

Metropolitan Board of Health of Nashville and Davidson County October 9, 2014 Meeting Minutes

The meeting of the Metropolitan Board of Health of Nashville and Davidson County was called to order by Chair Sam Felker at 4:00 p.m. in the Board Room, on the third floor of the Lentz Public Health Center, 2500 Charlotte Avenue, Nashville TN 37209.

Present

Samuel L. Felker, JD, Chair
Carol Etherington, MSN, RN, Vice Chair
Alicia Batson, MD, Member
Henry W. Foster, Jr., MD, Member
William S. Paul, MD, MPH, FACP, Director of Health
Ashley Daugherty, JD, Deputy Director of Health
Stan Romine, Director of Finance and Administration Bureau
Keri Kozlowski, JD., MPH, Chief Performance Officer and Director, Office of
Quality Improvement
Josh Lee, JD, Metro Department of Law
Kathy Sinback, JD, Metro Department of Law
Brad Rayson, JD, Service Employees International Union, Local 205 Attorney
Mark Naccarato, Service Employees International Union, Local 205 Representative

Request for a Variance from the Stage II Requirements of Metro Public Health Department, Pollution Control Divisions' Regulation No. 7, "Regulation for Control of Volatile Organic Compounds"

John Finke requested that the Board hear on Thursday, November 13, 2014 a request for a variance from the Stage II Requirements of Metro Public Health Department, Pollution Control Divisions' Regulation No. 7, "Regulation for Control of Volatile Organic Compounds" for the Twice Daily located at 8020 McCrory Lane, Nashville, Tennessee.

The Board unanimously voted to schedule the public hearing on Thursday, November 13, 2014.

Title V Fee Schedule for Calendar Year 2014

Mr. Finke presented the Title V Fee Schedule for Calendar Year 2014 (Attachment I) and requested the Board approve the schedule.

Ms. Etherington made a motion to approve the schedule as presented. Dr. Foster seconded the motion, which passed unanimously.

Proposed Bylaws

Josh Lee presented the proposed revisions to the bylaws and advised that should be Board approve of the amendments, they could be adopted at the November 13, 2014 meeting (Attachment II).

Dr. Foster made a motion to accept the amendments as presented for adoption at the November 13, 2014 Board meeting. The motion passed unanimously.

Approval of Grants and Contracts

Stan Romine referred to the Grants and Contracts, which were submitted to Board members for their review. The grants and contracts were as follows:

1. Memorandum of Understanding with Metro Action Commission; Early Head Start program. Compensation: \$33,394.00.
2. Grants from the State of Tennessee, Department of Health, Commodity Supplemental Food Program. Compensation: \$20,595,200.00 over four years.
3. Grant from the State of Tennessee, Department of Health; Immunization Program. Compensation: \$512,400.00.
4. Voluntary Paternity Acknowledgement Provider Agreement (VAoP) with Tennessee Department of Human Services. Compensation: \$20.00 per each Voluntary Acknowledgement obtained.

Dr. Foster made a motion to approve the grants and contracts as presented. The motion carried unanimously.

Approval of Grant Applications

Stan Romine referred to the Grant Applications, which was submitted to Board members for their review. The grants applications were as follows:

1. Grant Application: Air Pollution Monitoring for Communities. Compensation: \$750,000.00 over three years.

Dr. Batson made a motion to approve the grants and contracts as presented. The motion carried unanimously.

Approval of September 11, 2014 Meeting Minutes

Ms. Etherington made a motion to approve the minutes of the September 11, 2014 meeting as written. Dr. Batson seconded the motion, which passed unanimously.

Report of Chair

Chairman Felker noted that he and Dr. Paul had communicated when Ebola was first recognized as a concern, and that he anticipated Dr. Paul addressing it in his update.

Chairman Felker also noted the letter from the SEIU local 205 and advised that it would be addressed during the Civil Service Board meeting.

Report of Director

Copies of the Director's Update to the Board were provided to Board members (Attachment III). Dr. Paul gave a brief summary of the report.

Dr. Paul also announced the Open House would be held Friday, October 17, 2014 from 3:00-6:00 p.m. and encouraged everyone to attend as well as to invite others.

CIVIL SERVICE BOARD

Personnel Changes and Exit Interviews

Stan Romine presented the personnel changes and exit interviews.

Chairman Felker asked Mr. Romine to consult with Leslie Roberson, Human Resources director, and present best practices for Exit Interviews at the November meeting.

Update Regarding Internal Candidates and Vacancies

Stan Romine presented a chart that detailed the layoff status of each employee laid off in 2014 (Attachment IV).

Approval of Job Description

The job description was tabled until the November 13, 2014 or December 11, 2014 Board meeting.

Update on Civil Service Rules Revisions Process

Dr. Paul advised that he plans to solicit suggested revisions to the Civil Service Rules from all MPHD employees through the month of October. Employees would be welcome to consult with SEIU for their submissions. Revisions suggested by the Board over the last several years and the suggestions from employees would be organized and presented to the Board at the December 11, 2014 meeting.

Requests for Reconsideration of Layoff

The Board heard factual summaries and reviewed the documents that were presented by both sides (Attachment V), in addition to hearing arguments. Mr. Rayson presented the argument for Foster Williams', Karen Jones', and Paxton Montgomery's requests for reconsideration of layoff. Ms. Sinback represented the Department. Ashley Daugherty explained the Civil Service Rules and policies regarding the layoffs.

In regard to Karen Jones' request for reconsideration, on the vote of the Board, the appeal was declined.

In regard to Foster Williams' request for reconsideration, Dr. Foster abstained, and on the vote of the Board, the appeal was declined.

In regard to Paxton Montgomery's request for reconsideration, on the vote of the Board, the appeal was declined.

Next Meeting

The next regular meeting of the Board of Health will be held at 4:00 p.m. on Thursday, November 13, 2014, in the Board Room (third floor) at 2500 Charlotte Avenue, Nashville TN 37209.

The meeting adjourned at 6:20 p.m.

Respectfully submitted,

Samuel L. Felker, J.D.
Chair

MEMORANDUM

TO: Dr. William Paul
FROM: John Finke
DATE: October 1, 2014
SUBJECT: Title V Fee Schedule for Calendar Year 2014

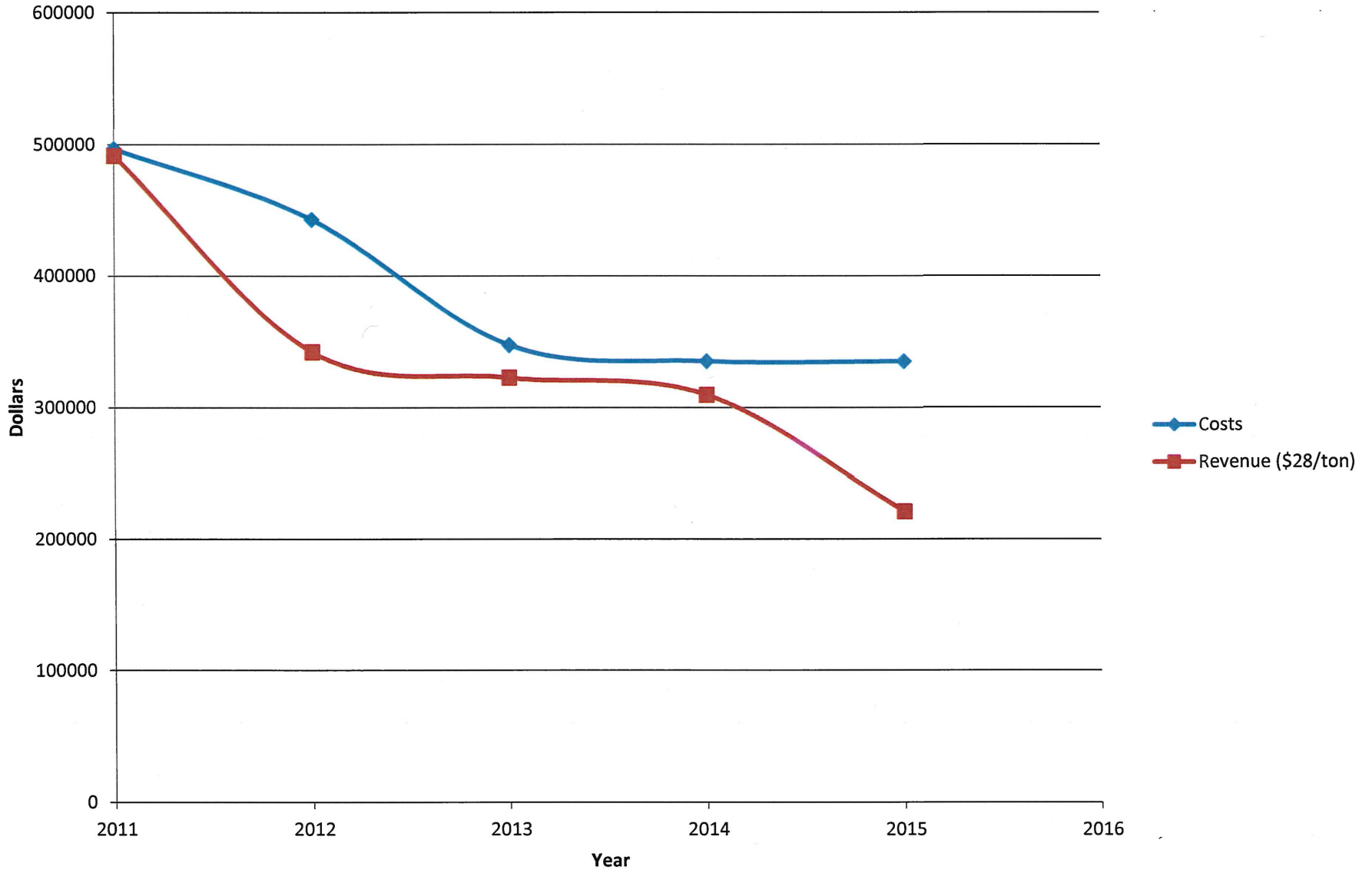
Title V of the Clean Air Act requires an operating permit program for major air pollution sources. The Act requires that sufficient funds be collected from the sources to pay for the cost of the program. The fee schedule outlined in Section 10.56.080, "Permit and Annual Emission Fees" of Chapter 10.56, "Air Pollution Control" of the Metropolitan Code of Laws and Regulation No. 13, "Part 70 Operating Permit Program" follow the Clean Air Act guidelines which require an annual fee of \$25.00 per ton of allowable emissions of all regulated air pollutants except carbon monoxide adjusted upward each year by the increase in the Consumer Price Index since 1989, with a cutoff of 4,000 tons per year of any regulated air pollutant. This fee schedule would result in a fee of \$48.27 per ton for 2014. The Clean Air Act further states that any fees collected under the Title V Permit Program shall be used to cover all reasonable direct and indirect costs required to support the permit program. For the past eighteen years, the Board of Health has granted a variance from the provisions of Section 10.56.080(E)(1)(e) of Chapter 10.56 to all permitted sources. In 2004, the Board established a flat annual emission fee of \$28.00 per ton of regulated air pollutants, except for carbon monoxide, up to 2,000 tons per year of any regulated air pollutant. The Board voted to maintain that same fee schedule for the past nine years. According to Mr. John Koerner, there is approximately \$734,392 in the reserve Title V fee account.

The actual Title V expense for CY-2014 is projected to be approximately \$335,000, down from \$347,480 the previous year. Maintaining the \$28.00 per ton fee is projected to result in the collection of approximately \$310,000 from all of the sources associated with the Title V permitting program. Therefore, I am proposing to maintain the existing fee schedule of \$28.00 per ton which will result in a \$25,000 shortfall to be drawn from the reserve account. Due to decreases in emissions, Title V Permit Program revenues are continuing to decrease. Maintaining the same fee schedule of \$28.00 per ton in 2015 is projected to result in a shortfall of approximately \$114,000. This will allow us to eventually get the reserve account closer to where it should be, \$400,000 to \$500,000. Dr. Brent Hager, Director of Environmental Health Services, and Mr. Stan Romine, Director of Finance & Administration are in agreement with this proposed Title V fee schedule for CY-2014.

In conclusion, I am requesting that this matter be placed on the October 9, 2014 Board of Health Agenda and I am recommending that the Board grant a one year variance from the provisions of Section 10.56.080 of the Metropolitan Code of Laws for all sources located in Nashville, Davidson County, Tennessee, by establishing an annual emission fee of \$28.00 per ton of regulated air pollutants, except for green house gases and carbon monoxide, up to 2,000 tons per year of any regulated air pollutant for calendar year 2014.

cc: Brent Hager
Stan Romine
Ashley Daugherty
John Koerner
Josh Lee

Title V Permit Program Cost vs Revenue



BYLAWS

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OF THE METROPOLITAN BOARD OF HEALTH OF THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY, TENNESSEE

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Adopted June 4, 2001
Amended DATE, 2014

Article I: Name

The name of this board shall be the Metropolitan Board of Health, or such other name as is designated by the Charter of the Metropolitan Government of Nashville and Davidson County, Tennessee (hereinafter, "Charter").

Article II: Object

The object of this board shall be to perform the functions and duties set forth in state law, the Charter and related Ordinances.

Article III: Members and Officers

The membership of this board, qualifications, term and selection of members and officers shall be designated by the Charter.

Article IV: Meetings

- Section 1.** The regular meetings of the Board shall be held on the second ~~Tuesday~~Thursday of each month unless otherwise ordered by the Board.
- Section 2.** Special meetings may be called by the Chairman. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three days' notice shall be given.
- Section 3.** Notice of meetings shall be posted in compliance with the laws of the State of Tennessee and the Metro Code of Ordinances.
- Section 4.** ~~Three-Four~~ members of the ~~six-member~~ board shall constitute a quorum.

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Article V: Committees

Such committees, standing or special, shall be appointed by the Chairman as the board shall from time to time deem necessary to carry on the work of the board.

Article VI: Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the board in all cases to which they are applicable and in which they are not inconsistent with these bylaws, the Charter or Metropolitan ordinances, state law, and any special rules of order that the board may adopt.

Article VII: Amendment of Bylaws

These bylaws may be amended at any regular meeting of the board by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.

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Director's Update to the Board of Health

October 9, 2014

Ensure cleaner air and a safer environment

River Village Apartments

Our extended effort to get the illegal dump at the River Village Apartments at 2121 26th Avenue North reached a milestone last month. With tremendous cooperation between EPA's Criminal Enforcement Division, the Tennessee Department of Environment and Conservation, and Metro, the site has been remediated and the field is no longer a threat to the public. The apartment buildings are still standing and will need to be abated (they contain asbestos) by the next owner prior to demolition. There were good before-and-after pictures in the most recent edition of Friday Notes.

Improve access to preventive, medical and behavioral health services

Affordable Care Act

In collaboration with the Get Covered Nashville effort, beginning in about a week we will have on-site assistance for people who want to enroll in the Affordable Care Act (ACA) Health Care Marketplace insurance plans. The second open enrollment period begins November 15. The public can schedule appointments via a toll-free number or walk in. This arrangement was precluded during the first enrollment session by a lack of appropriate space at the old building. The assister will be located on the 3rd floor, adjacent to the health access division, and will work closely with Project Access Nashville to connect the uninsured with a medical home if they are ineligible for coverage through the Marketplace plans. The assister will not be an MPH D employee, but will be a resource to MPH D staff who may have questions about ACA or the Marketplace. She is slated to be on-site on October 15, and a weekly schedule of her availability will be posted.

SOAR

The Davidson County Sheriff's Office/SOAR Program was highlighted at the Continuous Improvement for Collective Impact meeting of the Mayor's Office of Innovation on September 25. A condensed version of the summary that went to the Mayor and the Committee members is below. Cathy Seigenthaler, Karen Grimm and Angie Thompson are MPH D staff involved in this project.

SOAR is a collaborative effort of DCSO, Social Services, and the Health Department to address the mental-health crisis in our jail system. SOAR (SSI/ SSI/SSDI Outreach, Access and Recovery) is an intense case management approach to help incarcerated populations with mental health

diagnoses at risk of homelessness upon release. SOAR work to ensure these citizens receive the benefits their diagnosis entitles them to, such as SSI/SSDI, Medicaid, and Section 8 housing.

