

**Chatham County Board of Health**  
**Meeting Minutes**  
**Monday, August 28, 2023**  
**Dunlap Building – 80 East Street, Pittsboro, NC 27312**

The Chatham County Board of Health held a regular meeting on Monday, August 28, 2023, in the Board Room of the Dunlap Building in Pittsboro.

**Attendees**

**Board Members:** Karen Barbee, EdD, Chair; Stephanie Freese, DVM, Vice Chair; Delfino Benitez; Ashley Pappas, PharmD, MHA; Franklin Gomez Flores, Commissioner; William Roscoe, OD; Judith Malone, RN; Tammy Lloyd, MD; Carol Reitz-Barlow, MSN, RN CCRN

**Staff:** Michael Zelek, Danielle White, Sara Green, Bianca Sahota, Zach Deaton, Anne Lowry, Dorothy Rawleigh, Evi Bonilla; Zach Horner

**Guests:** Eric Wolak, Chatham Hospital; Julie Wilkerson, Chatham Health Alliance (virtually)

**Welcome, Call to Order and Introductions**

Dr. Barbee called the meeting to order at 6:00 p.m.

Michael Zelek, Public Health Director, introduced Sara Green, the new Strategic Planning & Development Officer. Green began working with CCPHD in July. Zach Deaton, Clinical & Community Health Services Division Director, introduced Evi Bonilla, who has returned to CCPHD as the Breast and Cervical Cancer Control Program (BCCCP) Navigator.

**Conflict of Interest Disclosure**

None.

**Approval of Agenda**

Dr. Barbee said three items needed to be added to the agenda: on the consent agenda, approval of \$278,300 in HRSA grant funds through Piedmont Health Services to support a doula collaborative; and under new business, an Environmental Health Fee Update and reappointment of Judith Malone for a second term.

*Tammy Lloyd made a motion to approve the agenda with the added items and Stephanie Freese seconded the motion. The motion passed unanimously.*

**Consent Agenda**

*William Roscoe made a motion to approve the consent agenda, and Ashley Pappas seconded the motion. The motion passed unanimously.*

**Public Input Session**

None.

## Reports

### *Chatham Health Alliance Update*

Julie Wilkerson, Executive Director of the Chatham Health Alliance (CHA), gave an update on the Chatham Health Alliance via Zoom. Ms. Wilkerson provided a short introduction of the Alliance, including a timeline of its work.

Ms. Wilkerson said one of the most significant projects of the CHA upcoming is the 2024 Chatham County Community Assessment. She said there are many new things planned for this Assessment, including:

- Working with CCPHD's Maia Fulton-Black to develop a work plan with a timeline outlining the full Assessment process
- Utilizing the CHA's Equity Subcommittee for planning and implementation
- Continuing the use of the Community Action Team, while adding pay for Team members
- Beginning a sponsorship drive to support paying Action Team members

Ms. Wilkerson said a lot has been done to accomplish the above tasks in the last six months. The intent is for the survey to be developed by January 2024, with data collection taking place throughout the spring. A draft report is slated to be finished by the end of 2024, with review of the report to take place following that.

Ms. Wilkerson said the Alliance is also working on centering equity and community in the process. This includes applying for funding to keep people involved in the Community Action Team following the completion of the Assessment. Much of this work is guided by the results of a demographic survey that gathered insight into the Alliance and what made participating in the Alliance easy or difficult for different groups.

Ms. Wilkerson continued by sharing strategic plans for each of the Alliance subcommittees: Access to Comprehensive Health Care, Economic Stability and Resilience, Equity, and Healthy Eating, Active Living. Wilkerson said the Economic Stability and Resilience subcommittee is keying in on improving availability and equity of access to secure employment and ensuring that all youth aged 0-18 have the support they need to achieve their optimal education. Much of the focus for the other subcommittees has not changed since the last update.

Ms. Wilkerson continued by explaining a few Alliance initiatives, including Community Resource Hubs, Youth Voices of Chatham, and the Chatham Moves Physical Activity Trailer.

Mr. Zelek said the CCPHD recently signed a memorandum of understanding (MOU) with the Alliance and UNC Health Chatham to recognize the importance of the partnership between the three organizations, and the important roles CCPHD and UNC Health Chatham have played since the Alliance was formed.

Before moving to the next item, Dr. Barbee paused the normal agenda to introduce Delfino Benitez, the newest Board of Health member.

