

**Metropolitan Board of Health of Nashville and Davidson County
February 11, 2021, Meeting Minutes**

Chair Alex Jahangir called the meeting to order at 4:00 p.m. The meeting was held electronically. A recording of the meeting was to be posted at <https://www.nashville.gov/Government/Boards-and-Committees/Committee-information/ID/76/Health-Board-of.aspx>.

Present

A. Alex Jahangir, MD, Chair
Tené H. Franklin, MS, Vice-Chair
Carol Etherington, RN, MSN, Member
Thomas W. Campbell, MD, Member
David A. Frederick, MS, Member
Calvin M. Smith III, MD, Member
Tina Lester, MSN, RN, Interim Chief Administrative Director of Health
Gill C. Wright, III, MD, Interim Chief Medical Director of Health
Jim Diamond, MBA, Director of Finance and Administration Bureau
Brandon Dyce, Friends of MACC
Derrick Smith, JD, Metropolitan Department of Law

Motion to Approve Conducting Meeting by Electronic Means

Vice-Chair Franklin made a motion to approve conducting of the meeting by electronic means (Attachment I). Dr. Smith seconded the motion, which passed unanimously.

Chair Jahangir conducted votes taken during the meeting by roll call.

Consideration of Extension of Public Health Emergency

Dr. Smith made a motion to extend the current declaration of public health emergency to May 31, 2021. Dr. Campbell seconded the motion, which passed unanimously.

Approval of January 14, 2021, Meeting Minutes

Ms. Etherington made a motion to approve the January 14, 2021, regular meeting minutes, as distributed. Dr. Smith seconded the motion, which passed unanimously.

Friends of MACC Update

Friends of MACC (Metro Animal Care and Control) Board Chair Brandon Dyce presented an update on the organization's 2021 Goals and Priorities (Attachment II).

The Board thanked Mr. Dyce for the group's efforts to support MACC.

Approval of Grant Applications

There were no grant applications.

Approval of Grants and Contracts

Jim Diamond presented six items:

1. Healthy Start Initiative – Nashville Strong Babies Grant Amendment from the Health Resources and Services Administration

Term: April 1, 2020-March 31, 2021

Amount: \$21,222

- 2. Healthy Start Initiative Grant Amendment from the Health Resources and Services Administration**
Term: April 1, 2020-March 31, 2021
Amount: \$257,235
- 3. Ryan White Part A Covid-19 Response Grant from the Health Resources and Services Administration**
Term: April 1, 2020-March 31, 2021
Amount: NA
- 4. TB Epidemiological Studies Consortium (TBESC) Contract Amendment #1 between Vanderbilt University and Metro Board of Health**
Term: September 29, 2020-September 28, 2021
Amount: \$66,900
- 5. HIV AIDS Core Medical & Early Intervention Services Grant Amendment #1 from the Tennessee Department of Health**
Term: April 1, 2020-March 31, 2022
Amount: \$46,400
- 6. Nurture the Next Contract**
Term: December 10, 2020-December 9, 2021
Amount: \$102,809

Mr. Frederick made a motion to approve the grants and contracts. Ms. Etherington seconded the motion, which passed unanimously.

Report of Interim Directors

Ms. Lester and Dr. Wright referred to the update provided in the Board packet (Attachment III).

Ms. Lester provided a brief update on the Strategic Plan process and advised that the Equity Report would be available in the next few weeks. She also said she would be seeking additional guidance from the Board on the Health Equity Bureau director position and expected the Strategic Plan to help inform it as well.

Ms. Lester noted that the collaboration of the department's Fetal Infant Mortality Review program and the Baby and Me Tobacco Free program was one of two initiatives featured in a national resource document of the National Center for Fatality Review and Prevention.

Dr. Wright provided a brief update on the vaccination rates, allocation plans, clinic partnerships, and plans to reach underserved and vulnerable communities.

Report of Chair and Discussion

Chair Jahangir announced that the Board would receive a required Ethics Training at the March 11, 2021, meeting.

Other Business

Dr. Smith asked that the public continue to do their due diligence in regard to large gatherings and abide by the guidelines, and step in when necessary to request gatherings limit to appropriate size.

Review of Board Requests

A presentation or discussion on the Community Health Worker program and its funding after May was requested at the March meeting.

CIVIL SERVICE BOARD

Authorizing the Director of Health to Approve Administrative Leave

Mr. Diamond requested Board approval of a proposed amendment to the Board's April 9, 2020, policy authorizing of the Director to approve COVID-related administrative leave (Attachment IV).

Dr. Smith made a motion to approve the amendment to the policy authorizing the Director to approve COVID-related administrative leave. Mr. Frederick seconded the motion, which passed unanimously.

Personnel Changes

Mr. Diamond presented the January 2021 Personnel Changes, which were unremarkable.

Next Regular Meeting

The next regular meeting of the Board of Health is scheduled to be held at 4:00 p.m. on Thursday, March 11, 2021 in the Board Room (third floor) at 2500 Charlotte Avenue, Nashville, TN, 37209, if social distance restrictions are not in place.

The meeting adjourned at approximately 4:55 p.m.