The first client completed the new embedded SOAR process in 14 days. SOAR's previous average was 45 days, and those who do not participate in SOAR can take months or years to enroll for benefits.

Prevent, detect and alleviate outbreaks and emergencies

Ebola

The first case of Ebola in the United States was diagnosed last week in a traveler from West Africa. The case in Dallas illustrates the importance of being prepared in Nashville. In particular it shows the importance of getting an accurate travel history at the time of triage and in the evaluation of any patient with fever.

Our team here and at the Tennessee Department of Health began communicating with healthcare facilities and providers weeks ago to ensure they have appropriate plans in place to detect, protect and respond in the event of a case. We have shared the same information with our first responders.

I briefed Mayor Dean last week about our preparedness and our role in responding to a potential issue. This includes contact investigations and community outreach. I shared the same information in an email to you after my briefing with Mayor Dean.

Our outreach effort is getting under way and we are working closely with other Metro Departments and community groups as part of reaching the community.

I'll share update emails with you as new information becomes available.

Management and accountability

Grants

Dr. Celia Larson-Pearce, Grants Director, has joined the Finance and Administration bureau, and is working to expand and update our ever more comprehensive grants manual. We also are in the process of hiring the newly-funded Grants Coordinator, who will be an important resource for all of the department's grants.

As I emailed you about earlier, we recently completed the Metro Office of Financial Accountability's monitoring review of several grants. While there are always opportunities for improvement, we were pleased with the results.

**2014 Lay-off Status
as of 09-08-14**

Name / Continuous Service Date	Classification / Salary Grade Program	Lay-off Date	2 year Recall Ends	Status
Belle, Linda 10-04-2005	Public Health Nurse 3 / HD03 Music City Healthy Start	05/07/14	05/07/16	lay-off rescinded accepted HUGS Public Health Nurse 2 Voluntary Reduction in Salary Grade – 05-10-14 with no cut in pay
Thomas, Carla 02/05/11	Program Specialist 1 / SR06 Music City Healthy Start	05/07/14	05/07/16	lay-off rescinded upon temporary funding extension resigned to accept other employment
Officer, Melanie 09/08/2008	Office Support Rep 3 / SR06 Music City Healthy Start	05/07/14	05/07/16	laid-off position not included in funding extension applied for OSR 3 / Notifiable Disease and promotional positions – not selected
Ralph, Luwana 02/26/1996	Speech Language Pathologist / SR11 Children's Special Services (CSS)	05/24/14	05/24/16	laid-off accepted an SLP position at a greater salary with Sumner County Schools
Hollahan, Kimberly 07/16/2009	Speech Language Pathologist / SR11 Children's Special Services (CSS)	05/24/14	05/24/16	laid-off recall to Program Specialist 2 / CSS 08-01-14 at max salary (6.6% cut in pay)
Shaw, Linda 02/01/1979	Public Health Nurse 3 / HD04 Healthy Beginnings	07/01/14	07/01/16	terminated by service pension appealed lay-off process – 08/07/14 accepted PHN 1 / CSS 09-01-14 at max salary (13.9% cut in pay) retroactive severance pay with release from future litigation
Garvey, Pamela 12/07/1998	Program Specialist 1 / SR06 Healthy Beginnings	07/01/14	07/01/16	lay-off rescinded lateral transfer to PS 1 HUGS 07-01-14
Shaw, Evelyn 03/14/2001	Program Specialist 1 / SR06 Healthy Beginnings	07/01/14	07/01/16	laid-off applied for promotion – not selected
Barr, W. Nicole 03/26/2001	Program Specialist 1 / SR06 Healthy Beginnings	07/01/14	07/01/16	laid-off applied for promotional positions – not selected heard she accepted position with the State
Bradford, Catherine 10/30/1995	Office Support Rep 3 / SR06 Healthy Beginnings	07/01/14	07/01/16	lay-off rescinded lateral transfer to OSR 3 TB 07-01-14

Hoffman, Debra 03-17-1997	Office Support Rep 3 / SR06 Fatherhood	09/27/14	09/27/16	lay-off pending applied for OSR 3 positions – not selected interviewed with Metro Water - not selected
Jones, Karen 08-13-2012	Program Specialist 2 / SR08 Fatherhood	09/27/14	09/27/16	lay-off pending applied for lateral and promotional positions – not selected
Montgomery, Paxton 12-03-2010	Program Specialist 3 / SR10 Fatherhood	09/27/14	09/27/16	lay-off pending interviewed with Metro HR for HR Analyst applied for Metro Police Officer trainee
Springer, Charney 10-22-2005	Program Specialist 2 / SR08 Fatherhood	09/27/14	09/27/16	lay-off pending offered Communicable Disease Investigator position (Ryan White early intervention) to be vacated by retirement of Russanne Buchi- Fotre decision pending
Williams, Foster 02-25-2008	Program Specialist 3 / SR10 Fatherhood	09/27/14	09/27/16	lay-off pending applied for Bureau Director – not selected
Smith, E. Dawn 08-27-2013	Public Health Nurse 1 (50%) / HD03 Early Head Start	09/27/14	09/27/16	lay-off pending inquired about available positions

LAYOFF RECONSIDERATIONS

OCTOBER 9, 2014

BOARD OF HEALTH

1. **Civil Service Rules excerpts + Layoff Policy**
2. **MPHD Organization Chart**
3. **Staff's letters to Board requesting reconsideration of layoff**
(Williams, Montgomery, and Jones)
4. **Summary of requesting staff**
(Williams, Montgomery, and Jones)
5. **MPHD Program Specialist vacancies posted since January 1, 2014**
6. **Application history of requesting staff**
(Williams, Montgomery, and Jones)
7. **MPHD HR's work with Fatherhood and other reduced programs**
8. **Summary of impacted employees' status**

**1. CIVIL SERVICE RULES EXCERPTS
+ LAYOFF POLICY**

knowledge, skills, experience and general suitability for the position and any other pertinent data.

E. Reference Checks

Which shall consist of oral and written verification of the applicant's credentials, character and background, previous work experience and performance evaluations from former employers.

F. Physical Examination

Which shall be mandatory for all new hires for budgeted payroll positions and shall consist of a post-offer medical examination concerning the applicant's physical ability to perform the job with or without reasonable accommodation. It shall be conducted by a physician designated by the Director. The cost of such examination shall be borne by the Department.

G. Background checks, which may include verification of the applicant's criminal history, education, licensure if applicable, and other appropriate investigations by an independent agency. See Policy 3.2 G I Background Check.

 **3.3 BASIS FOR SELECTION**

The basis for the selection and appointment of any applicant for any position shall be the relative appropriateness of his/her job-related credentials in comparison to all other applicants for the same position. For each vacancy, the available applicant whose total credentials best meet the job qualifications and requirements shall be selected for employment.

3.4 VETERAN'S CONSIDERATION

Each qualified applicant for employment who has been honorably discharged from the Armed Forces of the United States shall receive extra consideration for employment over other similarly qualified applicants who do not qualify as veterans. A copy of the DD214 form must be submitted verifying the period of service and type of discharge.

3.5 PROMOTIONAL POLICY

It is the policy of Department to provide promotional opportunities whenever possible to qualified employees. Employees are encouraged to take advantage of these opportunities by continuing to strengthen their job-related qualifications and abilities through formal education, training, self-study and by establishing a record of reliability and quality job performance. Employees shall be assured of full and fair consideration through the promotional selection process contained in these rules, policies and procedures.

A. ANNOUNCEMENT

Budgeted vacancies which would provide promotional opportunities shall be announced and advertised in such a manner that all eligible and qualified employees within the department shall have an opportunity to apply.

B. ELIGIBILITY

2.5 NEPOTISM

Within the Department, no employees who are relatives should be placed within the same direct line of supervision whereby one relative is responsible for supervising the job performance or work activities of another relative. This in no way restricts the work assignment of employees during emergency situations which affect the health, safety or welfare of the public. A relative is defined as a member of the immediate or extended family.

2.6 RESIGNATION

If a Civil Service employee takes the initiative to voluntarily terminate his/her employment by resignation, he/she is expected to give his/her supervisor a minimum of two (2) weeks' written notice. Failure to provide this written notice shall be noted in the employee's human resource record and shall become a factor in his/her being considered for future employment.

2.7 DISMISSAL

Any employee of the Department may be dismissed for unsatisfactory job performance, violation of Civil Service or departmental rules and regulations, physical or mental inability to perform assigned duties upon reasonable accommodation or other cause covered in Section 6.5.

Civil Service employees who are dismissed due to inability to perform assigned duties shall be given at least two (2) weeks' notice prior to such action being taken. Dismissal due to rules violation or other cause involving disciplinary action does not require the two (2) week notice; however, such action must be taken in accordance with the guidelines in Section 6.5. Pay in lieu of notice may be substituted on an equal basis in all cases where notice is required.



2.8 LAYOFF

It is the policy of the Department that care and discretion be exercised in the adding of employees to the payroll, and that every reasonable effort be made to avoid layoff actions. It is recognized, however, that budget reductions and/or reorganizations may periodically become necessary and may result in layoff actions. Layoff actions are defined as termination of employment, rollback in classification, or rollback in salary.

In determining layoffs or rollbacks, the continuous service date (seniority) with Metro Government will be the initial basis used to determine who will be affected within a particular classification and/or class series. Prior to the effective date of the layoff, a reasonable attempt will be made to transfer employees to another vacant position within the Department or another Department within Metropolitan Government. If an employee is offered and accepts or declines a position in the same classification or if he/she accepts another position even at a lower grade prior to the effective date of the layoff action, the employee relinquishes his/her recall rights.

Refer to Layoff Policy 2.8 I for a detailed description of the process.

2.9 REEMPLOYMENT

Former employees of the Department, who resigned in good standing and whose previous performance evaluations were satisfactory, shall be eligible

**Layoff
Policy # 2.8 I**

General

The Director of Health (Director), with the approval of the Board of Health (Board) as established in Civil Service Rule 2.8, may effect layoff actions when necessary. A layoff action is defined as a termination of employment resulting from lack of funds or work, abolishment of position(s), reorganization, or a rollback in classification or salary. A rollback is when an employee receives a reduction in pay, either within the pay range of the position currently held or as a result of being moved to a lower classification.

→ | No Civil Service employee will be subject to layoff until all non-Civil Service and part-time employees in the same classification and within the same division or program have been laid off. Civil Service employees include those employees who have successfully completed a probationary period of six (6) months upon initially being hired in a Civil Service position. Non - Civil Service employees as applied to this section shall include: 1) those who have been appointed to a budgeted position but have not yet completed a probationary period upon initially being hired, or 2) emergency, seasonal and/or temporary employees.

Layoff Process

A. The Director determines the total dollar figure necessary for the department to operate within its budget allocation and determines the number of positions within each classification or class series that are affected. For a departmental reorganization, the Director determines the number of positions to be reduced within each classification and class series.

B. A class series will be determined by the Director in consultation with the Human Resources Manager. In most cases, employees are in a class series that is comprised of positions that utilize similar knowledge, skills and abilities where the difference between the entry-level classification and the top-level classification is based on the amount of experience in the position.

C. In determining layoffs or rollbacks, the continuous service date (seniority) will be the initial basis used to determine who will be affected within a particular classification and/or class series. Seniority shall be calculated as the total years and months of continuous employment with Metropolitan Government from an individual's date of hire through the date of layoff, less any periods of layoff of any duration and/or any period of leave without pay in excess of twenty (20) cumulative work days in a calendar year. If seniority between two employees is the same, then performance evaluation, prior disciplinary action, special training and attendance will be the deciding factors. Prior to an employee "bumping" another employee, a reasonable attempt will be made to transfer the employee to another vacant position within the Department or another Department within Metropolitan Government.

D. Beginning with the highest classification to be affected, the person or persons with the least amount of seniority shall be rolled back or laid off. An employee may be rolled to the classification immediately below in the class series (or lower if necessary according to seniority), or to a classification he previously held. In order for an employee to be rolled back, the following criteria must be met:

1. The new position reflects duties appropriate for that classification; **AND**
2. The employee has seniority equal to or greater than the employee he will bump out; **AND**
3. The employee must have previously held the position; **OR** the employee must meet the minimum qualifications of the position and otherwise be able to perform the duties. This action continues through all classifications affected.

E. A waiver of the seniority provision may be requested by the Director to retain an employee who is vital to the operation of the Department. The request will be presented to the Board for approval. The Director must present facts which show that the employee has specialized training or skills in an area which is vital to the Department, and that no other Civil Service employee in the Department can adequately perform the work required by the position.

F. The employee potentially affected by the waiver of the seniority provision will be notified as soon as the decision is made to present a request to the Board. The employee may present his or her opposing statement to the Board during the meeting at which the Director requests the waiver and prior to any action being taken by the Board.

G. After a determination is made by the Director as to specific individuals who are to be laid off or have their salary reduced, he/she shall submit a list of employees being affected to the Board for final approval. This list shall include both Civil Service and non-Civil Service employees. The Board shall approve the proposed action to be taken by the Director or disapprove it as to each employee affected. Approval or disapproval must be made within fourteen (14) calendar days after the action was presented. If the Board fails to act in the time allotted, the action of the Director shall be deemed to be approved.

H. After a layoff has been approved by the Board, the Director shall immediately notify the affected employee, in writing, of the action to be taken and the effective date of the layoff. Any employee laid off under these procedures shall be given a minimum of ten (10) workdays notice prior to the action becoming effective. The letter shall also advise the employee that the employee may request the Board to reconsider the action taken. The request for reconsideration must be made within fourteen (14) calendar days from the date of the letter from the Director. Reconsideration by the Board shall only be to consider facts that would show that the procedures set out in this section have not been followed. The burden will be on the employee to show any irregularity in the application

of this rule. Reconsideration by the Board shall not alter nor affect an already established date of layoff unless the Board alters its original decision.

I. Any employee laid off under these procedures shall receive an additional ten (10) workdays pay at his/her regular rate of pay and shall be entitled to be paid for all accrued vacation leave and for any compensatory leave earned as provided under Civil Service Rule 4.6 E.

Recall

A. An employee who is rolled back or laid off will be placed on a layoff list for their classification and shall be eligible for recall for a period of two (2) years. Employees will be recalled in order of seniority. If seniority between employees is the same, then performance evaluations, prior disciplinary actions, special training and attendance will be the deciding factors. The employee's eligibility for recall may be extended beyond the two (2) year period if deemed appropriate by the Board.

B. Prior to a recall offer, a vacant position may be announced (posted) within the department only and existing staff may be reassigned if management determines their knowledge, skills, and abilities best meet the qualifications of the position and the needs of the division.

C. If a vacancy in an affected classification should exist within the two (2) year period following a layoff, the former employee of the Department with the most seniority for that classification shall be recalled to a position appropriate to their skill, education, and experience level. In cases where a recall affects a class series that is defined by job function, the Director may request a waiver of the job classification seniority provision to the Board. The Director must present facts which show that the position requires specific experience or requires specialized training or skills which the senior person on the list does not possess. For example, a Program Specialist in Behavioral Health may not possess the same skill-sets as a Program Specialist in Health Promotion.

D. The employee potentially affected by the waiver of the seniority provision will be notified as soon as the decision is made to present a request to the Board. The employee may present his or her opposing statement to the Board during the meeting at which the Director requests the waiver and prior to any action being taken by the Board.

E. Former employees who were laid off shall be eligible for recall in any vacancy of the same classification as was held at the time of layoff. Provided the employee still meets the minimum requirements for the classification, he/she shall be offered employment prior to any such vacancy being filled by a new applicant for a period of two (2) years following his/her date of layoff. Employees may be considered on a recall list for a similar position equal to or lower than their original position as long as they meet the minimum qualifications of the job and there are no employees on the recall list who have been laid off or rolled back from the these classifications.

F. An employee may be recalled at his original salary or at a lower salary if it is necessary due to budget restrictions in the department.

