in session. Mr. Zelek attended a Health and Human Services Committee meeting of the NC House last week. They are considering a bill to provide recurring funding to local health departments for communicable disease work. The bill got unanimous support from the committee and will likely be tied to the budget.
- He also attended a legislative breakfast this morning with locally elected representatives. Among the public health goals shared was the funding bill just mentioned, tobacco 21, on which the Board passed a resolution last meeting, Medicaid expansion, preserving public health authority to respond to communicable disease threats, expanding the Good Samaritan 911 Law, and protecting water quality from emerging contaminants.
- Recruitment is underway for the Breast and Cervical Cancer Control Program (BCCCP) Navigator nurse position. Our current navigator, Jessy Alvarado, has accepted a position with UNC Health. We also had to repost the Policy and QI Officer position.
- Interviews for the Administrative Services Manager have been scheduled, and they are also underway for the Overdose Prevention Coordinator and Youth Health and Tobacco Initiatives lead position.
- Staff participated in a successful outreach event last week at the Ag Conf Center. The event was sponsored by the Department of Aging Services and was called the Healthy Heart & Body Expo).
- We are working with Facilities for clinic building renovations utilizing some grant funds we have.
- CCPHD and Planning Department staff are collaborating on the health and equity assessment for the Unified Development Ordinance revision process, with the end result changing in codes and ordinances that promote health and equity through the built environment. Draft recommendations should be available by April.
- We hosted recent staff training on harm reduction with an expert from the National Harm Reduction Coalition and have training next week on Opiates and Methamphetamine Exposure Awareness for Public Workers with NC DHHS.



Mr. Rimer asked if the county commissioners set the salary ranges for employees and if they have been benchmarked against neighboring counties. Mr. Zelek stated a pay study was conducted in 2021 that looked at this. He noted that staff who have been in their roles for longer periods received the largest pay increases. He also shared that the county government is competing with private and non-profit employers, and this is important to consider as well. He added that Environmental Health employees from across the state have moved around but thanks to Ms. Lowry's leadership the department has not seen as much turnover as others have.

**Old Business**

None.

**Adjournment**

Dr. Barbee said the next meeting will be in the board room of the Dunlap Building, on March 27, 2023.

*Dr. Roscoe motioned to adjourn the meeting and Dr. Pappas seconded. The motion was approved unanimously.*

  
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Karen Barbee, EdD, Chair Secretary Ex Officio

  
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Michael Zelek, MPH, Public Health Director