A. Alex Jahangir, MD, MMHC, FACS
Chair

MOTION TO APPROVE CONDUCTING MEETING BY ELECTRONIC MEANS

I move that the items on the meeting agenda constitute essential business of this Board, meeting electronically is necessary to protect the health, safety, and welfare of Tennesseans considering the COVID-19 outbreak, and any conflicting with the Governor's Executive Order permitting electronic meetings be suspended.

Rescue ... Together!

2021 Goals & Priorities

Board of Health Presentation | Feb 2021





Rescue ... Together

How Friends of MACC, MACC, and Our
Community Are Saving Lives Together

- 01 Giving Back Together in 2020
- 02 Engaging Our Community in 2021
- 03 Having Fun While Savings Lives



Giving Back Together in 2020

Keeping momentum going in a year of unprecedented challenges



Financial Performance

Receiving continued support from our community to provide meaningful change to Nashville's homeless animals



Tornado Response

Working together with MACC and the community during a tragedy to expand storage capacity for MACC's Community Pet Pantry



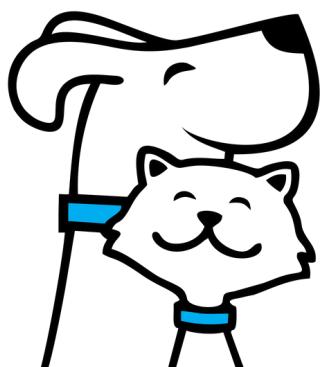
Covid-19 Response

Delivering food to families in need and building partnership with Second Harvest Food Bank to provide nutritional support



Remodeled Play Yards

Completely renovated more than 4,400 square feet of outdoor play yards to make it functional year round and in any weather condition



Total Income

\$93,643

Compared to 2019

\$95,012

YoY Comparison

-1.4%

Total Contributions to MACC

\$69,487

Remaining 2020 Funds Available

\$15,945

Operating Expense

10%





Tornado & Covid-19 Response

- Purchased 20' x 20' storage shed to add much-needed capacity to Community Pet Pantry to safely house donations
- Organized pet pantry on multiple occasions to ensure proper food storage and distribution by expiration date
- Delivered more than 3,000 pounds of food to more than 150 families as part of our Contactless Food Delivery initiative
- Partnered with Second Harvest Food Bank of Middle Tennessee to host two mobile pet food pantries, providing resources and information to more than 300 families

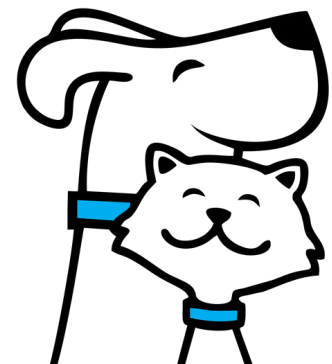


Remodeled Play Yards

MACC's back play yards were a disaster. They were muddy, ragged, tattered, and unusable during rain. This affected everything, from enrichment time for the pups to potential adoptions.

More than 4,400 square feet of outdoor space completely renovated: underground drainage, weed cloth, grading/leveling, sun sails, pea gravel, and a new pavillion.

Now the play yards are usable in any weather and the area is much more functional and presentable.



After



Before



Engaging Our Community in 2021

Working together to save more lives and keep more families together



Safety Net Program

Launching a pet-friendly housing fund to help families transitioning to new rentals cover cost of pet deposits.



Foster Program

Providing supplies to our amazing foster families so they have resources readily available at their disposal.



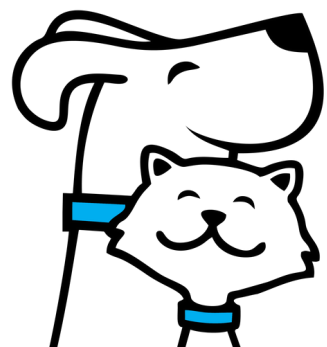
Emergency Medical Fund

Providing lifesaving funds so MACC's medical team can deliver services outside the shelter's capabilities.



Humane Education

Infusing the community with info on MACC's many programs, including bi-lingual resources, to increase awareness.



Pet-friendly Housing Fund

Families sometimes face a difficult decision between housing and pet ownership. To increase the Safety Net Program's impact on keeping families together, Friends of MACC will fund a pet-friendly housing fund to cover the pet deposit for families in need.

Applicants will be screened for need and approved via the Safety Net Coordinator; Friends of MACC will facilitate payment to the rental/leasing agency.

Through this partnership, we will help families make housing transitions more successfully and prevent animals from entering the shelter.



\$22K
Budgeted

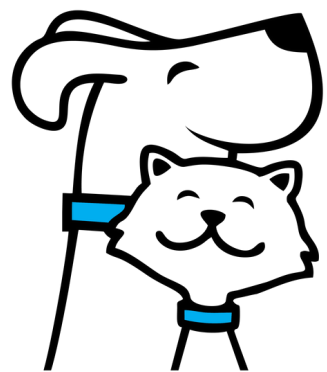
110
Families
Served



Foster Program Support

Fostering saves lives. It diverts healthy animals from the shelter and allows them to thrive in an actual home as the wait for adoption. MACC's foster program continues to grow and will continue to be a pivotal part of its adoption program.

Friends of MACC will provide much-needed resources to MACC's foster program and families to ensure a wonderful experience for fosters and foster animals.