G. The Director may be allowed to upgrade existing filled positions without considering the layoff list. The recall list must be used to fill vacant positions except as provided for in Section B above.

H. Any former employee who was laid off and is rehired within the two (2) year time limit shall be credited with all prior unused sick leave and prior continuous service immediately. If rehired into the same classification as was previously held, the employee shall be placed at a position in the salary range at least as high as was held on the date of layoff and shall be eligible for a merit increase if applicable.

Removal from Layoff List

An employee's name is removed from the layoff list when one of the following occurs:

1. Acceptance of a full-time Civil Service position in the same classification or a comparable level (same pay grade and salary) to the position held prior to the layoff action and does not return within fifteen (15) work days.
2. Refusal of a bona fide offer of a position in the same classification or a comparable level (pay grade and salary).
3. Two years from the date of the layoff or rollback.

Alternatives to Layoffs

A. Reduction in Salary

1. In lieu of a layoff or rollback, the Director may offer the employee(s) a reduction in salary. The salary of employees may be reduced within the salary range, as long as there is consistency in the percentage of salary reduction for all employees in the classification. The percentage of salary reduction does not have to be the same for all grade levels; however, a higher percentage of reduction is acceptable for higher salary grades. An employee's salary reduced in this manner may receive an increase on the next merit date, if the performance evaluation is acceptable and sufficient funding is available.
2. As an alternative to reduction in salary, increases in pay may be frozen for a set period of time for all employees.
3. All reductions must be submitted to the Board for approval.

B. Reduction of Work Hours

1. In lieu of a layoff or rollback, the Director may reduce the work hours for employees but not to less than thirty-two (32) hours a week. If such reductions are intended for an indefinite period of time they must be done by seniority.

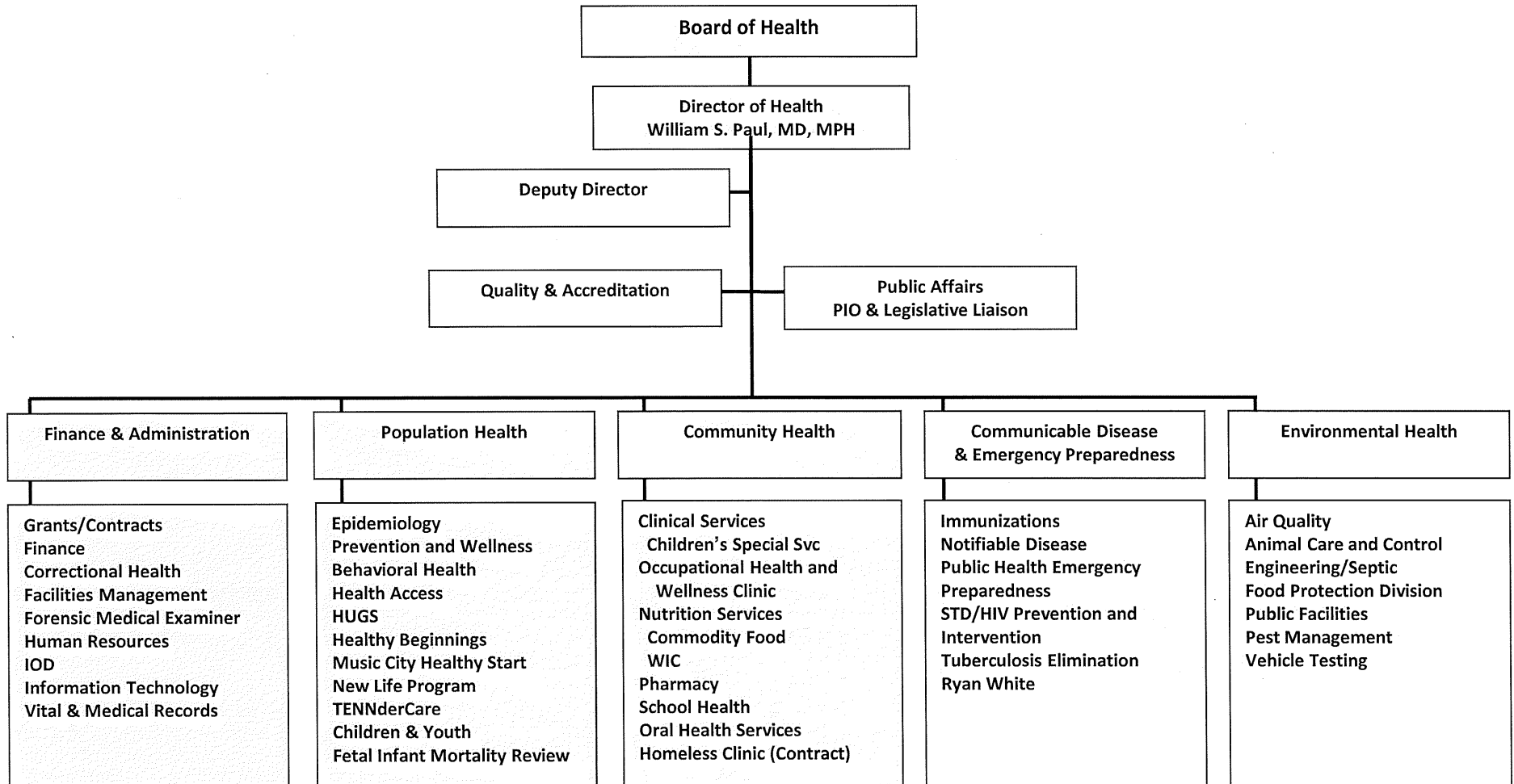
2. If the reductions will result in no more than sixty-four (64) hours of time lost for an employee during the period of a fiscal year, they may be done for employees in a particular section, division or program rather than by seniority.
3. When hours are restored for a program, employees will be returned to their regular schedule according to seniority.
4. All reductions must be submitted to the Board for approval.

Original Effective Date: April 8, 2008
Approved by EMT: April 7, 2008
Approved by Board of Health: April 8, 2008

Revision Effective Date: August 6, 2009
Approved by EMT: April 20, 2009
Approved by Board of Health: August 6, 2009

2. MPHD ORGANIZATIONAL CHART

Organizational Chart — July 2014



Approved by the Board of Health on February 13, 2014

PROFESSIONALISM RESPECT INTEGRITY DEDICATION EQUALITY



Metro Public Health Dept

Nashville / Davidson County

Promoting and Protecting Health

**3. STAFF'S LETTERS TO BOARD REQUESTING
RECONSIDERATION OF LAYOFF
(WILLIAMS, MONTGOMERY, & JONES)**

Bickley, Martha (Health)

From: Bickley, Martha (Health)
Sent: Friday, September 19, 2014 7:50 AM
To: Bickley, Martha (Health)
Cc: Lee, Josh (Legal); Paul, Bill (Health); Daugherty, Ashley (Health); Romine, Stan (Health)
Subject: Forwarding e-mails from 9/18/2014
Attachments: RE: Re: Letter of Reconsideration; RE: Layoff Reconsideration letter ; Re: Letter of Reconsideration (Foster)

Hello Board of Health members (by blind copy),

Please let me know if you are not able to open the attached e-mails of yesterday evening and I will send them separately.

Martha Bickley

Metro Public Health Department
Office of William S. Paul, MD, MPH, FACP
2500 Charlotte Avenue | Nashville, TN 37209
martha.bickley@nashville.gov | 615 340 5622



Bickley, Martha (Health)

From: Jones, Karen (Health)
Sent: Wednesday, September 17, 2014 2:30 PM
To: Paul, Bill (Health)
Cc: Board of Health - Contact; Daugherty, Ashley (Health); Williams, Foster (Health); Lester, Tina (Health); kj928@yahoo.com; mnaccarato@seiu205.org; Robeson, Leslie (Health)
Subject: Reconsideration Letter
Attachments: Board hearing Letter 9-15.docx

Good Afternoon,

Attached you will find a letter of reconsideration pertaining to the "layoff" actions of September 12, 2014. It is my hope that this letter will be received and responded to with urgency.

I want to thank you for your assistance in this matter and I look forward to hearing from you soon.

Respectfully,

*Karen Jones
Case Manager
615-340-8575
2500 Charlotte Ave
Nashville TN 37209*

September 15, 2014

Dr. William Paul, MD, MPH
2500 Charlotte Pike
Nashville, TN 37209

Dr. William Paul

I am submitting this letter as a request for reconsideration of the "layoff" actions that were taken on September 12, 2014. **Per Civil Service Rule 2.8** it states "prior to the effective date of the layoff, A **REASONABLE** attempt will be made to transfer employees to another vacant position within the Department or another Department within Metro Government". This effort **Has Not** been made for staff in the Fatherhood Program; there has not been any effort to place me or my coworkers in positions at Metro Government. Human Resources has posted and hired several positions over the past few months while they were clearly aware of upcoming layoffs of employees in the Fatherhood Program. Management at the Metro Public Health Department decided not to retain The Fatherhood Grant. As you are aware there was additional funding available from the Government to continue providing services to the community as well; this action would have prevented a layoff of employees at least for another year. The Metro Public Health Department appears to not have any intend on following the Civil Service Rules as it applies to layoffs.

I have made every effort on my own to secure a position in the same classification or higher in an effort not to be laid off. Human Resources at the Metro Public Health Department have not assisted me in any manner as to placement or transfer to a position in my classification or higher. I have applied and interviewed for several positions within the Health Department and not once was I offered or transferred into a vacant position. I applied for 2 positions in TENNderCARE-Program Specialist 3 (1/2014) (Interviewed) and Program Specialist 2 (4/2014) (I was not granted an interview), 1 position in STD-Program Specialist 2 (1/2014) (received an email from the Program Director Kim Douglass stating I would get an interview but didn't get interviewed), 1 position in Fatherhood-Program Specialist 3 (4/2014) (position got canceled) and 2 positions in CSS-Program Specialist 2 (7/2014) (interviewed) and (8/2014) (did not interview), 1 position in FYI; Population Health: Adolescent Pregnancy Prevention-Program Specialist 2 (7/2014) (interviewed). They hired an employee who was currently employed in TENNderCARE as a part-time outreach worker into this position without benefits or Civil Service status. I met all the qualifications for every position I applied but I **was not** transferred into **any** of the vacant positions and in all but 2 of the positions an internal employee was offered the position.

In an attempt to resolve my employment issue I made a request to Leslie Robeson in Human Resources to view a copy of Program Specialist 2's within the Health Department to exercise my right to use my seniority. I was told I could not use seniority to bump anyone who has been in this position less time than I have. In addition, there are 2 employees who are not Civil Service. According to the Civil Service Rules & Regulations; an employee has to be employed 6 months to reach that status. One of the employee's is located in the bureau of which I am employed.

Human Resources decision to not follow **Civil Service Rule 2.8**; should not in any way have a direct effect on me and my employment with the Metropolitan Government of Nashville & Davidson County at the Metro Public Health Department. Due to improper procedures not being followed as listed in **Civil Service rule 2.8** I am requesting to have an **EMERGENCY** Board of Health meeting for reconsideration prior to September 26, 2014; which would be my final day of employment with the Metro Public Health Department. Any decisions made after September 26, 2014 would result in loss of benefits, a change in my pension vested time from 5 years to 10 years upon rehire and a total loss of income. It is my hope that as the Governing Board you would honor this request in an effort to ensure continuation of employment for the employees in the Fatherhood Program.

I can be contacted at 615-969-7587 or via email at kj928@yahoo.com. I look forward to hearing from you.

Respectfully,

Karen Jones

CC: Board of Health

Bickley, Martha (Health)

From: Montgomery, Paxton (Health)
Sent: Thursday, September 18, 2014 2:18 PM
To: Williams, Foster (Health); Lester, Tina (Health); Daugherty, Ashley (Health); Paul, Bill (Health); Board of Health - Contact
Cc: Robeson, Leslie (Health)
Subject: Layoff Reconsideration letter
Attachments: Board letter.docx

Good Afternoon,

Attached in this email, you will find my Layoff reconsideration letter. If you have any question, please feel free to contact me.

Thank you,

Paxton Montgomery, MPH

New Life Program- *"A Place Where Fathers Matter "*

Lead Facilitator

Nashville Metro Public Health Department

2500 Charlotte Avenue

Nashville, TN 37209

Phone: (615) 340-8520

Fax: (615) 340-0566

September 15, 2014

Dr. William S. Paul
2500 Charlotte Avenue
Nashville, TN 37209

Dr. William S. Paul

My name is Paxton Montgomery. I am the Lead Facilitator for the New Life Program. I have been a Metro Employee, four years this month, with a classification of Program Specialist 3. As you know, the grant was not renewed, and we are scheduled to be laid off on September 26, 2014. On June 2, 2014, I submitted an application for the Gold Sneaker position in Prevention and Wellness. The position required a Bachelor's degree, and two years of work experience. As I stated, I have been working here, four years. I have a Masters of Public Health degree from an accredited Institution of higher learning. I submitted my internal application in a timely manner. I wasn't granted an interview. The reason I was told, was because I didn't submit a resume with the application. A resume wasn't required; therefore, it should not be grounds for disqualification, or serve as a reason for not receiving an interview. Two employees, Mark Lollis and Lillian Maddox Whitehead both applied and were granted positions in the same department, working on the same grant. Neither of these employees submitted a resume with the application. The person they hired for the Gold Sneaker position I applied for, was already employed with Metro at the time she was offered the position.

According to the Civil Service Rules, chapter 2.8 "It is the policy of the Department that care and discretion be exercised in the adding of employees to the payroll, and that every reasonable effort be made to avoid layoff actions. **Prior** to the effective date of the layoff, a **reasonable attempt** will be made to transfer employees to another vacant position within the Department or another Department within Metropolitan Government." This rule was not exercised in my situation. There was, nor been any attempt to transfer me to any vacant positions.

This is not the first time I have been laid off from Metro. In April of 2012, I was laid off after CPPW wasn't renewed. During that time, those on the layoff list were being placed with ease. Even I was only out of work for a month. Efforts were being made in attempt to find placement. It truly was a priority. This time around, I don't believe efforts are being made. I don't feel as though I am a priority. I actually feel unvalued, and discarded.

Therefore, I am humbly requesting that the Civil Service Board reconsiders the layoff action taken. It is my hope that the board understands that I am in compliance with all the rules set by the Civil Service Commission pertaining to the layoff process. However, I feel the layoff rules as stated in Civil Service rule 2.8 are not being followed in my situation. I believe that proper action will be taken.

Sincerely,

Paxton Montgomery, MPH
Lead Facilitator
Cc: Board of Health

Bickley, Martha (Health)

From: Williams, Foster (Health)
Sent: Thursday, September 18, 2014 4:26 PM
To: Paul, Bill (Health); Board of Health - Contact
Cc: Daugherty, Ashley (Health); Lester, Tina (Health); Robeson, Leslie (Health)
Subject: Re: Letter of Reconsideration
Attachments: Letter of Reconsideration.docx

Please accept the attached letter as my formal request for reconsideration of the "Layoff" decision.

Foster Williams, Jr., MPA, BS, CHAP

Program Manager of New Life
Metro Public Health Department
2500 Charlotte Avenue
Nashville, TN 37209
(615) 340-8586
foster.williams@nashville.gov

Foster Williams, Jr.
1441 Timber Ridge Cir.
Nashville, TN 37211

September 18, 2014

Dr. William S. Paul, MD, MPH, FACP
Director of Metropolitan Public Health Department of Nashville
Davidson County
2500 Charlotte Avenue
Nashville, TN 37209

Dr. Paul:

I humbly submit this letter asking that the Board of Health reconsider the “layoff” action voted on and approved on 8/14/14. I am requesting reconsideration based upon Civil Service Rule 2.8 which states as follows:

2.8 LAYOFF

It is the policy of the Department that care and discretion be exercised in the adding of employees to the payroll, and that every reasonable effort be made to avoid layoff actions. It is recognized, however, that budget reductions and/or reorganizations may periodically become necessary and may result in layoff actions. Layoff actions are defined as termination of employment, rollback in classification, or rollback in salary.