### *Extreme Heat Response Plan*

Anne Lowry, Environmental Health Director, presented an update on the county's Heat Action Plan. She said that Chatham Hospital sees patients regularly on hot days related to heat stroke and dehydration. Counties in the region have worked over the last few years to develop a Climate Change and Natural Hazards Vulnerability Assessment with five focus areas, with a further list of projects related to those areas. Most of the projects have to do with flooding. Ms. Lowry said she has been working on the last one, which focuses on a Heat Action Plan. Chatham County developed the Chatham County Heat Action Plan, which was funded through multiple avenues. The Plan utilized an established template and is a pilot for the rest of the state.

The Plan included: social vulnerabilities and high-risk groups; heat season interventions and community action; guidance for opening a respite (cooling) center; and community resources. The next steps for the Plan include reviewing the draft plan with local agencies and editing as needed; incorporating the plan into the county all-hazards plan; and using the plan to support grant funding opportunities that may be available to address recovery and resiliency in Chatham's vulnerable and high-risk groups.

### **New Business**

#### *Environmental Health Fee Update*

Ms. Lowry said that in July, the legislature changed the required fees allowable for new permits related to on-site wastewater. The changes cap the amount that can be charged for private permitting options to 40% of normal fees for construction authorizations and \$35 for private option permitting, meaning the County's fees need to be updated. Mr. Zelek added that any fees once approved would be passed on to the Board of Commissioners, and that these fees needed to be approved.

*Carol Reitz-Barlow made a motion to approve the new fees, and Tammy Lloyd seconded the motion. The motion passed unanimously.*

#### *Re-Appointment Judith Malone, RN, second 3-year term*

Dr. Barbee stated that Ms. Malone was up for re-appointment in January but this had not gone through the Boards of Health and Commissioners, so it needs to be approved. She added that Ms. Malone said she is not able to serve out a second term. Dr. Barbee said that the Board will re-appoint her retroactive to January until a replacement is found.

*William Roscoe made a motion to recommend the re-appointment of Ms. Malone to the Board, and Stephanie Freese seconded the motion. The motion passed unanimously.*

#### *Appoint Board of Health Standing Committees*

Dr. Barbee stated that each year, the Board updates its committee rosters. Dr. Barbee asked Mr. Benitez if there were any committees he was interested in, and Mr. Benitez stated he was interested in the Environmental Health Committee. Dr. Barbee said that would be good as it

would fill the role just left by Dr. Herman-Giddens, who recently ended her service on the Board.

Dr. Barbee said the Board typically forms a nominating committee when appointments are needed, but the Board has been discussing creating a permanent nominating committee to make it easier in the future.

Dr. Freese asked about the maximum number of people in a committee without acquiring a quorum for a full board meeting. Mr. Zelek said the ideal number for a committee is at least four people and six would constitute a quorum. Dr. Freese suggested five members.

Dr. Barbee asked who would serve on the nominating committee, and Dr. Pappas, Commissioner Gomez Flores, Dr. Lloyd, Dr. Freese, and Dr. Roscoe volunteered. This committee will also review Board Awards nominations.

Dr. Barbee also referenced the Health Director Evaluation Committee. She stated that she and Dr. Rimer are the only ones on the committee at the moment. Mr. Benitez stated that he would join that committee as well, along with Ms. Reitz-Barlow.

*Judith Malone made a motion to approve the committee rosters, and Carol Reitz-Barlow seconded the motion. The motion passed unanimously.*

#### *Health Director Position Description Review*

Dr. Barbee said she has discussed the updated Health Director position description with Mr. Zelek. Mr. Zelek said there were no major changes to make but some small adjustments. The adjustment was splitting up some duties from one area into multiple areas to reflect the key elements of the position. He added that all staff position descriptions are reviewed each year per accreditation requirements.

*Ashley Pappas made a motion to approve the position description, and Tammy Lloyd seconded the motion. The motion passed unanimously.*

#### *CCPHD Newsletter: Board Member Intros*

Dr. Barbee stated that Dr. Rimer had suggested including board members introduced in upcoming newsletters. She stated that it would be a good way for the board to connect with CCPHD employees. The group agreed to include their bios, starting with the Chair and Vice-Chair, and then going in alphabetical order.

#### **Old Business**

None.

#### **Health Director Report**

Mr. Zelek provided the health director report:

- He stated that it was good to welcome Mr. Benitez to the board after a lot of work together with The Hispanic Liaison in recent years.
- He made a plug for Board members to review the newsletter.
- He added that Medicaid expansion in North Carolina has been delayed due to the state budget not yet being passed.


**Adjournment**

*Delfino Benitez made a motion to adjourn, and William Roscoe seconded the motion. The motion passed unanimously.*



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Karen Barbee, EdD, Chair



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Secretary Ex-Officio  
Michael Zelek, MPH, Public Health Director