\$10,250
Budgeted

1,000
Served



Emergency Medical Fund

MACC's medical team is incredible. But when some injured animals arrive at MACC, care is sometimes needed beyond what supplies or capabilities are available in the shelter itself. In these cases, MACC's Emergency Medical Fund allows animals to receive the lifesaving services they need at partner facilities.

Friends of MACC will fund \$10K in emergency medical services to ensure MACC's medical team can continue providing expert care for Nashville's homeless animals.

\$10K
Budgeted

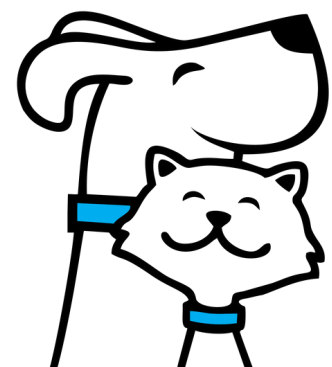
70
Animals
Served



Humane Education

Helping establish healthy bonds between people and their pets is a primary goal of MACC and Friends of MACC.

Working closely together, our goal is to launch a humane education program that includes community outreach, multi-lingual resources, an animal behaviorist, and general awareness for MACC's services.



\$30,700

Budgeted

Many!
Served



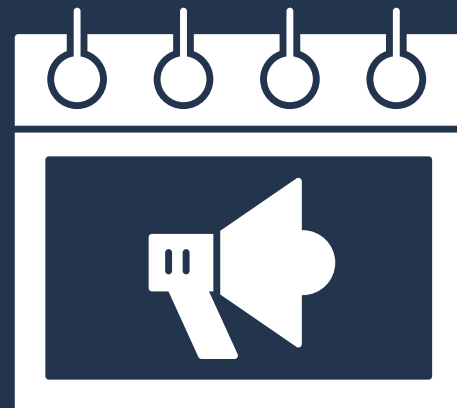
Having Fun While Saving Lives

Taking MACC Out Into the Community and Making a Difference



Woof & Whisker Wagon

Hitting the road in our RV to take MACC's services, mission, and message out into the community to expand impact and save more lives



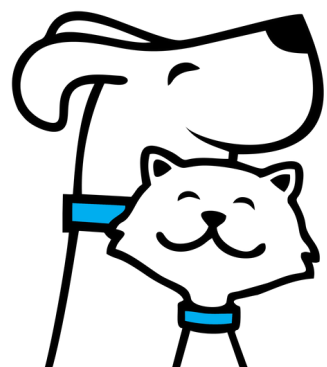
Events (Virtual & In-person)

Hosting a variety of events, both virtual and in-person (hopefully) to engage our community, tell our story, and raise funds



2021 Financials

Projecting what our efforts can and will do so that we can fund our initiatives, save more lives, and help more families





Partnerships

- Support lost & found groups
- Provide local transport
- Partner with area businesses on events
- Join local agencies with outdoor events

Foster Support

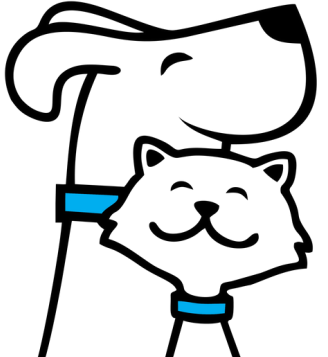
- Host foster fairs
- Take adoption photos for fosters
- Facilitate adoptions & foster program interest
- Hold "Kitten Fest"

Humane Education

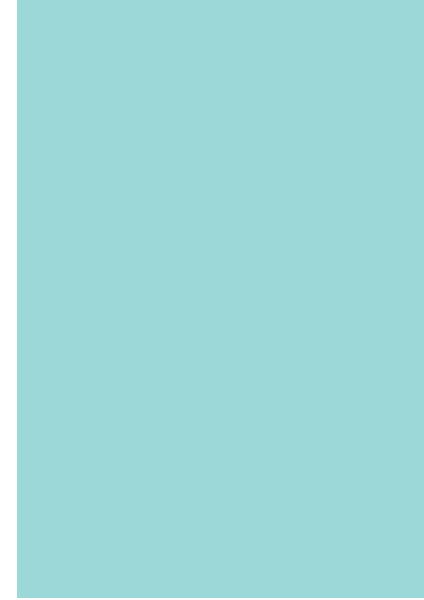
- Attend school & local events
- Distribute info on MACC's programs
- Host training sessions at local parks
- Attend fairs & festivals to distribute info

Community Events

- Feature adoptable pets at MACC
- Host microchip & rabies clinics
- Meet with a vet tech
- Offer 15-minute training sessions



Events



Virtual

To start the year, we will hold two virtual events via Zoom:

- Valen-tails Virtual Cooking Experience with Bourbon Steak Chef | February 11
- Virtual Event (TBD) | April
- Big Payback | May
- Giving Tuesday | November

\$14,500

Telethon

In June, we are planning a joint telethon with Pet Community to share the collective impact of PCC, MACC and FoM:

- Friends Make a Difference Telethon | June 6

\$30,000

In-person

Toward the end of 2021, we hope to hold two live events:

- Woof & Whisker Wagon Community Events | Starting in March
- MACC Pack Kickball Tournament | September
- Inaugural Fur Ball Gala for MACC | November