In determining layoffs or rollbacks, the continuous service date (**seniority**) with Metro Government will be the initial basis used to determine who will be affected within a particular classification and/or class series. Prior to the effective date of the layoff, a reasonable attempt will be made to transfer employees to another vacant position within the Department or another Department within Metropolitan Government. If an employee is offered and accepts or declines a position in the same classification or if he/she accepts another position even at a lower grade prior to the effective date of the layoff action, the employee relinquishes his/her recall rights.

Refer to Layoff Policy 2.8 I for a detailed description of the process.

I began employment at the health department in March of 2007 as the Behavioral Health Provider Liaison, under the supervision of Dr. Frances Clark. During that time, I developed and built relationships with mental health and substance abuse providers to secure pro bono slots for the underinsured and uninsured. Administration decided that the project was not producing successful results and decided to end it. At that point, I was placed on the layoff list. In the

meantime, Dr. Clark resigned. I took leadership and played a key role in the development of new programming to assist individuals waiting to be admitted to substance abuse facilities in remaining engaged and also developing new, innovative ways of serving the citizens of Nashville/Davidson County. At that time, a plea was made to allow me to apply for the Director of Behavioral Health. My plea was denied. Therefore, I was laid off and sought employment elsewhere. I spent two months seeking employment, which resulted in lost wages. After almost a year away from the health department, I was called back for a position in STD. During my time there, I also took initiative in suggesting new processes and innovative ways to serve the citizens of Nashville/Davidson County. I worked diligently in STD/HIV until an opportunity came open in the Fatherhood Program. I applied for both the Program Manager position and the Case Manager Supervisor position. I was ultimately hired as one of the Lead Facilitators. I worked in that position until the program was placed on Corrective Action. After some reorganization within the program, I was then placed in the position of Case Management Supervisor. I worked in that position and tried tirelessly to change some inefficient processes. During my time as the Case Management Supervisor is when all of the negative press happened and ultimately, the decision was made to end the program.

It is unfair to me and the remaining staff members that we be casualties of poor management and decisions of which we did not have any input. There was potentially another year of funding that would have avoided our current situation.

There have been several positions advertised and filled within my current classification in Prevention and Wellness (2) and Occupational Health (1) to name a few. Based upon my education and varied experience, I also applied for the Teen Program Director position, Contract Monitor position at CCA, Office of Planning and Community Engagement on 9/24/13, Medical Administrative Assistant 1 TB Elimination on 12/05/13, Bureau Director of Population Health 5/08/14. With the numerous positions that have been posted both internally and externally, I would assume, based upon the policy, that one of these positions would fall in the category of "reasonable" attempt. Unfortunately, none of these positions have been offered to me as a remedy to the layoff action. Based upon my education and experience, I have been qualified for several of the positions, including promotional opportunities.

I came to the New Life/Fatherhood Program from STD Program. I was hired as a Lead Facilitator. While in that position, I was involved in a lot of the Program Development. In September, after the program was placed on Corrective Action, some of the positions within the program were reorganized and I was placed in the position of Case Management Supervisor. I completed the MMI Training for Managers. Once the Program Manager resigned, I assumed the position of acting Program Manager to close the program out. Since serving in the position of acting Program Manager, I have shown administration that I am above board and desiring to do the best job possible to not only serve the population of individuals we are here to serve, but also to take public health to the next level, in turn, making Nashville a healthy place to live for all citizens. I have assumed the position and I am working incessantly to see the program to its close. It is my thought that every reasonable effort would be made to maintain an employee who has been dedicated to doing quality work for the citizens of Nashville/Davidson County.

I applied for the Finance Office 3 position on 9/15/14 that will be responsible for coordinating grants. Grant administration was part of my Masters in Public Administration Program. It would be my desire to transition into a vacant position here in the health department or another department within Metro Government. It would not be my initial desire to see any person removed from their position, yet, it is also not my desire to have a loss of employment and end my tenure here at the health department after over 6 years of service. I think my years of dedicated service should be taken into consideration as it pertains to the current decision to place me on the layoff list.

It is my hope that you will reconsider the layoff action. I am very interested in speaking with you regarding my request. Please check your availability for scheduling this request. As well, I will contact human resources regarding other options that might be available to me.

Respectfully Submitted,

Foster Williams, Jr., MPA, BS, CHAP
Acting Program Manager
New Life Program

**4. SUMMARY OF REQUESTING STAFF
(WILLIAMS, MONTGOMERY, & JONES)**

<u>Employee</u>	<u>Continuous Service Date</u>	<u>Classification</u>	<u>Salary</u>	<u>Benefits</u>	<u>Total Compensation</u>
Jones, Karen	8/13/2012	Program Specialist 2	\$36,785.54	\$19,647.16	\$56,432.70
Williams, Foster	2/25/2008	Program Specialist 3	\$45,002.34	\$24,035.75	\$69,038.09
Montgomery, Paxton	12/3/2010	Program Specialist 3	\$45,002.34	\$24,035.75	<u>\$69,038.09</u>
					\$194,508.88

**5. MPHD PROGRAM SPECIALIST VACANCIES
POSTED SINCE JANUARY 1, 2014**

<u>Classification</u>	<u>Program</u>	<u>01/01/14-Present</u>	<u>Status</u>
Program Specialist 2	Children's Special Services	07/29/14	9/15 - Stefi Marcus-Ergueta department transfer from MNPD
Program Specialist 2	Children's Special Services	07/02/14	8/1 - rehire Kimberly Hollahan (laid off CSS)
Program Specialist 2	Fetal Infant Mortality Review (50% w/l	06/26/14	9/4 - Heather Snell
Program Specialist 1	HUGS	06/16/14	7/1 - Pam Garvey (layoff rescinded from Healthy Beginings)
Program Specialist 3	Fatherhood	06/02/14	Position not filled
Program Specialist 3	Prevention & Wellness	05/28/14	5/10 - Lillian Maddox-Whitehead (on layoff from Music City Healthy Start)
Program Specialist 2	Adolescent Pregnancy Prevention	05/27/14	8/1 - Jalyssa Lopez status change from TENNderCARE Outreach
Program Specialist 3	Fatherhood	05/27/14	Position not filled
Program Specialist 3	Occupational Health Clinic	05/09/14	6/30 - Claire Cobb (Social Security disability claims experience)
Program Specialist 2	Fatherhood	04/28/14	Position not filled
Program Specialist 3	Fatherhood	04/28/14	Position not filled
Program Specialist 1	STD/HIV	04/21/14	7/1 - Ross Livergood
Program Specialist 3	Prevention & Wellness	04/02/14	8/2 - Mia Jackson promotion from WIC (nutrition background)
Program Specialist 2	Prevention & Wellness	03/24/14	5/10 - Mark Lollis voluntary reduction in salary grade from Fatherhood
Program Specialist 3	TENNderCare	02/10/14	3/29 - Whitney Lowe status change from Program Coor. in TENNderCARE

**6. APPLICATION HISTORY OF REQUESTING
STAFF**

(WILLIAMS, MONTGOMERY, & JONES)

**Paxton Montgomery
Job Posting Application History**

Date	Position	Outcome
05/2014	Program Specialist 3 Diabetes Prevention Golden Sneakers	Mia Jackson selected (Nutrition Educator from WIC) nutrition background more applicable to the position

Metro Application

08/2014	Human Resources Analyst 1 Metro Human Resources	in top 3 candidates, but not selected
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Copy sent to
T. Buck
06/04/14



Metro Public Health Dept

Nashville / Davidson County

Promoting and Protecting Health

Job Posting Application

*Notified of decision
by J. Buck*

Name: Paxton Montgomery
Present Position: Lead Facilitator
Division: FYI
Phone: 615 340-8989

Job Posting Position: Diabetes Prevention Golden Sneakers
Division: Prevention & Wellness Prevention

Education applicable to this position: Masters of Public Health

Training applicable to this position: Facilitation Training, Diversity in Dialogue Training, Leadership Training,

Briefly describe work experience related to this position: Direct implementation and facilitation of the program curricula and weekly educational activities. Responsible for training the community co-facilitators to assist the education activities and the maintenance of accurate records of program activities

In accordance with the Civil Service Rules and Regulations of the Board of Health, I understand that eligibility to apply for a promotional opportunity shall be open to any Civil Service employee provided the employee meets the minimum requirements for the classification and has performance evaluations of acceptable or better for the past 24 months. If the employee has been employed for less than 24 months, all previous evaluations must reflect acceptable or better performance. Employees who have not completed their probationary period shall be considered eligible for a promotional opportunity when there is no qualified applicant among Civil Service employees. In addition, I understand that if I am selected for this position I will be on a work test period for 6 months.

Employee Signature *[Signature]* Date 5/29/14

Submit completed application to the Human Resources Office.



Metro Public Health Department Intranet

Job Postings

Wednesday, May 28, 2014

Program Specialist 3 **Pending release from Hiring Freeze** **Prevention & Wellness** **Diabetes Prevention Golden Sneakers**

Position Description:

Provide programmatic oversight of the Project Diabetes (Gold Sneaker) program; interact with targeted daycares to encourage achievement of Gold Sneaker certification. Work with community partners to increase physical activity opportunities for daycare families; oversee healthy eating, active living curriculum and classes provided to targeted daycare facilities. Write and submit quarterly and annual reports as required. Track and monitor time of grant activities.

Demonstrate MPH's core values of Professionalism, Respect, Integrity, Dedication, and Equality (P.R.I.D.E.) when interacting with the public and employees of the Metropolitan Government. Other duties as assigned.

Minimum Requirements:

Bachelor's Degree from an accredited college or university in health education, health promotion, nursing, public health, or related field.

Three (3) years of experience in the practical application of public health, health education, or health promotion principles. Master's degree in public health or related field may be substituted for one (1) year of experience.

Knowledge of policy, systems and environmental change strategies to address obesity prevention.

Experience in program development, implementation and management.

Regular, reliable and predictable attendance.

Must meet the following competencies:

- Organizational skills
- Time Management
- Communicating with Co workers
- Communicating Outside the Organization
- Initiative
- Developing External Contacts
- Public Speaking
- Collaborating
- Analytic Thinking
- Adaptability
- Decision Making
- Multi-Tasking
- Gathering Information
- Maintaining quality

Application Deadline: 6/4/2014

Applications are available in the Personnel Office.
 Equal Opportunity Employer.

In compliance with Tennessee Law, all applications are subject to Public Disclosure.

Karen Jones
Job Posting Application History

Date	Position	Outcome
08/2014	Program Specialist 2 Children's Special Services (CSS)	considered along with other candidates, but no need to interview a second time incumbent spoke Spanish and a third of CSS clients are Hispanic job posting stated preference for Spanish speaker Stefi Marcus-Ergueta selected (bilingual with BS and related experience) as a transfer from Metro Police
07/2014	Program Specialist 2 Children's Special Services (CSS)	Kim Hollahan (Speech Language Pathologist laid off from CSS was selected) already possessed knowledge of clients and program Kim has 3 years more seniority than Karen
06/2014	Program Specialist 2 Adolescent Pregnancy	Jalyssa Lopez selected (non-Civil Service employee from TENNderCARE Program) BS in PH 2012 & MS in PH 2014 research, epi (SAS / SPSS) background internship in FYI limited experience
04/2014	Program Specialist 3 Fatherhood (promotional opportunity)	Robert Taylor decided not to fill the position
02/2014	Program Specialist 3 TENNderCARE (promotional opportunity)	Whitney Lowe selected
02/2014	Communicable Disease Investigator STD / Surveillance	Kim Douglass did not select for an interview Willie Holbert with Fatherhood Program was selected and had previously held this classification in STD & TB
01/2014	Program Coordinator TENNderCARE (promotional opportunity)	position upgraded to a Program Specialist 3 and reposted

Copy scanned to
M. Koob
8/4/14

Metro Public Health Dept
Nashville / Davidson County

Job Posting Application

Name: Karen D Jones
Present Position: Program Specialist II
Division: Family, Youth & Infant Health
Phone: 615-340-8575

Job Posting Position: Program Specialist II Children's Special Services
Division:

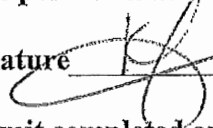
Education applicable to this position: BSW - Social Work

Training applicable to this position: I have training/experience in case management

Briefly describe work experience related to this position: I have several years of experience as a Social Worker; working with a diverse population of people, conducting home visits, completing service plans, assisting clients with referrals to community resources, documenting case notes, assisting clients with setting medical, dental and other appointment, participating in outreach activities and providing resources as necessary.

In accordance with the Civil Service Rules and Regulations of the Board of Health, I understand that eligibility to apply for a promotional opportunity shall be open to any Civil Service employee provided the employee meets the minimum requirements for the classification and has performance evaluations of acceptable or better for the past 24 months. If the employee has been employed for less than 24 months, all previous evaluations must reflect acceptable or better performance. Employees who have not completed their probationary period shall be considered eligible for a promotional opportunity when there is no qualified applicant among Civil Service employees. In addition, I understand that if I am selected for this position I will be on a work test period for 6 months.

Employee Signature



Date

8/1/14

Submit completed application to the Human Resources Office.

Program Specialist 2
Pending release from the Hiring
Freeze

Children's Special Services (CSS)

Position Description:

Provides care coordination services to a case load of children. Makes home visits to assess needs, update family service plans, certify and recertify children to the program. Assess for medical, social, and educational needs of the child and family; provides information and refers to resources in the community; assists families in applying for TennCare for the child and Project Access for uninsured family members.; does TennCare appeals as needed; works with providers and clinic director in obtaining appointments for children in the CSS program; maintains electronic case note records on all children served; assists in community activities; and performs related duties as required.

Minimum Requirements:

Bachelor's Degree in Social Work, Social Welfare or equivalent degree and 3 years of experience as a Social Worker. Community experience preferred. Requires use of own transportation on the job. Bilingual Spanish or Arabic a plus.

Must be able to meet the following Competencies:

Nurturing Relationships
Task Relevant Knowledge
Managing Change
Valuing Diversity
Continuous Learning
Solving Problems
Creativity
Acting with Integrity
Priority Setting
Time Management

Application Deadline: 8/5/2014

Metro Public Health Dept
Nashville / Davidson County

Copy to
Mary Koob
7/3/14
KD

2014 JUL -3 PM 4:25

MHD PERSONNEL

Job Posting Application

Name: Karen D Jones
Present Position: Program Specialist II
Division: Family, Youth & Infant Health
Phone: 615-340-8575

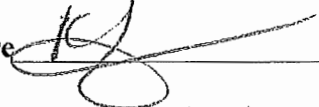
Job Posting Position: Program Specialist II Children's Special Services
Division:

Education applicable to this position: BSW - Social Work

Training applicable to this position: I have training/experience in case management

Briefly describe work experience related to this position: I have several years of experience as a Social Worker; working with a diverse population of people, conducting home visits, completing service plans, assisting clients with referrals to community resources, documenting case notes, assisting clients with setting medical, dental and other appointment, participating in outreach activities and providing resources as necessary.

In accordance with the Civil Service Rules and Regulations of the Board of Health, I understand that eligibility to apply for a promotional opportunity shall be open to any Civil Service employee provided the employee meets the minimum requirements for the classification and has performance evaluations of acceptable or better for the past 24 months. If the employee has been employed for less than 24 months, all previous evaluations must reflect acceptable or better performance. Employees who have not completed their probationary period shall be considered eligible for a promotional opportunity when there is no qualified applicant among Civil Service employees. In addition, I understand that if I am selected for this position I will be on a work test period for 6 months.

Employee Signature  Date 7/3/14

Submit completed application to the Human Resources Office.

Program Specialist 2
Pending release from the Hiring Freeze
Children's Special Services (CSS)

Position Description:

Provides care coordination services to a case load of children. Makes home visits to assess needs, update family service plans, certify and recertify children to the program. Assess for medical, social, and educational needs of the child and family; provides information and refers to resources in the community; assists families in applying for TennCare for the child and Project Access for uninsured family members.; does TennCare appeals as needed; works with providers and clinic director in obtaining appointments for children in the CSS program; maintains electronic case note records on all children served; assists in community activities; and performs related duties as required.

