

**Chatham County Board of Health  
Meeting Minutes  
Monday, April 22, 2024  
Dunlap Building – 80 East Street, Pittsboro, NC 27312**

The Chatham County Board of Health held a regular meeting on Monday, April 22, 2024, in the Board Room of the Dunlap Building in Pittsboro.

**Attendees**

**Board Members:** Karen Barbee, EdD, Chair; Stephanie Freese, DVM, Vice Chair; Carol Reitz-Barlow, MSN, RN, CCRN; Rya Williams, Alan Rimer, PE, PhD; Ashley Pappas, PharmD, MHA; William Roscoe, OD; Zachary Brian; DMD, MHA, Franklin Gomez Flores, Tammy Lloyd, MD

**Staff:** Michael Zelek, Danielle White, Bianca Sahota, Dorothy Rawleigh, Maia Fulton-Black, Alecia Marsh, Zach Deaton, Olivia Taylor, Anne Lowry

**Guests:** Erik Wolak, Chatham Hospital.

**Welcome and Call to Order**

Dr. Barbee started the meeting at 6:00 p.m.

**Conflict of Interest Disclosure**

Mr. Gomez Flores shared that he is on the Board of Chatham Hospital.

**Introductions**

Dorothy Rawleigh, Health Promotion and Policy (HPP) Director, introduced Kyle Chambers, the new Communications Specialist. He started on April 8, 2024. Kyle moved from Florida, was a Media Specialist at Baptist Health during the COVID-19 pandemic, Communications Specialist and most recently Communications Manager at the University Florida.

**Approval of Agenda**

Dr. Barbee said the Update Opioid Settlement Funds report would need to be removed from the agenda and will be given at a future meeting.

*Dr. Lloyd made a motion to approve the agenda with the Update on Opioid Settlement Funds removed, and Dr. Brian seconded the motion. The motion was passed unanimously.*

**Consent Agenda**

No additions or changes to the consent agenda were made.

*Dr. Freese made a motion to approve the consent agenda as presented, and Ms. Reitz-Barlow seconded the motion. The motion was passed unanimously.*

## **Public Input Session**

None.

## **New Business**

### *Environmental Health Pool Fee Change*

Anne Lowry, Environmental Health Director, requested a new fee of \$150.00 for Pool Remodel Plan Review be considered. Ms. Lowry said this would be a new fee to capture additional staff time required to evaluate and approve remodels for various aspects of existing swimming pools. Ms. Lowry said they currently only have a fee for the initial plan review for a pool. Remodels are expected to become more common as pools age or aesthetic updates are planned. Ms. Lowry also requested that the cost for registering for educational classes (septic fee workshop) be increased from \$25.00 to \$50.00. She shared that providing this class has become more expensive since the fee was established four years ago, especially with rising food costs. She added the fee changes would take effect in July if approved by the Boards of Health and Commissioners.

Questions:

Ms. Williams asked if the pool fee was for businesses with pools or personal use. Ms. Lowry said the fee was only for commercial pools, as Environmental Health does not inspect personal pools.

*Mr. Rimer made a motion to approve the \$150.00 Pool Remodel Plan Review Fee and increased Educational Class Registration fee to \$50.00 effective July 1, 2024, and Ms. Reitz-Barlow seconded the motion. The motion was passed unanimously.*

## **Reports**

### *Childcare Immunization Report*

Dorothy Rawleigh, Health Promotion & Policy Director, introduced Alecia Marsh, Childcare Health Consultant, and Olivia Taylor, Immunization Tracking Coordinator.

Ms. Marsh shared that the goal of immunization reporting is to ensure that all children who attend a licensed childcare facility are protected against vaccine-preventable diseases. She helps childcare providers keep accurate records of children's immunizations, as required by North Carolina law for licensed facilities.

Ms. Taylor shared that her role as the Immunization Tracking Coordinator is to create packets for childcare facilities that include the immunization report form, letters for facility owners and parents, and resources for record keeping. She shared that when she receives a report from the childcare center, she reviews the data in the North Carolina Immunization Registry (NCIR) to ensure the report matches the NCIR. If the report does not match what is recorded in NCIR, she lets the childcare facility know.