\$12,500



2021 Budget Projections

Income

Individual Donors	\$34,800
Corporate Donors	\$12,000
Fundraisers/Events	\$53,500
Grants	\$10,000
Total Income	\$110,300
Carryover Funds	\$50,000
TOTAL FUNDS	\$160,300

Expenses

Humane Education	\$30,700
Pet Housing Fund	\$22,000
Foster Program	\$10,250
Emergency Medical	\$10,000
Admin/Operating Costs	\$ 7,246
Total Expense	\$80,196



2021 Board Members



Chair

Brandon Dyce

Vaco



Vice Chair

Shelley Bankard-Weaver

JW Marriot Nashville



Treasurer

Melody Kief

Physician Practice Support



Secretary

Rachel McLaughlin

Ascension Health



Nikki Burdine

WKRN | News 2



Karl Hawes

JW Marriot Nashville



Jennifer Misora

Consultant/Entrepreneur



J. Seth Montgomery

Best Friends



Charlotte Weatherington

MDHA



Kristie Young

Benchmark Realty



Brandon Dyce, Chair

chair@friendsofmacc.org

(615) 545-1675



Thank you!

WE ARE EXCITED FOR THE YEAR AHEAD



Directors' Update to the Board of Health February, 2021

Protecting Health – Preventing the Spread of Infectious Disease

COVID

Vaccinations

After the weekend of Jan. 30-31, when we had three vaccination clinics working at once, we have essentially consolidated the vaccine operation at the Music City Center. We will be open there seven days a week from 8 a.m. to 4 p.m.

As of Feb. 4, the CORE team that started at East Nashville and moved to MCC had provided over 12,500 vaccines. The STRIKE mobile team has been out six or seven days a week providing vaccines to Department of Intellectual and Developmental Disabilities (DIDD) facilities. Partnerships with HCA, Meharry, Vanderbilt and the Federally Qualified Health Centers continue to help distribute vaccines. The immunizations staff is doing yeoman's work to manage the COVID-19 emails, requests and scheduling. School Health has taken on the task of calling all individuals aged 75+ who were placed on the waiting list. In the first three days, they were able to make 3,000 calls and schedule 948 appointments. The school nurses also have begun rapid COVID testing for athletes. We tested our first group of 415 players and coaches on Feb. 2. One school had a group of positives. All others were negative.

As of Feb. 3, there had been 52,025 Davidson County residents who received the first dose of the vaccine, 24,410 of whom had gotten the second dose as well (total of 76,435 shots given to local residents). Davidson County facilities, including MPH, had given a total of 104,695 vaccinations as of that date; the difference is comprised mainly of out-of-county residents who work here.

Last week we held the second meeting with some community partners regarding plans to educate vulnerable populations, including Brown/Black Communities and immigrant communities about, about the vaccines. A goal of the group is to decrease vaccine hesitancy by building trust through education. Also, in attendance were the two MPH interim directors, Laura Varnier, Board Vice-Chair Tené Franklin and Deputy Mayor Brenda Haywood. The participants will meet in a month; subgroups will meet in the interim.

Orders

The Sixth Amended and Restated Order 12 went into effect on Feb. 1. It slightly loosens restrictions on bars and restaurants (extending operating hours by one hour) and allows restaurants that never serve alcohol at any time to stay open 24 a day if they wish (Kudos to Derrick Smith for figuring out how to do that). It also doubles the number of allowable attendees at K-12 sporting events.

Importantly, the order no longer has an expiration date, making it in effect concurrent with this Board's Declaration of Public Health Emergency. This provides greater flexibility for us to amend the Order as the virus dictates, as opposed to having to meet an arbitrary expiration deadline. Furthermore, your decision to keep about a quarter-year cushion between any given time and the expiration of the Declaration by extending it monthly gives us far more flexibility to push forward on event applications, which has been a great help.

Testing

Through the month of January, the testing centers averaged about 3,700 tests a day. The results line handled 7,845 calls during the month.

Improving Health - Services to Individuals & Families

Dental

As the school-based dental program is unable to provide services in the schools currently, they are working primarily in the Vaccination POD at the Music City Center. The state has given them a waiver to perform COVID activities until they are able to provide services in schools again.

WIC

WIC continues to provide services by phone and has a waiver to continue this practice until late May. The number of benefits provided to participants has increased during the pandemic, and the WIC team continues to innovate to better serve their clients. Please see the stats below.

2019 – An average of 18,855 participants with 13,721 being active in the program. WIC issued 62,347 monthly benefits over the year

2020 - An average of 18,981 participants, with 15,326 being active in the program. WIC issued 67,651 monthly benefits over the year.

Improving Health – Access & Care Coordination

ACA Enrollment

You may recall that the previous federal administration had curtailed ACA enrollment. The new administration announced last week that enrollment will be reopened from Feb. 15 through May 15. Applicants will have a variety of entry points to the system, including the nationwide network of agents, brokers and assisters. This group includes the Tennessee Health Care Campaign, which we have hosted here at Lentz since the ACA marketplace went into effect in 2014 and will continue to do so as space permits.