Minimum Requirements:

Bachelor's Degree in Social Work, Social Welfare or equivalent degree and 3 years of experience as a Social Worker. Community experience preferred. Requires use of own transportation on the job. Bilingual Spanish or Arabic a plus.

Must be able to meet the following Competencies:

Nurturing Relationships
Task Relevant Knowledge
Managing Change
Valuing Diversity
Continuous Learning
Solving Problems
Creativity
Acting with Integrity
Priority Setting
Time Management

Application Deadline: 7/10/2014

Metro Public Health Dept
Nashville / Davidson County

Job Posting Application

Name: Karen D Jones
Present Position: Program Specialist II
Division: Family, Youth & Infant Health
Phone: 615-340-8575

Job Posting Position: Program Specialist II-Adolescent Pregnancy Prevention
Division: Population Health

Education applicable to this position: BS - Social Work

Training applicable to this position: I currently work as a Program Specialist II, I have several years of training/experience working in case management having experience working with a diverse population of people, as well as teenagers and families.

Briefly describe work experience related to this position: I have several years of experience as a Case Manager working with a diverse population of people. I have lead groups sessions with teens as well as individual sessions with teen. I have years of experience working with teens and their families in home, court and facility settings. I am knowledgeable of and provide resources as necessary.

In accordance with the Civil Service Rules and Regulations of the Board of Health, I understand that eligibility to apply for a promotional opportunity shall be open to any Civil Service employee provided the employee meets the minimum requirements for the classification and has performance evaluations of acceptable or better for the past 24 months. If the employee has been employed for less than 24 months, all previous evaluations must reflect acceptable or better performance. Employees who have not completed their probationary period shall be considered eligible for a promotional opportunity when there is no qualified applicant among Civil Service employees. In addition, I understand that if I am selected for this position I will be on a work test period for 6 months.

Employee Signature _____

Date _____

Submit completed application to the Human Resources Office.

Copy sent to
St. Bonaventure
6/12/14

Copy to
Jia
Lester
6/12/14

Advised of
decision by
Laticia
Hall



Metro Public Health Department Intranet

Job Postings

Tuesday, May 27, 2014

Program Specialist 2 **Pending release from the Hiring Freeze** **Population Health / Adolescent Pregnancy Prevention**

Position Description:

Performs professional and administrative duties in designing, coordinating, implementing, and evaluating culturally appropriate adolescent pregnancy prevention programs. Areas of focus include, but are not limited to: facilitate the replication of successful pregnancy prevention models and programs; organize and participate in health education programs that promote active teen involvement in adolescent pregnancy prevention and peer education; coordinate and improve service products available for pregnant adolescents and for adolescent parents; liaise with coalitions, community groups that focus resources on adolescent pregnancy prevention, the Tennessee Department of Health (TDH), the Metropolitan Public Health Department (MPHD), and other relevant organizations. The position requires population based public health practices that includes, but are not limited to data collection and analysis; program planning and evaluation, communication skills, and systems thinking skills.

Minimum Requirements:

Bachelor's degree in health education, health promotion, nursing, public health, or related field is preferred, and 2 years' experience in practical application of public health or health promotion principles. Master's degree in public health or related field may be substituted for one year of experience. Experience working with diverse populations; experience in Community Based Participatory Research/Social Marketing; ability to function in a team-oriented environment; basic computer skills; and bilingual (Spanish/English) ability preferred.

Valid class "D" driver's license, use of personal vehicle, and maintenance of valid personal vehicle insurance as required by Tennessee Law.

Must be able to meet the following Competencies:

- Ability to manage change
- Ability to recognize and resolve conflicts
- Ability to empower others
- Ability to successfully communicate with co-workers, the public, and community partners
- Ability to successfully collaborate with internal and external partners
- Ability to analyze and Interpret data
- Ability to demonstrate ethical leadership, value diversity and implement/enforce rules with fairness and impartiality
- Ability to facilitate educational sessions dealing with teen pregnancy prevention
- Ability to design, implement, and evaluate culturally appropriate teen pregnancy prevention programs
- Ability to think critically

Application Deadline: 6/2/2014

Applications are available in the Personnel Office.
Equal Opportunity Employer.

In compliance with Tennessee Law, all applications are subject to Public Disclosure.

Copy sent to
R. Taylor
04/29/14
AC

Metro Public Health Dept

Nashville / Davidson County

Job Posting Application

position not
filled.

Name: Karen D Jones
Present Position: Program Specialist III
Division: Family, Youth & Infant Health
Phone: 615-340-8575

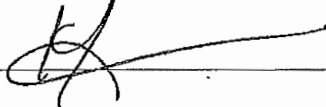
Job Posting Position: Program Specialist III-New Life Fatherhood Program
Division:

Education applicable to this position: BS - Social Work

Training applicable to this position: I currently work as a Program Specialist II in this program, I am knowledgeable of the programs policy and procedures and I have several years of training/experience in case management.

Briefly describe work experience related to this position: I currently work as a Program Specialist in this program. I have the knowledge and experience working with the staff and participants both onsite and at the satellite locations. I have experience working with the ETO system as well as an understanding of the expected outcome of the program. I developed and trained staff on using the ISP's that are currently being used within the program. I have several years of experience as a Case Manager working with a diverse population of people, completing individual service plans, participating in outreach activities and providing resources as necessary. I also have years of experience supervising staff as a Team Lead.

In accordance with the Civil Service Rules and Regulations of the Board of Health, I understand that eligibility to apply for a promotional opportunity shall be open to any Civil Service employee provided the employee meets the minimum requirements for the classification and has performance evaluations of acceptable or better for the past 24 months. If the employee has been employed for less than 24 months, all previous evaluations must reflect acceptable or better performance. Employees who have not completed their probationary period shall be considered eligible for a promotional opportunity when there is no qualified applicant among Civil Service employees. In addition, I understand that if I am selected for this position I will be on a work test period for 6 months.

Employee Signature  Date 4/29/14

Submit completed application to the Human Resources Office.



Metro Public Health Department Intranet

Job Postings

Monday, June 02, 2014

Program Specialist 3 **New Life Fatherhood Program** **Open to MPHD employees only**

Position Description:

Provide oversight of the sub-contract with Martha O'Bryan to ensure all deliverable are achieved along with providing case management support for the fathers served at Martha O'Bryan. Completion and documentation of intake risk assessments related to substance use/abuse, child maltreatment and domestic violence, behavioral and depression intervention needs, etc. Case Managers provide appropriate linkages to community resources and appropriate follow up on services rendered. Ensure all subcontractors reporting is completed and submitted in a timely fashion. Convene monthly subcontractor compliance meetings. Work on site with subcontractor as a subject matter expert regarding program policies and procedures. Recruit and enroll fathers; complete and document intake risk assessments for all enrollees. Scheduling program participants in appropriate workshops. Provide appropriate referrals and linkages to community resources. Complete Individual Service Plans with fathers. Maintain accurate client records in the electronic database and keep fathers engaged in program activities, as well as to follow up on services referrals. Participate in program recruitment by attending outreach events to distribute program information. This position is also responsible for recruitment, scheduling and facilitating the Boot Camp for New Dads workshops at least once per month and facilitating the Fatherhood Development workshops at the South Nashville New Life Program site. Responsibilities also include collecting BCND pre/post surveys, intake forms and other data necessary to ensure all program goals and objectives are obtained, attending recruitment and outreach events, forming partnerships with other community organizations, and completing other duties as assigned. Key responsibilities also include preparation and implementation of curricula activities, documentation of participation by fathers enrolled in the three (3) program components, training community co-facilitators to assist with the education activities and the maintenance of accurate records of program activities.

Minimum Requirements:

This position typically requires a bachelor's level education with at least 1 year of public health experience in case management. Knowledge of Microsoft Office.
 Requires valid Class "D" driver's license and use of own transportation on the job.

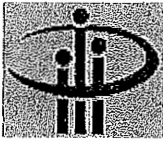
Must be able to meet the following Competencies:

- Attention to Detail
- Time Management
- Communicating with Co-workers
- Stress Tolerance
- Initiative
- Optimism
- Public Speaking
- Collaborating
- Analytic Thinking
- Adaptability
- Decision Making
- Multi-Tasking
- Gathering Information
- Maintaining quality

Application Deadline: 6/2/2014

Applications are available in the Personnel Office.
 Equal Opportunity Employer.

In compliance with Tennessee Law, all applications are subject to Public Disclosure.



Metro Public Health Department

Intranet

Job Postings

Monday, April 28, 2014

Program Specialist 3 **(Case Management Specialist)** **Pending release from the Hiring Freeze** **New Life Fatherhood Program** **Open to MPHD employees only**

Position Description:

Provide oversight of the sub-contract with Martha O'Bryan to ensure all deliverable are achieved along with providing case management support for the fathers served at Martha O'Bryan. Completion and documentation of Intake risk assessments related to substance use/abuse, child maltreatment and domestic violence, behavioral and depression intervention needs, etc. Case Managers provide appropriate linkages to community resources and appropriate follow up on services rendered. Ensure all subcontractors reporting is completed and submitted in a timely fashion. Convene monthly subcontractor compliance meetings. Work on site with subcontractor as a subject matter expert regarding program policies and procedures. Recruit and enroll fathers; complete and document intake risk assessments for all enrollees. Scheduling program participants in appropriate workshops. Provide appropriate referrals and linkages to community resources. Complete Individual Service Plans with fathers. Maintain accurate client records in the electronic database and keep fathers engaged in program activities, as well as to follow up on services referrals. Participate in program recruitment by attending outreach events to distribute program information.

Minimum Requirements:

This position typically requires a bachelor's level education with at least 1 year of public health experience in case management. Knowledge of Microsoft Office. Requires valid Class "D" driver's licence and use of own transportation on the job.

Application Deadline: 5/2/2014

Applications are available in the Personnel Office.
Equal Opportunity Employer.
In compliance with Tennessee Law, all applications are subject to Public Disclosure.

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Copy sent to
D. Campbell
02/11/14 (AK)

Metro Public Health Dept

Nashville / Davidson County

Job Posting Application

Name: Karen D Jones
Present Position: Program Specialist II
Division: Family, Youth & Infant Health
Phone: 615-340-8575

Job Posting Position: Program Specialist III-EPSDT/TENnderCARE Outreach
Division:

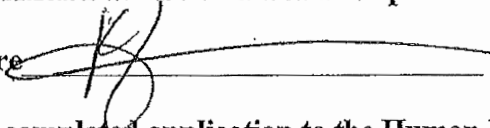
Education applicable to this position: BS - Social Work

Training applicable to this position: I have training/experience in case management

Briefly describe work experience related to this position: I have several years of experience as a Case Manager working with a diverse population of people, conducting home visits, participating in outreach activities and providing resources as necessary. I also have years of experience supervising staff as a Team Lead and data entry.

In accordance with the Civil Service Rules and Regulations of the Board of Health, I understand that eligibility to apply for a promotional opportunity shall be open to any Civil Service employee provided the employee meets the minimum requirements for the classification and has performance evaluations of acceptable or better for the past 24 months. If the employee has been employed for less than 24 months, all previous evaluations must reflect acceptable or better performance. Employees who have not completed their probationary period shall be considered eligible for a promotional opportunity when there is no qualified applicant among Civil Service employees. In addition, I understand that if I am selected for this position I will be on a work test period for 6 months.

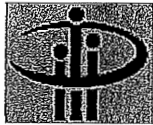
Employee Signature



Date

2/11/14

Submit completed application to the Human Resources Office.



Metro Public Health Department Intranet

Job Postings

Monday, February 10, 2014

Program Specialist 3

EPSDT/TENnderCARE Outreach

This position is open to MPHD employees only.

**This position is pending release
from the Hiring Freeze.**

Position Description:

Provides supervision for part-time outreach workers; collects, reviews, and enters weekly data in several data base systems regarding outreach activities in the community; coordinates, assigns and oversees outreach activities for effectiveness; coordinates and oversees home visiting program for all staff, including data reporting; participates in community health fairs, meetings and initiatives; provides program information to professional staff and general public through public speaking and program development; and performs related duties as required.

Minimum Requirements:

Bachelor's degree from an accredited college or university and 2 years of experience in public health or social service programs providing services to clients. Program development and/or management experience preferred.

Must have the ability to deal courteously with the public, to establish and maintain effective working relationships with staff, internal MPHD partners and external community partners. Must be able to communicate effectively, both orally and in writing to diverse populations and have good organizational skills. Must have ability to plan, assign, and supervise the work of others. Requires flexible working hours to include some evening and weekend hours. Requires use of own transportation. Bilingual skills helpful.

Must be able to meet the following Competencies: Communicating Outside the Organization

Active Listening

Providing a Good Example

Service Orientation

Organizational Skills

Work Ethic

Creative Problem Solving

Coordinating Work Activities

Analytic Thinking

Coaching, Developing and Instructing staff

Decision Making

Application Deadline: 2/18/2014

Applications are available in the Personnel Office.

Equal Opportunity Employer.

In compliance with Tennessee Law, all applications are subject to Public Disclosure.

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Application received 05/07/14
Sent to K. Douglas

Metro Public Health Dept
Nashville / Davidson County

Job Posting Application

not interviewed
per KD

Name: Karen D Jones
Present Position: Program Specialist II
Division: Family, Youth & Infant Health
Phone: 615-340-8575

Job Posting Position: Communicable Disease Investigator - STD Surveillance
Division:

Education applicable to this position: BS - Social Work

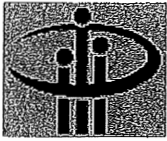
Training applicable to this position: I have several years of experience forming working relationships with provider offices and working within HIPPA compliance and with sensitive information.

Briefly describe work experience related to this position: I have several years of experience as a case manager working with a diverse population of people, providing resources and dealing with sensitive, confidential information and situations. I gained a wealth of knowledge and experience working in a position as a Provider Relations Rep which gave me the experience of working with and maintaining excellent working relationships with provider offices and staff.

In accordance with the Civil Service Rules and Regulations of the Board of Health, I understand that eligibility to apply for a promotional opportunity shall be open to any Civil Service employee provided the employee meets the minimum requirements for the classification and has performance evaluations of acceptable or better for the past 24 months. If the employee has been employed for less than 24 months, all previous evaluations must reflect acceptable or better performance. Employees who have not completed their probationary period shall be considered eligible for a promotional opportunity when there is no qualified applicant among Civil Service employees. In addition, I understand that if I am selected for this position I will be on a work test period for 6 months.

Employee Signature _____ Date _____

Submit completed application to the Human Resources Office.



Metro Public Health Department *Intranet*

Job Postings

Tuesday, January 14, 2014

Communicable Disease Investigator

STD Surveillance

This position is open to MPHD employees only.

Position Description:

Reviews and assesses reports of sexually transmitted diseases; records searches in the appropriate databases to assess prior history, if any, of the cases reported; investigates reported STD cases to confirm treatment, or identify the need for treatment based on information received from health care providers; follows established protocol in addressing case reports that need further attention; maintains working relationships with health care/medical providers and infection control nurses to ensure adequate treatment of cases; conducts active surveillance through provider visits and examination of medical records when necessary; monitors health care providers and laboratories to ensure timely reporting of STD cases; performs weekly quality assurance controls on accrued data; provides STD prevention information and resources to health care providers and others upon request; conducts professional presentations upon request; and performs related duties as required.

Minimum Requirements:

Bachelor's degree in the social sciences, public health, or related field required. Must have good oral and written communication skills; and working knowledge of Excel and Access database programs. Requires valid driver's license and use of own transportation on the job.

Application Deadline: 1/21/2014

Applications are available in the Personnel Office.

Equal Opportunity Employer.

In compliance with Tennessee Law, all applications are subject to Public Disclosure.