Ms. Marsh shared that she collaborates with Ms. Taylor to contact facilities who have not submitted their immunizations reports or who have children in attendance who are not up to date. Ms. Marsh also schedules meetings with the provider to assist with completing the reports correctly and follow up with parents as needed. She also communicates with childcare operators about the importance of maintaining up-to-date records on required childhood immunizations, as well as communicating with parents about immunization requirements throughout the year. Ms. Marsh shared that childcare immunization training was not offered last year due to her position being vacant, but she plans to offer one in the fall of 2024. Ms. Marsh said that some of the children in childcare have religious exemptions. Ms. Marsh shared that in Fall 2024, they plan to work with the new Communications Specialist on a childhood immunization education and awareness campaign.

Ms. Rawleigh shared that Ms. Marsh finished her childcare health training and she is now able to provide childcare training. She mentioned that Chatham has 38 licensed childcare facilities in Chatham County and three more centers opened in the past few months. She also shared that only one facility was not in compliance with the law, and they are working with this facility to get them in compliance. Religious exemptions are acceptable, per the law. Ms. Rawleigh also said that 98% of children in childcare centers are fully vaccinated, but the number of religious exemptions has gone up in the last year. Overall, 99% of children are in compliance (9 have religious exemptions).

#### Questions:

Ms. Williams asked how many childcare providers are located in Chatham County. Ms. Marsh said that currently we have 38 licensed childcare facilities in Chatham County. Ms. Williams asked how many children a licensed childcare provider can keep verses an unlicensed. Ms. Marsh said that was based on children/teacher ratios and that they encourage all childcare providers to get licensed.

Dr. Lloyd asked if they were looking up the mandated/required immunizations or all immunizations. Ms. Rawleigh said they only verified the required immunizations. Mr. Zelek said the Licensed Childcare Immunization Compliance Policy was created in 2017 to better monitor immunizations among children in childcare centers. He also thanked Ms. Rawleigh, Ms. Marsh and Ms. Taylor for all their work on this initiative, noting how much better this has been since the policy took effect and thanks to their teamwork. Ms. Reitz-Barlow echoed Mr. Zelek's words of appreciation. Mr. Gomez Flores asked why the number of children in childcare dropped between years (FY 22-23 to FY 23-24). Ms. Rawleigh said three centers in Chatham County closed. Mr. Rimer asked what constitutes religious exemption in North Carolina. Ms. Rawleigh shared that a parent can write a statement with the religious exemption, name, and date of birth of the child to be exempt from that immunization. Dr. Brian asked what the state statute is that references religious exemption, and Mr. Zelek said the general statute is NC Statute 130a-157.

Dr. Brian said that other counties could learn from this process. Ms. Rawleigh said they have presented at a state conference. Mr. Zelek shared responsibility does not only fall under the

childcare consultant, but also under him as the public health director. He especially appreciates the work conducted. Dr. Brian shared that it would be great to get other counties to follow suit.

#### *Community Assessment Survey Update*

Maia Fulton-Black, Population Health Data Scientist, provided an update on the 2024 Chatham County Community Assessment.

Ms. Fulton-Black shared that the Community Assessment is a collaboration between the Chatham County Public Health Department, Chatham Hospital, Chatham Health Alliance and community members and organizations. She said the data gathered is analyzed, discussed and used to improve services and programs. The Community Assessment is used for the following:

- Secure CCPHD and Chatham Hospital accreditation and funding (every 3 years)
- Identify priority areas for Chatham Health Alliance
- Better understand changes in community health over time
- Identify any inequities between different populations in Chatham
- Improve support required to address community needs

She shared that the goals for this year are to ensure timely and equitable demographic representation in the survey, including weighting for historically marginalized populations and rural residents. Ms. Fulton-Black said they plan to build on community engagement and leadership foundations by expanding the Community Action Team that started in 2021, complete more supplemental surveys and use the qualitative data. She said the supplemental survey is available to anyone in the community. Ms. Fulton-Black said Jiona Mills, Community Engagement Specialist, is leading the community engagement meetings.