Infant Health

Our Fetal Infant Mortality Review (FIMR) Program, as well as the Tobacco Prevention Program staff, proudly note that one of our projects is now included in a national resource document of the National Center for Fatality Review and Prevention (NCFRP). The resource document, *Using Fetal and Infant Mortality to inform Title V Programs on NPM 14.1:Smoking During Pregnancy*, will be available to FIMR teams across the U.S. through the website's Community Portal at https://www.ncfrp.org/wp-content/uploads/Title_V_Smoking.pdf

FIMR programs exist because every year in the United States 23,000 babies who are born alive do not survive to see their first birthday. Almost an equal number are stillborn. Within these numbers, disparities exist between survival of white babies and those of color. [Fetal & Infant Mortality Review – The National Center for Fatality Review and Prevention \(ncfrp.org\)](https://www.ncfrp.org/)

The FIMR model has been used across the U.S since the 1980s. The MPH D FIMR program began in 2009. Guidance provided at the national level was vital in the Initiation of our program. To now be included in a resource document for other teams is an exciting accomplishment for our FIMR and Tobacco teams.

The MPH D FIMR team seeks opportunities to collaborate with programs within the health department who interact with childbearing families while delivering their services. One such connection resulted in the internal action project that is now highlighted as a success story.

Maternal Smoking is a proven risk factor for preterm birth, low birth weight, and sudden unexplained infant death (SUID). Prevention efforts to address smoking among all Davidson County residents falls within the Division of Prevention and Wellness that oversees the Tobacco Prevention Program. After

reviewing available curriculum to address smoking in the childbearing population, the evidence based The BABY & ME – Tobacco Free Program™ was selected and education sessions began in 2016.

In the Spring of 2020 the decision was made to include a lesson about safe sleep along with the usual curriculum of BABY & ME. The collaborative sessions began in the fall of 2020. Program participants receive four prenatal education sessions and 12 postpartum sessions. Since inception, 52 mothers have participated. There are currently 11 mothers enrolled. Classes currently are conducted virtually.

Improving Health – Community Partnerships

See COVID section

Organizational Updates

Budget

Metro Finance and the Mayor’s Office sent their guidance for the Fiscal Year 2022 budget process. FY22 will begin July 1, 2021. The guidance states that the Mayor’s top priority is to ensure emergency response to the pandemic. Also included was a 2% reduction scenario. The department will propose cuts of approximately \$480,000 based off of our FY21 local budget of \$24 million. These proposed cuts would be achieved through currently vacant local positions, meaning no employees currently funded in local positions would be subject to layoff. We hope that no cuts to MPHD’s budget will be made.

The Department will request funding for an Electronic Health Record (EHR) as an investment request in this budget. As in years past, the Department feels that an EHR is a critical piece of technology to efficiently, safely, and cost effectively manage our clinical operations, including our COVID-19 vaccination program. The Department feels that an EHR, especially as it relates to COVID-19 mass vaccinations, fits with the Mayor’s top budget priority of ensuring emergency response to the pandemic. The initial implementation and first year cost of an EHR is estimated to be \$500,000, with an ongoing yearly cost of \$250,000-\$300,000. The investment request involves the addition of 1.0 FTE, a nurse informaticist.

Metro Schools has secured CARES Act funding to extend a nurse in every school through next school year, and MNPS will make the investment request to Metro for permanent funding for a nurse in every school. We are continuing to hire under this funding, and at the end of last week expected to have 48 nurses in place, leaving 10 slots to fill to get us to a nurse in every school. We still will need 10 additional nurses to staff our float pool.

Fiscal Year 2022 Budget Timeline:

Jan. 20 Budget Message from the Finance Director and Operating Budget Instructions Released
Feb. 16..... All Departmental Budget Requests and Revenue Estimates Due
March..... Mayor's and Finance Director Meetings with Departments Begin
April 30..... Mayor's Recommended Budget filed for consideration to Metro Council
May Departmental Budget Hearings with Metro Council
June 30 Final approval of budget by the Comptroller of the Treasury

Data Sharing

Audit reports from the police (MNPD) and emergency communications (ECD) departments regarding COVID data-sharing during January 2021 were placed in the SharePoint site last week. For ECD, during January, the automated dispatch system queried the database 89,365 times. This resulted in identification of 5,423 COVID health risk notifications. For MNPD, during the same period, the system was queried twice, and resulted in zero COVID health risk notifications. We are requesting more information from MNPD on why the system is used so rarely.

Data and Surveillance

Suspected Fatal Drug Overdoses

- In 2020, there were 624 suspected overdose deaths that occurred in the county, making it the deadliest year on record.
- Fentanyl-related deaths increased by 47% between 2019 and 2020.
- Fentanyl was detected in 78% of toxicology reports in 2020 compared to 2019 (65%).
- In addition to fentanyl, detection of stimulants (i.e., cocaine and methamphetamine) increased in 2020 compared to previous years.

Drug Overdose-related Emergency Department (ED) Visits

- There have been 176 overdose-related ED visits at local hospitals in 2021.

Suspected Drug Overdoses Requiring EMS Response

- There have been 349 suspected overdoses requiring EMS response in 2021.
- The average administrations of naloxone treated by EMS is 2.3 per patient.

Interventions/Activities/Collaborations

Grants

- U.S. DOJ Comprehensive Opioid, Stimulant, and Substance Abuse Program (COSSAP) Grant
- TDH-CDC High Impact Area (HIA) Grant

Overdose Fatality Review (OFR) Panel

- Establishing OFR panel members and planning inaugural meeting.