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Metro Public Health Dept

Nashville / Davidson County

Karl F. Dean
Mayor

William S. Paul, MD, MPH
Director of Health


311 23rd Avenue North
Nashville TN 37203-1511

Phone: (615) 340-5616
Fax: (615) 340-5665

www.health.nashville.gov

MEMORANDUM

TO: Karen Jones

FROM: Leslie Robeson 
Human Resources Manager

DATE: May 15, 2014

RE: Communicable Disease Investigator Interview Process

The submission of your application on two occasions to the Human Resources office has been confirmed. As you noted, your first e-mail was inadvertently deleted and as a result was not forwarded to Kim Douglass for consideration. You subsequently sent your application directly to Kim and a second e-mail to Angela Caruthers which was printed and stored with other documents yet to be filed. Kim acknowledges he received the application you e-mailed to him and reviewed it in consideration of an interview.

There appears to have been some miscommunication between you and Kim. According to Kim, his statement to you was that he had completed the first round of interviews and would be scheduling the second round after he returned from vacation. This statement was made in general and not specifically about you.

The applicant pool consisted of thirteen (13) MPHD employees and twenty-two (22) individuals from outside of the department. Kim stated he considered all applicants for all positions, not just the position(s) for which they applied. As part of the selection process Kim interviewed five (5) internal applicants, four (4) of which have experience in STD and / or HIV, and three (3) external applicants.

Due to the volume of applications, not all candidates who meet the minimum qualifications are selected for an interview. This is the case throughout the department and there is no Civil Service Rule that stipulates a certain number of candidates must be interviewed.

As the Program Manager, Kim must make hiring decisions that are the best for the program as a whole and implement what he sees as necessary to move the program forward.

cc: Personnel File

Board of Health

William N. Hance, JD
Chair

Ruth Stewart, MD
Vice Chair

Henry W. Foster, Jr., MD

Samuel L. Felker, JD

Carol Etherington,
MSN, RN

Allcia Batson, MD



Promoting and
Protecting Health

Copy sent to
D. Campbell
01/08/14 (AC)

Metro Public Health Dept

Nashville / Davidson County

Job Posting Application

Name Karen Jones
Present Position Program Specialist
Division 742
Phone 340 8575

Job Posting Position Program Coordinator Under CARE
Division _____

Education applicable to this position:

B.S in Social Work

Training applicable to this position:

Briefly describe work experience related to this position:

I have several years of experience working in the areas of case management, home visiting, outreach, referrals, working with community agencies, customer service, data entry, and working with diverse populations. I also work as a team lead where I supervise staff, assign work areas, problem solve, reports and data entry.

In accordance with the Civil Service Rules and Regulations of the Board of Health, I understand that eligibility to apply for a promotional opportunity shall be open to any Civil Service employee provided the employee meets the minimum requirements for the classification and has performance evaluations of acceptable or better for the past 24 months. If the employee has been employed for less than 24 months, all previous evaluations must reflect acceptable or better performance. Employees who have not completed their probationary period shall be considered eligible for a promotional opportunity when there is no qualified applicant among Civil Service employees. In addition, I understand that if I am selected for this position I will be on a work test period for 6 months.

Employee Signature [Signature] Date 1/8/14

Submit completed application to the Human Resources Office.



Metro Public Health Department Intranet

Job Postings

Tuesday, December 31, 2013

Program Coordinator

EPSDT/TENnderCARE Outreach

This position is open to MPHD employees only.

**This position is pending release
from the Hiring Freeze.**

Position Description:

Provides supervision for part-time outreach workers; collects, reviews, and enters weekly data in several data base systems regarding outreach activities in the community; coordinates, assigns and oversees outreach activities for effectiveness; coordinates and oversees home visiting program for all staff, including data reporting; participates in community health fairs, meetings and initiatives; provides program information to professional staff and general public through public speaking and program development; and performs related duties as required.

Minimum Requirements:

Bachelor's degree from an accredited college or university and 2 years of experience in public health or social service programs providing services to clients. Program development and/or management experience preferred.

Must have the ability to deal courteously with the public, to establish and maintain effective working relationships with staff, internal MPHD partners and external community partners. Must be able to communicate effectively, both orally and in writing to diverse populations and have good organizational skills. Must have ability to plan, assign, and supervise the work of others. Requires flexible working hours to include some evening and weekend hours. Requires use of own transportation. Bilingual skills helpful.

Must be able to meet the following Competencies: Communicating Outside the Organization

Active Listening

Providing a Good Example

Service Orientation

Organizational Skills

Work Ethic

Creative Problem Solving

Coordinating Work Activities

Analytic Thinking

Coaching, Developing and Instructing staff

Decision Making

Application Deadline: 1/8/2014

Applications are available in the Personnel Office.

Equal Opportunity Employer.

In compliance with Tennessee Law, all applications are subject to Public Disclosure.

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Foster Williams
Job Posting Application History

Date	Position	Outcome
09/2014	Manager 2 Notifiable Disease	interviewed by Shoana Anderson not selected
09/2014	Finance Officer 3 Business Office	interviews have not been conducted at this point
05/2014	Bureau Director Population Health	advised by Dr. Paul he would not be interviewed those selected for an interview demonstrated 5 years of progressively responsible management experience in public health

Other positions mentioned in Letter of Reconsideration

06/2014	Program Specialist 3 Diabetes Prevention Golden Sneakers	no application on file filled by promotion of Mia Jackson (Nutrition Educator from WIC) nutrition background more applicable to the position
05/2014	Program Specialist 3 Occupational Health & Wellness	no application on file Claire Cobb selected (outside candidate) with social security disability experience
04/2014	Program Specialist 3 Tobacco Use Prevention Coordinator	no application on file filled by lateral transfer of Lillian Maddox-Whitehead facing lay-off from Music City Healthy Start
12/2013	Medical Administrative Assistant 1 TB Elimination	funding for position transferred to create Manger 2 position for Notifiable Disease to date unfilled
07/2013	Medical Administrative Assistant 3 Office of Planning and Community Engagement	top two candidates were external one withdrew application one declined the offer because she had already accepted another position position on budget hold
02/2013	Medical Administrative Assistant 1 Correctional Health Contract Monitor	considered, but not interviewed by Cathy Seigenthaler filled by lateral transfer of Tonya Gunter
01/2012	Medical Administrative Assistant 1 Adolescent Health	filled by lateral transfer of Latissa Hall facing lay-off from CPPW

Copy sent to
W. Harden
09/15/14 (A)

Metro Public Health Dept
Nashville / Davidson County
Promoting and Protecting Health

Job Posting Application

Name: Foster Williams, Jr.

Present Position: Acting Program Director

Division: Family, Children, & Youth/New Life Program

Job Posting Position: Finance Officer 3

Division: Business Office

Education applicable to this position:

- Bachelor's Degree in Psychology – University of Arkansas at Pine Bluff
- Master's Degree in Public Administration – Tennessee State University

Training applicable to this position:

- Certified trainer in Youth Suicide Prevention and Intervention
- Certified trainer in Fatherhood Development and Couples Education
- Certified Tobacco Cessation Specialist
- Certification in Health Administration and Planning

Briefly describe work experience related to this position:

- Past supervisory experience as the Director of Client Services, Director of Public Relations and Community Education, and Program Director at Middle Tennessee Treatment Center
- Experienced in preparing monthly and annual statistical and analytical reports used to assist in grant submission and budget development

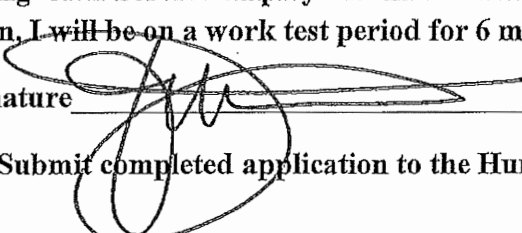
Additional experience:

- Policy development
- Training and development
- Professional counseling

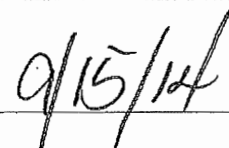
- Program Management
- Staff development
- Grant Management

In accordance with the Civil Service Rules and Regulations of the Board of Health, I understand that eligibility to apply for a promotional shall be open to any Civil Service employee provided the employee meets the minimum requirements for the classification and has performance evaluations of acceptable or better for the past 24 months. If the employee has been employed for less than 24 months, all previous evaluations must reflect acceptable or better performance. Employees who have not completed their probationary period shall be considered eligible for a promotional opportunity when there is no qualified applicant among Civil Service employees. In addition, I understand that if I am selected for this position, I will be on a work test period for 6 months.

Employee Signature

A handwritten signature in black ink, appearing to be 'J. W.', written over a horizontal line.

Date

A handwritten date '9/15/14' in black ink, written over a horizontal line.

Submit completed application to the Human Resources Office.

FOSTER WILLIAMS JR.

1441 Timber Ridge Circle • Nashville, TN • 37211 • 615-833-4729 • 615-498-6180
fosterwilliams69@gmail.com

OVERVIEW

An accomplished, compliance-oriented administrator offering over 22 years of successful experience in behavior health, substance abuse, youth development, and prison industry in the areas of counseling, referral, program management, development and training. Knowledgeable of all aspects of behavior health services and patient care. Recognized as a hands-on leader dedicated and experienced in providing timely and effective problem solving solutions.

STRENGTHS

Program management
Program/Protocol/policy development
Time, people and relationship management skills
Strong leadership/interpersonal skills
Training and Development
Executive Mentor and Coach

CERTIFICATIONS

Certified in Health Administration and Planning
Certified Tobacco Cessation Specialist
Certified ASSIST Trainer (Suicide Prevention/Intervention)
MMI (Metro Management Institute)

EDUCATION

Tennessee State University, Nashville, TN
Masters of Science, Public Administration
University of Arkansas, Pine Bluff, AR
Bachelors of Science in Psychology

PROFESSIONAL EXPERIENCE

Metropolitan Public Health Department, Nashville, TN

Acting Program Director	08/14 - present
Case Manager Supervisor – New Life Fatherhood Program	10/13 – 8/14
Lead Facilitator/Supervisor	03/12 – 09/13

Key Duties:

- Oversees administrative duties for a major program.
- Designs a program(s) to address the needs of individuals and/or groups.
- Determines methods of operation and/or resources needed for the program.
- Monitors and makes adjustments to the program as needed.
- Establishes, implements, and modifies program specific policies and procedures within established guidelines.
- Plans, implements, and evaluates services provided in the program.
- Writes letters, programmatic, and analytical reports.
- Attends and/or chairs meetings and workshops as needed.
- Counsels with and corrects employees as needed
- Trains employees as needed.
- Assigns and reviews work.
- Perform case management staff appraisals as outlined in the Metro Public Health Department Civil Service guidelines.
- Perform document review (including data entry) for completeness, accuracy, and clarity of documentation.
- Prepare reports and presentations relative to case management activities for the governing board, committees, funding sources, partner agencies, and other stakeholders.
- Design, implement and execute case management training and conflict resolution modules

- Supervise case managers by providing consultation, direction, resource identification, and problem resolution assistance.
- Facilitate relationship building opportunities via community outreach and relations.
- Coordinate case management activities – referral, intake, eligibility determination, program planning, etc.
- Ensure timely enrollment/dis-enrollments of program participants for accurate program reporting
- Monitor/verify case manager's time sheets/leave request.
- Review & approve case manager's mileage claim forms.
- Review and counter-sign invoices.

Metropolitan Public Health Department, Nashville, TN
 HIV Rapid Test Specialist/Counselor – Grant Funded

11/09-03/12

Key Duties:

-
- Triage patients for onsite HIV screenings (blood and swab), STD/HIV education and behavioral counseling for inmates in the local prison systems.
 - Provided STD/HIV and intervention/behavioral counseling for patients in the STD Clinic.
 - Developed and monitored confidential reporting of screening process and outcomes to provide input on effective ways to increase screening opportunities.
 - Develop protocols to assist in increasing community visibility geared to meet the goal of providing educational and screening opportunities.
 - Participate in clinic planning sessions, site rotation scheduling, team planning and execution of STD clinic goals and objectives.

Mental Health Association of Middle Tennessee, Nashville, TN
 Project Trainer-Tennessee Lives Count – Grand Funded

12/08-11/09

Key Duties:

-
- Trained over 8,000 community partners in QPR training throughout the State of Tennessee.
 - Provided professional resiliency and suicide awareness training to youth and young adults in the juvenile justice system.
 - Led strategic planning efforts to collaborate and network in order to provide youth suicide prevention workshops.
 - Provided ASSIST training to the Department of Children Service in order to reduce youth suicide on the State of Tennessee.
 - Facilitated QPR training for members of the Tennessee Youth Advisory (Foster Care) Committee and the Tennessee Voices for Children Youth Advisory Committee, as well as other community agencies.
 - Developed and edited training curriculum for the QPR Training program and other existing training materials to meet the needs of individual adult learning styles.
 - Developed legislation to address youth suicide prevention and mental health needs.
 - Developed and disseminated regional mental health resource directories, youth wallet cards, posters and magnets to promote access to mental health services.

Behavior Health Services, Nashville, TN
 Program Specialist II- BTC Behavioral Health Services Provider Liaison – Grand Funded 03/07-12/08

Key Duties:

-
- Provided recruitment efforts to secure pro-bono providers to provide counseling services in the metro Nashville area.
 - Developed and maintained community relationships with providers and other community partners.
 - Conducted presentations to professional organizations about the Behavior Provider Network.
 - Assisted IT with the structure, design and management of the provider database.
 - Assisted screeners with the substance abuse treatment matching for clients.

- Provided mental health and substance abuse case management and screenings and assessments to incoming clients.
- Co-developed program ("GAP" Sessions) to assist individuals awaiting substance abuse treatment.
- Co-facilitated the "GAP" Sessions with other staff persons.
- Provided reports for periodic grant funding review.
- Spearheaded programmatic changes within the Behavioral Health Program.
- Assisted screeners with providing referral resources for the individuals screened for services.

ADDITIONAL POSITIONS:

<p>TRICOR, Nashville, TN <i>Inmate Programs Manager</i></p>	<p>02/06-02/07</p>
<p>New Visions Youth Development Center, Nashville, TN <i>Program Coordinator</i></p>	<p>04/05-02/06</p>
<p>Middle Tennessee Treatment Center, Nashville, TN <i>Program Director</i> <i>Director of Public Relations</i> <i>Director of Client Services and Community Education</i> <i>Clinical Supervisor</i> <i>Assistant Clinical Supervisor</i> <i>Staff Counselor</i></p>	<p>04/98-04/05</p>

PROFESSIONAL & COMMUNITY ACTIVITIES

Alpha Phi Alpha Fraternity Inc.
 Past Vice Chairman-Minority Organ & Tissue Transplant Education Program
 Former Certified Davidson County Foster Parent

At a Glance Qualifications and Experience

Managerial Roles

Program Director

Clinical Director

Assistant Clinical Director

Director of Client & Community Education

Director of Client Advocacy

Inmate Program Manager

Program Coordinator

Supervision

As Program Director at Middle Tennessee Treatment Center, I supervised about 25 staff members of varying degree levels, roles and responsibilities.

Budgeting

As the Program Director for Middle Tennessee Treatment Center, the annual revenue was approximately 5 million.

As Inmate Program Manager, I managed a budget of \$450,000.

Grant Writing

As a board member of the Minority Organ Tissue Transplant Education Program, I wrote small grants for the organization.

Community Engagement & Public Relations

Spoke before the City Council of Morristown, Tennessee.