Ms. Fulton-Black said the timeline for the community assessment survey is as following:

- Spring 2024: Data collection; survey and supplemental survey
- Summer 2024: Data analysis; secondary data collection
- Fall 2024: Report writing
- March 2025: Final report due

Ms. Fulton-Black said the department has received 199 completed surveys as of April 22. She also shared that the in-person (door-to-door) surveying has been going on for the last two weeks. Ms. Fulton-Black said there are opportunities to volunteer to help with door-to-door survey collecting, leading focus groups, or sponsoring the community action team. She said since COVID-19 it is harder to get responses statewide and nationally. This year, more mail and online surveys have been received than in the past. Ms. Fulton-Black said the goal is 400 completed surveys. She also said a reminder mailer is going out soon.

Dr. Brian said he was impressed by detail and information in the last Community Assessment, noting that it compares favorably to reports from other counties. Ms. Fulton-Black plans to work with Mr. Chambers on more ways to make the report accessible. Dr. Brian shared that

“digitizing” it through short video clips could be a great idea. Mr. Rimer said that the Chatham County report is much better than those of other counties. He also asked if more donors were needed. Ms. Fulton-Black said yes. Mr. Zelek said that the Community Action Team was so successful, they ran out of money. He also mentioned that sustainability is important. Dr. Lloyd requested the QR code for donations be sent to the Board. Ms. Fulton-Black said the meetings normally take place at the Wren Library, Siler City, on the second or third Saturday of the month from 10:00 a.m. to 12:00 p.m.

### ***Board of Health Awards***

Dr. Barbee said the nominating committee will meet in May to go over the Board of Health Award nominations. The committee will also meet to go over the upcoming seat vacancy (physician, nurse, and optometrist) applications. Mr. Zelek said applications have come in for the nurse seat, but more are needed for the optometrist seat and physician seat.

Dr. Pappas asked if the Board should modify the criteria for someone outside of Chatham. Mr. Zelek said that in the NC General Statutes, there is specific language for the optometrist seat and potentially recruiting outside of the County, if needed, but typically county residency is required.

Ms. Williams asked what members from the Board are having their term end. Mr. Zelek shared that Dr. Lloyd, Dr. Roscoe and Ms. Reitz-Barlow will all soon have served three, 3-year terms.

### **Health Director Report**

- We have gotten the go ahead from UNC to transition to Epic EMR system effective October 1. We have notified our current EMR Patagonia of the date and are working to get everything ready for the transition.
- We are partnering with Social Services to host a Chatham County Bed Bug Event on May 17 from 10:00 p.m. to 12:30 p.m. at the Agricultural & Conference Center. The intended audience is agencies that are interested in preventing the spread of bed bugs in the workplace and to staff.
- The second annual EMBRACe retreat was held this past Saturday in Pittsboro. We had a great turnout and I have heard many positive comments on the event.
- The CCPHD and Chatham County Emergency Management will be co-hosting a Pre-Heat season meeting to discuss the new Heat Action Plan with local agencies and partners on April 25 at 2:00 p.m.
- Environmental Health will be completing interviews for the vacant environmental health specialist position this week.

Zach Deaton, Clinical & Community Health Services, said that the Clinical and Community Health Services (CCHS) Division is piloting a Parent Navigator Program. The Parent Navigator

works closely with parents who have children with intellectual developmental disabilities (I/DD). Mr. Deaton said the program helps provide support to parents and connects with resources and referrals as needed. The community has received the pilot position well. They are requesting repurposing a position and are working Chatham County Human Resources (HR). He also said that more is to come once the request is approved by HR.

Dr. Freese provided an update on avian influenza. She noted that in recent months, an outbreak of avian influenza has affected dairy cattle and transferred from cattle to cats. She also said the death rate in cats was high. Dr. Freese said that cattle transporting cattle across state lines (mostly in the west) has been shut down. Mr. Zelek added that there has been one known human case so far, but no human-to-human transmission.

**Old Business**

None.

**Adjournment**

*Dr. Freese made a motion to approve the agenda as presented, and Mr. Gomez Flores seconded the motion. The motion was passed unanimously.*



Karen Barbee, EdD, Chair



Secretary Ex Officio  
Michael Zelek, MPH, Public Health Director