ED Post-Overdose Discharge Protocol

- Initiative seeks to improve care through the use of peer recovery navigators, naloxone distribution, harm reduction strategies, and medically-assisted treatment (MAT).

Regional Stakeholder Group

- Currently assembling group; will include partners from surrounding counties.

Nashville Fire Department Post-Overdose Follow-Up

- Implementation began in early January 2021.

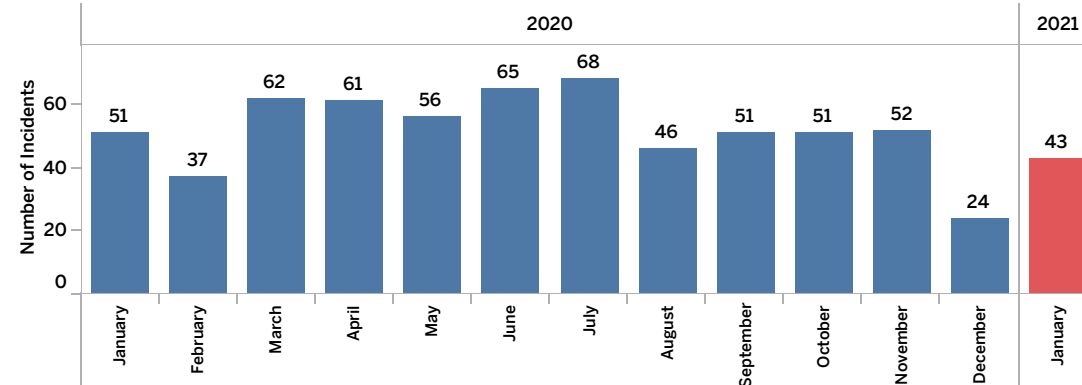
Substance Use Linkage

- Implementation began in November 2020. Activities include linking MPHD clinic patients with substance use disorder to available resources.

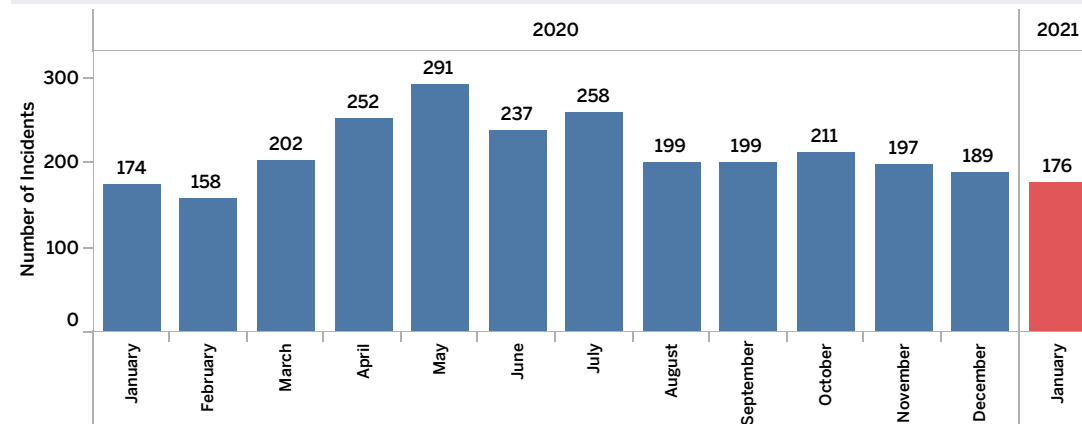
Data-to-Action with Local Prevention Partners

- Collaborating with prevention partners for targeted response to high-activity areas.

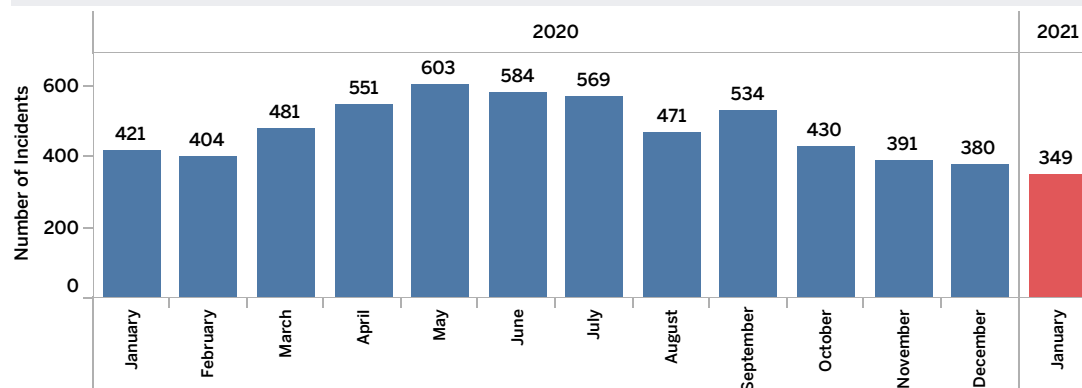
Suspected Fatal Drug Overdoses



Drug Overdose-related ED Visits



Suspected Drug Overdoses Requiring EMS Response



Update: Drug Overdose Epidemic in Davidson County, TN February 2021



If you have any questions, please contact:

Trevor Henderson | Director

Opioid/Overdose Response & Reduction Program
Metro Public Health Department of Nashville/Davidson County
Email: trevor.henderson@nashville.gov
Phone: 615-340-0392