Spoke in a segment for Middle Tennessee Treatment Center

Featured in a news spot for the Minority Organ & Tissue Transplant Education Program

Guest Speaker for the Unique Gents

Guest speaker for Meharry Medical College's Mentorship Program 3 years in a row

Past Vice Chairman and Chairman of the Minority Organ & Tissue Transplant Education Program

Program Development

Developed a group therapy curriculum at Middle Tennessee Treatment Center

Developed all of the marketing materials at Middle Tennessee Treatment Center

Developed Customer Service Trainings at middle Tennessee Treatment Center

Developed a team building program at TRICOR

Developed a certification program curriculum at TRICOR

Developed a training on Working with Female Offenders

Finance Officer 3 - Grants Coordinator

Business Office

Position Description:

Works seamlessly with staff in Finance and Administration Bureau and with the Grants and Evaluation Director. Guides MPHD staff in completing the MPHD grant pre-approval process and participates in Grants Preparation Teams; evaluates each grant application (including proposed budget) before submission. Coordinates and guides new and renewing grants through the entire process, from approvals, to application, to award, to execution and approvals, to amendment, through reporting, close-out, and post-term reporting. Evaluates MPHD grant guidance, procedures, and practices, identifies risks, deficiencies, and areas for improvement, and recommends improvements, revisions, and changes. Conducts grant-related training sessions for MPHD staff. Establishes and maintains the comprehensive grant file for every grant applied for or received by the Department and establishes and maintains a record of the Department's grants, including each grant's status, term, and other key information. Establishes and maintains a calendar and tracking system for each grant's deadlines, and ensures key personnel are aware of those deadlines. Creates an effective, pro-active grant team with each grant's program manager and finance officer(s). Provides guidance to each grant's manager and finance officer, before, during, and after the grant term, to achieve compliance with applicable contractual, regulatory, program, and fiscal requirements. Meets at least quarterly with every grant program manager to identify questions, risks, deficiencies, obstacles, and opportunities for improvement and meets at least quarterly with every grant's MPHD finance officer to identify questions, risks, deficiencies, obstacles, and opportunities for improvement. Reviews all reports, invoices/draw-downs/requests for reimbursement, amendments, and amendment requests, before they are submitted to grantor. Coordinates grantors' site visits, and establish site visit protocols. Acts as the primary point of contact for grant audits, internal and external, with the Division of Grants Coordination in the Metro Department of Finance and for grantor communications with the Department regarding financial reporting and regulatory issues. Communicates with grantor to avoid and resolve concerns, risks, deficiencies, violations, and obstacles. Advises appropriate Departmental personnel of identified or suspected concerns, risks, deficiencies, violations, and obstacles. Oversees the Department's satisfaction of any grant corrective action plan.

Minimum Requirements:

Bachelor's degree in a financial related field from an accredited institution and at least 3 years of experience in grant oversight, auditing, and/or administration, including federal and state grant(s). Experience doing so in a governmental entity (local, state, federal, or other) preferred. Experience in overseeing, auditing, and/or administering non-grant contracts preferred. Experience in, and capable of, understanding and applying OMB Circulars, Notices of Grant Award, grant guidelines, and grant agreements; proven experience in making sound fiscal decisions, preparing and abiding by budgets, and evaluating allowable and unallowable costs. Must have conducted at least one audit (internal or external) of a grant or program, or participated in being audited (internally or externally) for at least one grant or program. Knowledge of OMB Circulars and the ability to communicate effectively, orally and in writing. Strong organizational and time management skills and practices and the ability to prioritize, meet deadlines, and lead others in meeting deadlines. Proficiency using Microsoft Office (Word,

Outlook, Excel, and Powerpoint). Strong interpersonal skills, collegiality, and professionalism.

Must be able to meet the following Competencies:

Time Management

Goal Orientation

Active Listening

Coaching, Developing and Instructing

Developing and Building Teams

Analytical Thinking

Analyzing Data

Technological Savvy

Legal Regulations

Acting with Integrity

Application Deadline: 9/17/2014

Metro Public Health Dept
Nashville / Davidson County

Copy to
Dr. Paul
5/13/14
PD

Job Posting Application

Name: Foster Williams, Jr.
Present Position: Case Manager Supervisor
Division: New Life Program - Fatherhood Program
Phone: 615-340-8586

Job Posting Position: Bureau Director
Division: Population Health

Education applicable to this position: Per the posting requirement, I possess the required Master of Public Administration degree and over 20 years of experience in the area of behavior health specializing in drug and alcohol counseling.

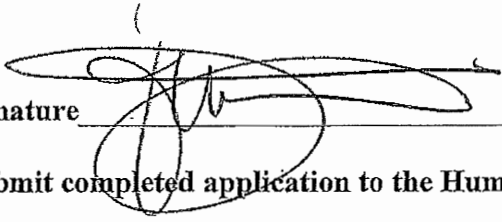
In addition to my education and work experience, I have worked extensively in developing programs within the behavior health arena. As well, I have written policies for programs geared to assist clients in workforce reentry. I am a certified ASSIST Trainer (suicide prevention/intervention) and was responsible for training over 8,000 community partners in QPR training throughout the state of Tennessee.

Training applicable to this position: Through my training and knowledge I possess the necessary skills to facilitate required trainings, program development and management. I am also familiar with the process of community networking as previous positions have required I secure pro-bono services for clients. I have participated in events as a guest speaker and have excellent presentation skills.

Briefly describe work experience related to this position: This position requires the individual to have all of the skills that I possess and more. I have years of experience in the area of public health and have experience managing projects that include the development of reports. As well, I have worked on numerous grant submissions which will give me the extra added advantage of identifying program needs and requirements.

In accordance with the Civil Service Rules and Regulations of the Board of Health, I understand that eligibility to apply for a promotional opportunity shall be open to any Civil Service employee provided the employee meets the minimum requirements for the classification and has performance evaluations of acceptable or better for the past 24 months. If the employee has been employed for less than 24 months, all previous evaluations must reflect acceptable or better performance. Employees who have not completed their probationary period shall be considered eligible for a promotional opportunity when there is no qualified applicant among Civil Service employees. In addition, I understand that if I am selected for this position I will be on a work test period for 6 months.

Employee Signature

A handwritten signature in black ink, consisting of a large, stylized initial 'J' followed by a surname, written over a horizontal line.

Date

5/08/14

Submit completed application to the Human Resources Office.

At a Glance Qualifications and Experience

Managerial Roles

Program Director

Clinical Director

Assistant Clinical Director

Director of Client & Community Education

Director of Client Advocacy

Inmate Program Manager

Program Coordinator

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Developed a certification program curriculum at TRICOR

Developed a training on Working with Female Offenders



Metro Public Health Department Intranet

Job Postings

Wednesday, May 07, 2014

Revised
per
Dr. Paul
5/7/14

Bureau Director - Population Health

Director's Staff

Position Description:

Provides direction and management for the Bureau of Population Health. Supports, develops, and facilitates improvements in family and community health through evidence-based, data-driven policy, systems, neighborhood, and home-based interventions. Leads and manages organizational unit that includes the following program areas: Epidemiology; Behavioral Health; Health Care Access; Family, Youth and Infant Health; and Prevention and Wellness. Ensures strategies, goals and objectives are congruent with the Department's Strategic Plan, based on evidence and data. Manages Bureau activities to meet goals, key results, and project timelines. Develops partnerships and collaborations that align community resources and systems in support of public health goals. Supports community health planning and improvement activities of the Healthy Nashville Leadership Council. Builds and supports capacity department-wide to improve health outcomes. Develops grants and new sources of revenue. Communicates regularly and effectively with internal and external stakeholders and supports MPH's communications plan. Fosters innovation, growth and integrated approaches that span programs and bureaus. Actively and collaboratively participates in Departmental leadership teams and working groups; attends Board of Health meetings and represents MPH at other internal and external meetings.

Minimum Requirements:

Doctoral degree in medicine, public health, or related field preferred. Master's degree in public health, public administration, business, or other health or social services related field, from an accredited institution. Five years of progressively responsible experience in health planning and/or management in public health or a closely related field. Able to articulate the principles and practice of public health, including strategies for chronic disease prevention, maternal and child health, and a general understanding of health reform and the medical care safety net. Knowledge of the basic principles of epidemiology and evaluation. Ability to articulate vision and lead and collaborate with others in setting goals, developing work plans, delegating work, and directing and monitoring others. Demonstrated success as a manager and team builder. Ability to manage a diverse workforce. Training or familiarity with project management and process improvement methods, and ability to mentor and develop managers and leaders. Demonstrated success of community engagement/community planning for public benefit. Demonstrated cultural competency and ability to engage different cultures; demonstrated networking and relationship building, excellent writing and speaking skills, and skills of strategic planning. Use data to drive decision-making and adapt strategies/tactics to changes in the larger public health system. Engage in problem solving and strategic thinking, and demonstrate ability to adapt and change. Capable of grant development.

Must be able to demonstrate the following competencies:

Resolving Conflicts/Negotiating; Developing External Contacts; Visioning; Personnel Decision Quality; Creative Problem Solving; Collaborating; Political Savvy; Decision Making; Analytic Thinking; Financial Ethics; Perceiving Systems; Critical Thinking; Managing the Future

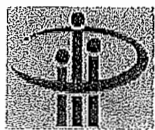
Application Deadline: 5/14/2014

Applications are available in the Personnel Office.

Equal Opportunity Employer.

In compliance with Tennessee Law, all applications are subject to Public Disclosure.

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Metro Public Health Department Intranet

Job Postings

Tuesday, April 29, 2014

Bureau Director - Population Health

Director's Staff

Position Description:

Provides direction and management for the Bureau of Population Health. Supports, develops, and facilitates improvements in family and community health through evidence-based, data-driven policy, systems, neighborhood, and home-based interventions. Leads and manages organizational unit that includes the following program areas: Epidemiology; Behavioral Health; Health Care Access; Family, Youth and Infant Health; and Prevention and Wellness. Ensures strategies, goals and objectives are congruent with the Department's Strategic Plan, based on evidence and data. Manages Bureau activities to meet goals, key results, and project timelines. Develops partnerships and collaborations that align community resources and systems in support of public health goals. Supports community health planning and improvement activities of the Healthy Nashville Leadership Council. Builds and supports capacity department-wide to improve health outcomes. Develops grants and new sources of revenue. Communicates regularly and effectively with internal and external stakeholders and supports MPHD's communications plan. Fosters innovation, growth and integrated approaches that span programs and bureaus. Demonstrates core values of Professionalism, Respect, Integrity, Dedication, and Equality; supports and participates in departmental responses to disasters and emergency events; actively and collaboratively participates in Departmental leadership teams and working groups; attends Board of Health meetings and represents MPHD at other internal and external meetings.

Minimum Requirements:

Bachelor's Degree from an accredited institution; Master's degree in public health, public administration, business, or other health or social services related field, from an accredited institution. Five years of progressively responsible experience in health planning and/or a management in public health or a closely related field. Additional experience can be substituted for Master's degree.

Able to articulate the principles and practice of public health, including strategies for chronic disease prevention, maternal and child health, and a general understanding of health reform and the medical care safety net. Knowledge of the basic principles of epidemiology and evaluation. Ability to articulate vision and lead and collaborate with others in setting goals, developing work plans, delegating work, and directing and monitoring others. Demonstrated success as a manager and team builder. Ability to manage a diverse workforce. Training or familiarity with project management and process improvement methods, and ability to mentor and develop managers and leaders. Demonstrated success of community engagement/community planning for public benefit. Demonstrated cultural competency and ability to engage different cultures; demonstrated networking and relationship building, excellent writing and speaking skills, and skills of strategic planning. Use data to drive decision-making and adapt strategies/tactics to changes in the larger public health system. Engage in problem solving and strategic thinking, and demonstrate ability to adapt and change. Capable of grant development.

Must be able to demonstrate the following competencies:

Resolving Conflicts/Negotiating; Developing External Contacts; Visioning; Personnel Decision Quality; Creative Problem Solving; Collaborating; Political Savvy; Decision Making; Analytic Thinking; Financial Ethics; Perceiving Systems; Critical Thinking; Managing the Future

Application Deadline: 5/5/2014

Applications are available in the Personnel Office.
Equal Opportunity Employer.

In compliance with Tennessee Law, all applications are subject to Public Disclosure.

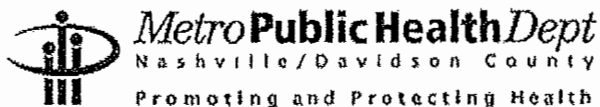
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Day, Renee (Health)

From: Paul, Bill (Health)
Sent: Wednesday, June 18, 2014 10:57 AM
To: Day, Renee (Health)
Subject: Foster Williams

I spoke with Foster yesterday. I stated that there were three internal candidates and one external candidate with stronger credentials and that he was not going to be formally interviewed for the Bureau Director Position. Specifically, the candidates being interviewed all demonstrate 5 years of progressively responsible management experience in public health.

William S. Paul, MD, MPH, FACP
Director | Metro Public Health Department
615.340.5622 | bill.paul@nashville.gov
<http://health.nashville.gov> | Twitter: @billpaulmd





Metro Public Health Department Intranet

Job Postings

Wednesday, May 28, 2014

Program Specialist 3 **Pending release from Hiring Freeze** **Prevention & Wellness** **Diabetes Prevention Golden Sneakers**

Position Description:

Provide programmatic oversight of the Project Diabetes (Gold Sneaker) program; interact with targeted daycares to encourage achievement of Gold Sneaker certification. Work with community partners to increase physical activity opportunities for daycare families; oversee healthy eating, active living curriculum and classes provided to targeted daycare facilities. Write and submit quarterly and annual reports as required. Track and monitor time of grant activities.

Demonstrate MPH's core values of Professionalism, Respect, Integrity, Dedication, and Equality (P.R.I.D.E.) when interacting with the public and employees of the Metropolitan Government. Other duties as assigned.

Minimum Requirements:

Bachelor's Degree from an accredited college or university in health education, health promotion, nursing, public health, or related field.

Three (3) years of experience in the practical application of public health, health education, or health promotion principles. Master's degree in public health or related field may be substituted for one (1) year of experience.

Knowledge of policy, systems and environmental change strategies to address obesity prevention.

Experience in program development, implementation and management.

Regular, reliable and predictable attendance.

Must meet the following competencies:

- Organizational skills
- Time Management
- Communicating with Co workers
- Communicating Outside the Organization
- Initiative
- Developing External Contacts
- Public Speaking
- Collaborating
- Analytic Thinking
- Adaptability
- Decision Making
- Multi-Tasking
- Gathering Information
- Maintaining quality

Application Deadline: 6/4/2014

Applications are available in the Personnel Office.
 Equal Opportunity Employer.

In compliance with Tennessee Law, all applications are subject to Public Disclosure.



Metro Public Health Department Intranet

Job Postings

Friday, May 09, 2014

Program Specialist 3 **Pending Release from the Hiring Freeze** **Occupational Health and Wellness** **Case Manager**

Position Description:

Independently requests, receives, and analyzes medical records for pensioners and applicants. Works to obtain complete and necessary medical records pertaining to alleged diagnosis and conditions. Manages payment for records, communicates in written and oral form with providers. Conducts meetings with applicants to assist in application process. Conducts semi-monthly meetings to review progress with CSME and case manager representative. Attends semi-monthly meetings of Metro Employee Benefit Board (MEBB) and as needed for Civil Service Medical Examiner (CSME) in absentia. Prepares monthly report for MEBB and other reports as instructed. Acts as a liaison between CSME, Metro HR department, MEBB, case managers, Occupational Health and Wellness Clinic, third party administrator and pensioners. Provides administrative support to the CSME. Works to improve processes, systems and policies and to advance the efforts of the CSME and OHWC. Other duties as assigned.

Minimum Requirements:

Associate's degree is required; Bachelor's degree is preferred. Must have at least 2 years of experience working in related field (disability, utilization review, or case management). Customer service experience.
Valid class "D" driver's license, use of personal vehicle, and maintenance of valid personal vehicle insurance as required by Tennessee Law.
Experience in medical terminology and file management.

Must be able to meeting the following competencies:

Knowledge of clinical practices and terminology, medical record keeping, Metro Benefit Board functions, policies, and procedures
Knowledge of human anatomy, physiology, pathology as well as medical and psychiatric terminology including body systems, disease treatment and examination procedures
Knowledge of typical clinical medical findings as related to causes of physical and mental impairments and their impact on functional capacities
Ability to manage the entire process of pension applicant review
Ability to conduct interviews, assess needs, develop an appropriate course of action
Ability to research and analyze clinical data
Ability to write clear and accurate reports
Ability to influence others to cooperate and supply needed information and determine the best sources for obtaining relevant medical evidence
Ability to identify deficiencies in medical documentation and recommend correction
Adhere to timelines
Ability to communicate effectively (oral and written)

Application Deadline: 5/15/2014

Applications are available in the Personnel Office.
Equal Opportunity Employer.

In compliance with Tennessee Law, all applications are subject to Public Disclosure.