Bridget Del Boccio | Coordinator

Opioid/Overdose Response & Reduction Program
Metro Public Health Department of Nashville/Davidson County
Email: bridget.delboccio@nashville.gov
Phone: 615-340-8614

Josh Love, MPH | Epidemiologist

Opioid/Overdose Response & Reduction Program
Metro Public Health Department of Nashville/Davidson County
Email: josh.love@nashville.gov
Phone: 615-210-2171

MPHD Website – Drug Overdose Information

<https://www.nashville.gov/Health-Department/Drug-Overdose-Information.aspx>

Data Sources

Suspected Fatal Drug Overdoses

Davidson County Medical Examiner

Nonfatal Drug Overdose ED Visits

ESSENCE-TN

Suspected Drug Overdoses Requiring EMS Response

Nashville Fire Department EMS

Note

Data presented in this report were extracted on January 27, 2021 and are provisional. There may be additional fatal/nonfatal drug overdoses reported over this time period in subsequent reports as incidents that occurred from November 2020-January 2021 are not yet finalized.

****If you have information on unusual overdose activity, please contact the Opioid/Overdose Response & Reduction Program****

Opioid.Response@nashville.gov | 615-340-0498

NATIONAL FEDERATION OF HUMANE SOCIETIES
BASIC ANIMAL STATS MATRIX
(vrs 9-2012)

IMPORTANT NOTES FOR THE BASIC DATA MATRIX

Introduction to the Basic Matrix:

This basic matrix was designed to serve as a tool for basic data collection. It is a simple matrix containing what many (including Asilomar, ASPCA, National Federation, American Humane, UC Davis, Maddies Fund, PetSmart Charities and HSUS) have agreed are the minimum data points (along with definitions) an organization should gather. Whether organizations already gather a great deal of data or have only gathered the basics, this matrix should facilitate the roll up or merging of data at the local, regional or national level by providing a common framework. This matrix does not reflect any preference in data analysis or the calculation of rates but is rather simply a tool for data collection.

Tracking by Species and Age:

The risks associated with being an adult dog, puppy, adult cat or kitten (or neonate of any kind) in a shelter environment will vary a great deal. To help shelters assess and understand the differing risks for these populations of animals, this basic animal stats matrix includes a break out by species and age. If tracking statistics broken out by species and age is beyond the capacity of an agency, simply tracking statistics by species would be a place to begin. This document defines puppy and kitten as under 5 months of age (see below: Determining Age). Again – given the differing level of risk – breaking age down further to include a neonate category for both dogs and cats can also be very informative.

Determining Age:

This basic matrix utilizes 5 months as the break point between puppy/kitten and adult. At or near 5 months of age there are changes in the teeth which can help guide trained staff regarding proper categorization of the animal. For cats, at 4-5 months of age permanent canines, premolars and molars are coming in (all in by 6 months of age). For dogs, at 5-7 months of age permanent canines, premolars and molars are coming in (all in by 7 months of age). Source: "How to . . . series" from Animal Sheltering, http://www.animalsheltering.org/resources/magazine/may_jun_1996/how-to-determine-a-dog-or.pdf or contact the National Federation of Humane Societies for a copy of the document.

Beginning and Ending Shelter Counts:

These numbers help frame the population of the animals sheltered and cared for by the organization. We are recommending that a shelter do a walk through – physically counting the animals sheltered within the organization, and not forgetting to count those animals who have been admitted but who are not currently within the shelter (foster care, in the care of a veterinary hospital, etc).

Defining Owner Requested Euthanasia:

Some shelters offer pet euthanasia to the public as a service whose cost may be subsidized and therefore more affordable than local veterinary clinics, thus ensuring access to this service. Defining when euthanasia should be recorded as "at the request of the owner", or not, is the subject of much discussion.

For the purposes of this document, we are choosing to define owner INTENDED euthanasia as the euthanasia of a pet whose owner brought the pet to the shelter for that service. In other words, the owner brought the pet in specifically for that service – it was their intent before arriving.

Any other definition of "owner requested" euthanasia leaves much up to interpretation and therefore a great deal of variation among organizations and their reporting. We believe the simplicity of this definition helps to ensure consistent application and record keeping.

Live Admissions Only

For the purposes of this matrix we are tracking LIVE admissions only, i.e. animals who are alive when they come into an agency's possession. Animals who are dead when taken in to an agency's possession may be a data point to track, but that information is not tracked by this matrix.

What is Possession?

"Adoption" and "Transferred to another Agency" both make reference to possession. The primary concept here is one of ownership. For example, in foster care, the agency still has possession or ownership. If adopted or transferred to another Agency, possession is now with the new owner, or with another Agency.

Where are the "Others"?

This basic data matrix focuses on canines and felines. Many organizations also provide extraordinary services for other pets (pocket pets, rabbits, ferrets) and animals (wildlife), and that good work is not captured here.

Why a Basic Matrix?

This basic matrix was designed to serve as a tool for data collection. It is a simple matrix containing what many have agreed are the minimum data points an organization should consider gathering. By agreeing to this basic matrix - we hope organizations will gather AT LEAST this data, or if an organization all ready gathers a great deal of data, that they will consider rolling up their data into this format to help facilitate (if individual agencies are interested) data collection at a local, regional or national level, which would allow participating agencies to benchmark their work against similar agencies around their region or the nation. This matrix does not reflect any preference for the variety of live release rates used in animal sheltering and welfare. Most rates, other than full Asilomar which requires a conditions matrix, should be able to be calculated from the data points included.

NATIONAL FEDERATION OF HUMANE SOCIETIES
BASIC ANIMAL STATS MATRIX
(vrs 9-2012)

Species By Age	Canine		Feline		Total
	Adult	Up to 5 months	Adult	Up to 5 months	
Beginning Animal Count (date: 01/01/2020)	67	3	18	29	117
Intake					
Stray at large	238	27	50	9	324
Relinquished by owner	53	6	28	3	90
Owner requested euthanasia	3	0	1	0	4
Transferred in from agency	2	0	1	0	3
Other Intakes	10	0	1	0	11
TOTAL INTAKE	306	33	81	12	432
Outcomes					
Adoption	113	10	45	26	194
Returned to owner	98	1	7	0	106
Transferred to another agency	42	20	11	1	74
Other live Outcome	0	0	0	0	0
TOTAL LIVE OUTCOMES	253	31	63	27	374
Died in care	0	0	0	0	0
Lost in care (Physical inventory adjustments)	0	0	0	0	0
Shelter Euthanasia	25	0	3	2	30
Owner requested euthanasia	2	0	0	0	2
TOTAL OUTCOMES	280	31	66	29	406
Ending Shelter Count (date: 01/31/2020)	99	7	31	6	143
SAVE RATE:	91.78%	100.00%	96.30%	83.33%	93.02%

METRO ANIMAL CARE AND CONTROL

Trailing 12 Monthly – Data Report

	January 2020	Trailing 12 Month Average Ending January 31, 2020
Intake Total	458	546
Stray	328	354
Owner Surrender	90	103
Owner Request Euthanasia	4	7
Wildlife	15	41
Other	21	26
Adopted	198	262
Transfer	85	88
RTO	106	103
ORE Euthanized	2	6
Wildlife Euthanized	12	33
Euthanasia Total	45	77
Euthanasia %	7%	8%

Data Report Key
Intakes
Outcomes

Authorizing the Director of Health to Approve COVID-related Administrative Leave

Current Version Approved by Board of Health at the April 9, 2020 Civil Service Board Meeting

For the duration of the Metropolitan Board of Health's Declaration of a Public Health Emergency, the Department requests approval for the Director of Health or his designee to be given the authority to grant employees administrative leave with pay should the employee be medically recommended to not report for duty due to a pending COVID-19 diagnosis, confirmed COVID-19 diagnosis, the need to care for an individual who is subject to a quarantine order or to assist an individual in obtaining a COVID-19 diagnosis, or an order of quarantine due to potential contact with a COVID-19 case and that employee is unable to work remotely. Administrative leave with pay will only be requested after an employee exhausts available sick time. All other Federal, State, Metro, and Department laws and policies including FMLA, Families First Act, Paid Family Leave, etc. will remain in effect.

Proposed New Version

For the duration of the Metropolitan Board of Health's Declaration of a Public Health Emergency, the Department requests approval for the Director of Health or her/his designee to be given the authority to grant employees administrative leave with pay should the employee be medically recommended to not report for duty due to a pending COVID-19 diagnosis, confirmed COVID-19 diagnosis, the need to care for an individual who is subject to a quarantine order or to assist an individual in obtaining a COVID-19 diagnosis, or an order of quarantine due to potential contact with a COVID-19 case and that employee is unable to work remotely. Administrative leave with pay will only be requested after an employee exhausts available sick, vacation, compensatory, and personal time. All other Federal, State, Metro, and Department laws and policies including FMLA, Paid Family Leave, etc. will remain in effect.

Changes Made/Reasoning

Deletes reference to Families First Act, which expired December 31, 2020

Adds vacation, compensatory, and personal time to list of leave that an employee must exhaust prior to requesting administrative leave to be consistent with Metro's Civil Service Commission policy.

PERSONNEL CHANGES

January 2021

NEW HIRES

Katlyn Day, Public Health Nurse 1 (71%), 1/09/2021, \$42,034.78 (School Health)
Madeline Johnson, Public Health Nurse Practitioner, 1/23/2021, \$83,417.09 (Sexual Health)
Alissa Pitman, Seasonal/Part-time/Temporary, 1/23/2021, \$15.18 per hour (MACC)
Erika Townsend, Public Health Nurse 1 (71%), 1/23/2021, \$40,810.45 (School Health)

TERMINATIONS (VOLUNTARY)

Yarisbeth Gonzalez, Office Support Specialist 1, 1/08/2021 resigned (School Health)
Catherine Bradford, Office Support Representative Senior, 1/22/2021 service pension (TB)
Teresa Thomas, Health Manager 3, 1/22/2021, service pension (WIC)
Ruth Anne Combs, Nutrition Educator, 1/22/2021, resigned (WIC)
Janina Revell, Public Health Nurse 2, 1/22/2021, resigned (TB)
Ryan Cunningham, Vehicle Inspector, 1/22/2021, resigned (Air Pollution Control)
Beth Moore, Seasonal/Part-time/Temporary, 1/27/2021 resigned (School Health)
Loretta Sutton, Seasonal/Part-time/Temporary, 1/29/2021 resigned (School Health)