Metro Public Health Department Intranet

Job Postings

Wednesday, April 02, 2014

Tobacco Use Prevention Coordinator **Program Specialist 3**

Prevention & Wellness

**This position is pending release
from the Hiring Freeze.**

Position Description:

Planning, administering, and monitoring local tobacco prevention and tobacco settlement initiatives. Promote the adoption of voluntary public and private tobacco prevention and control policy through implementation of tobacco settlement funds initiatives, such as Smoke-Free Multi-unit Housing, CEASE Project, and Youth Prevention Initiatives, including strategic data collection. Partner with community organizations to participate in tobacco related social marketing campaigns to advance public awareness and initiate a change in tobacco related social norms such as, but not limited to, the Great American Smoke Out, Kick Butts Day, and World No Tobacco Day. Form or facilitate youth advocacy groups to reduce youth tobacco use and advance tobacco initiatives. Work with MPHD Communication staff to accomplish tobacco related communication strategies outlined in approved MPHD Tobacco Settlement Plan Document, evaluate and monitor effectiveness of tobacco initiatives. Write and submit mid-year and annual reports as required. Track and monitor time of grant activities. Other duties as assigned.

Minimum Requirements:

Bachelor's Degree from an accredited college or university in health education, health promotion, nursing, public health, or related field.

Three (3) years of experience in the practical application of public health, health education, or health promotion principles. Master's degree in public health or related field may be substituted for one (1) year of experience.

Knowledge of policy, systems and environmental change strategies to address chronic disease prevention.

Experience in program development, implementation and management.

Regular, reliable and predictable attendance

Must demonstrate MPHD's core values of Professionalism, Respect, Integrity, Dedication, and Equality (P.R.I.D.E.) when interacting with the public and employees of the Metropolitan Government.

Must be able to meet the following competencies:

- Organizational Skills
- Time Management
- Communicating with Co workers
- Communicating Outside the Organization
- Developing External Contacts
- Public Speaking
- Collaborating
- Analytic Thinking
- Adaptability
- Decision Making
- Multi-Tasking
- Gathering Information
- Political Savvy
- Maintaining quality

Application Deadline: 4/9/2014

Applications are available in the Personnel Office.

Equal Opportunity Employer.

In compliance with Tennessee Law, all applications are subject to Public Disclosure.

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Sent copy
to S. Anderson
11/16/13 (He)

Metro Public Health Dept
Nashville / Davidson County
Promoting and Protecting Health

Job Posting Application

Name: Foster Williams, Jr.

Present Position: Case Manager Supervisor

Division: Family, Children, & Youth/New Life Program

Job Posting Position: Medical Administrative Assistant 1 TB Elimination

Division: Population Health

Education applicable to this position:

- Bachelor's Degree in Psychology – University of Arkansas at Pine Bluff
- Master's Degree in Public Administration – Tennessee State University

Training applicable to this position:

- Leadership Development
- Certification in Health Administration and Planning

Briefly describe work experience related to this position:

- Past supervisory experience as the Director of Client Services, Director of Public Relations and Community Education, and Program Director at Middle Tennessee Treatment Center
- Behavioral Health Services experience as a Provider Liaison offering case management support to clients and securing pro-bono counseling services from providers. Assisted in the process of developing the Access Program for tracking the data used in the program.
- As the Inmate Programs Manager, I was responsible for numerous statistical and analytical reports on a monthly basis. I provided presentations of the information captured to key individuals in the management structure of TRICOR.
- Experienced in preparing monthly and annual statistical and analytical reports used to assist in grant submission and budget development.

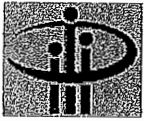
Additional experience:

- Policy development
- Training and development
- Professional counseling
- Program Management
- Staff development

In accordance with the Civil Service Rules and Regulations of the Board of Health, I understand that eligibility to apply for a promotional shall be open to any Civil Service employee provided the employee meets the minimum requirements for the classification and has performance evaluations of acceptable or better for the past 24 months. If the employee has been employed for less than 24 months, all previous evaluations must reflect acceptable or better performance. Employees who have not completed their probationary period shall be considered eligible for a promotional opportunity when there is no qualified applicant among Civil Service employees. In addition, I understand that if I am selected for this position, I will be on a work test period for 6 months.

Employee Signature _____ Date _____

Submit completed application to the Human Resources Office.



Metro Public Health Department Intranet

Job Postings

Tuesday, November 26, 2013

Medical Administrative Assistant 1

TB Elimination

Position Description:

Provides recommendations to the TB Program Director for continuous quality improvement. Drafts new protocols and procedures for the TB Elimination Program. Reviews current processes and develops tools to improve protocols including checklists and audit tools. Recommends and participates in implementing service and organization modifications to ensure achievement of program goals and objectives. Partners with program staff to evaluate existing surveillance systems and program activities. Prepares reports and presentations on current program activities and performance data. Develops reports to identify missing or unknown data in order to improve evaluation efforts for data quality and timeliness. Performs chart audits to identify areas for improvement. Tracks and monitors the status of interjurisdictional forms submitted to and received from other states.

Minimum Requirements:

Graduation from an accredited (4) four-year college or university and one (1) year of responsible, full-time employment in public administration, business administration, public health administration, public health sanitation, public health nursing, public health education, or other appropriate field; Master's degree preferred.

Must have the ability to work with diverse populations, possess strong management, organizational, and written/oral communication skills. Experience in performing program evaluation and identifying process improvement required. Intermediate to advanced MS Access and MS Excel experience preferred. Knowledge of tuberculosis and public health systems preferred.

Must successfully pass the Respiratory Mask Fit Test.

Requires flexible working hours and use of own transportation on the job.

REQUIRED COMPETENCIES

Enhancing Task Knowledge
 Benchmarking
 Maintaining Quality
 Follow Through
 Developing and Building Teams
 Creative Problem Solving
 Reinforcing Change
 Technical Savvy
 Analytic Thinking
 Attention to Detail

Application Deadline: 12/5/2013

Applications are available in the Personnel Office.
 Equal Opportunity Employer.

In compliance with Tennessee Law, all applications are subject to Public Disclosure.

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Sand copy to
Dr Paul
08/04/12

Metro Public Health Dept
Nashville / Davidson County
Promoting and Protecting Health

Job Posting Application

Name: Foster Williams, Jr.

Present Position: Lead Facilitator

Division: Family, Children, & Youth/New Life Program

Job Posting Position: Director, Office of Planning and Community Engagement

Division: Director's Office

Education applicable to this position:

- Bachelor's Degree in Psychology – University of Arkansas at Pine Bluff
- Master's Degree in Public Administration – Tennessee State University

Training applicable to this position:

- Certified trainer in Youth Suicide Prevention and Intervention
- Certified trainer in Fatherhood Development and Couples' Education
- Certified Tobacco Cessation Specialist
- Certification in Health Administration and Planning

Briefly describe work experience related to this position:

- Past supervisory experience as the Director of Client Services, Director of Public Relations and Community Education, and Program Director at Middle Tennessee Treatment Center
- Behavioral Health Services experience as a Provider Liaison offering case management support to clients and securing pro-bono counseling services from providers.
- Project Trainer-for Tennessee Lives Count providing professional resiliency and suicide awareness training to youth and young adults in the juvenile justice system. Also provided suicide prevention training to juvenile justice staff and other community-based leaders working with youth and young adults.

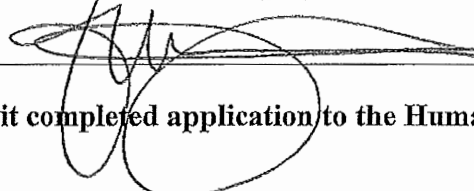
- HIV Screening Professional and Counselor for the Metropolitan Government of Nashville and Davidson County providing onsite HIV screenings (blood and swab), STD/HIV education and counseling for inmates in the local prison systems.
- Experienced in facilitating health fairs and outreach efforts at local community centers, churches and universities
- Experienced in preparing monthly and annual statistical and analytical reports used to assist in grant submission and budget development

Additional experience:

- Policy development
- Training and development
- Professional counseling
- Program Management
- Staff development

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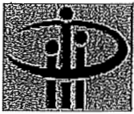
Employee Signature



Date

7-31-13

Submit completed application to the Human Resources Office.



Metro Public Health Department Intranet

Job Postings

Wednesday, July 24, 2013

Director, Office of Planning and Community Engagement (Medical Administrative Assistant 3)

Director's Office

This is a Non-Civil Service position.

Position is pending release from the Hiring Freeze.

Position is open to MPHD employees only.

Position Description:

Public health leader and senior manager supports, develops, and facilitates community collaborations that lead to improvements in community health and wellbeing. Leads and facilitates MPHD efforts to develop community systems, policies, and other changes that promote and improve health.

Leads organizational unit that includes the following program areas:

Prevention and Wellness (healthy eating/ active living, and tobacco control), Behavioral Health, Health Care Access, and Ryan White HIV services planning so that they develop strategies based on evidence and data and develop and meet goals, key results, and project timelines.

Develops partnerships and collaborations to align community resources and systems in support of public health goals. Supports community health planning and community health improvement activities overseen by Healthy Nashville Leadership Council.

Builds and supports capacity department-wide to facilitate community efforts to improve health outcomes.

Develops grants and new sources of revenue in support of the MPHD strategic plan.

Communicates regularly and effectively with internal and external stakeholders and supports MPHD's communications plan.

Minimum Requirements:

Graduation from an accredited 4 year college or university, and 3 years of progressively responsible full-time paid employment in public/business/public health administration, public health sanitation/nursing/education, or other appropriate field, of which 1 year within the past 3 years must have been in an administrative/supervisory capacity; 1 year of successfully completed graduate study in public health/public administration or health education may be substituted for 1 year of the required experience.

Masters or doctoral degree in public health or applicable field and demonstrated success as a manager, administrator, & team builder preferred.

Key Competencies: Strategic thinker and planner; systems thinker; successful track record of community engagement and community planning for public benefit; demonstrated ability to manage a diverse workforce and engage different cultures and communities; politically astute and able to develop strategic alliances; outstanding verbal and written communications skills; ability to articulate and explain the principles and practice of public health, including strategies for chronic disease prevention and a general understanding of the medical care safety net; training or familiarity with project management and process improvement methods.

Preferred Knowledge, Skills and Abilities

Management and Leadership

Ability to articulate and communicate vision; develop work plans; delegate work and direct others; staff development-promote individual, team and organizational learning opportunities

Engagement

Networking and relationship building; community engagement; political astuteness/savvy; partnership development; writing and speaking

Planning

Strategic planning; using data to drive decision-making; adapts strategies and tactics to changes in the larger public health system; problem solving; strategic thinking and agility; grant development

Application Deadline: 7/31/2013

Applications are available in the Personnel Office.

Equal Opportunity Employer.

In compliance with Tennessee Law, all applications are subject to Public Disclosure.

Metro Public Health Dept
Nashville / Davidson County

Copy to C. Seigenthaler
Ler
3/7/13

Job Posting Application

advised of
decision
by C. Seigenthaler
Ler
3/26/13

Name Foster Williams, Jr.
Present Position Lead Facilitator (New Life Program)
Division Family, Infant, & Youth
Phone 340-8586 or 498-6180

Job Posting Position Contract Monitor (Correctional Health)
Division Finance and Administration

Education applicable to this position:

Bachelors in Psychology w/ Minor in Social Work
Completed course for Masters in Psychology, Masters in Public Administration
Certification in Health Administration and Planning

Training applicable to this position:

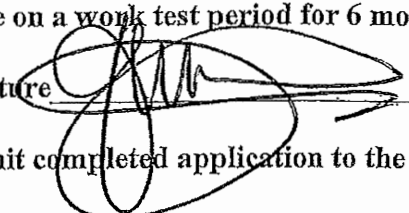
Training in Working with Offenders, HIV Testing & Counseling, CPR,
First Aid, Project Management, Working with Female Offenders,
Conflict Resolution,

Briefly describe work experience related to this position:

During the course of my career I have worked in the fields of
Mental Health, Substance Abuse, Adult Correction, Juvenile
Corrections; Behavioral Health, STD and now the Fatherhood
Program just at the Health Department. All of my experience
has been working with the correction population. While working
in Adult Corrections, I monitored the inmate Correctional Industries
Program, developed a Work Release Program at the Central Office and
developed a Certification Program for inmates to gain certification upon
release. I dealt with grievances, and had to provide outcomes for the program.

In accordance with the Civil Service Rules and Regulations of the Board of Health, I understand that eligibility to apply for a promotional opportunity shall be open to any Civil Service employee provided the employee meets the minimum requirements for the classification and has performance evaluations of acceptable or better for the past 24 months. If the employee has been employed for less than 24 months, all previous evaluations must reflect acceptable or better performance. Employees who have not completed their probationary period shall be considered eligible for a promotional opportunity when there is no qualified applicant among Civil Service employees. In addition, I understand that if I am selected for this position I will be on a work test period for 6 months.

Employee Signature



Date

2-28-13

Submit completed application to the Human Resources Office.



Metro Public Health Department Intranet

Job Postings

Wednesday, February 27, 2013

Medical Administrative Assistant 1 **(Contract Monitor)** **Correctional Health**

Position Description:

Monitors for program effectiveness, contract compliance and compliance with applicable Sheriff's Office, Public Health Department, and State policies, rules and regulations as specified in writing by the Metropolitan Government.

Monitors the provision of correctional health services as compared to the American Correctional Association (ACA) and National Commission on Correctional Health Care (NCCHC) standards of care. Duties include but are not limited to:

- Provides oversight and monitoring of the medical, dental and mental health services provided by the Contractor.
- Summarizes findings of good management practices noting issues needing improvement as well as progress on previously noted concerns. Evaluations should encompass all aspects of health care to include access to care, timeliness and quality of care.
- Reports on results/outcomes of actions taken, and identifies and communicates barriers, challenges and resources needed to achieve expected results.
- Intervenes to correct urgent quality of care issues through direct communications with health care providers, correctional health care administrators, and other agencies.
- Requests corrective action plans when necessary from various levels of correctional health corporate authority.
- Reviews vendor's policy and procedures for compliance with NCCHC and the ACA standards and guidelines.
- Maintains a thorough understanding of correctional healthcare standards as well as all medical standards of care and best practices.
- Makes recommendations that are grounded in contract law, policy, procedure, ACA and/or NCCHC Standards of Care.
- Serves as the Health Department liaison for contract health services staff (CCA & CCS), Metropolitan Government, and subsequent Davidson County Sheriff's Office Administrators.
- Provides an ongoing utilization review of off site, out-patient, and emergency medical, dental and mental health services.
- Reviews incident reports, grievances and lawsuits concerning inmate healthcare.
- Conducts periodic and unannounced inspections of facilities.
- Interviews inmates and staff concerning health service delivery.
- Reviews inmate appeals.
- Provides statistics for Results Matters Strategic Planning.

Minimum Requirements:

Bachelor's degree from an accredited college or university and 1 year experience in public administration, business administration, public health administration, public health sanitation, public health nursing, public health education, or other appropriate field.

Registered Nurse preferred. Registered Nurse (licensed or eligible for RN licensure by the State of Tennessee) with 1 year experience in public or correctional health. One year of graduate study in public health administration, public administration, or health education may be substituted for 1 year of experience.

Strong verbal and written communication skills to provide feedback regarding Vendor's performance, including deficiencies in meeting standards of care. Ability to effectively present information in one-on-one and group situations regarding contract compliance.

Computer usage for word processing, spreadsheets, e-mail, Internet, medical records, grievances, and company electronic medical record systems.

Knowledge of local, state and federal laws and regulations relevant to correctional health care.

Sound knowledge of Correctional Health Standards of Care including American Correctional Association (ACA) and National Commission on Correctional Health Care (NCCHC) standards. Certified Correctional Health Professional (CCHP) Certification preferred.

Application Deadline: 3/6/2013

Applications are available in the Personnel Office.

Copy to Dr. Com
1/13/12

Metro Public Health Dept

Nashville / Davidson County

Job Posting Application

Name Foster Williams, Jr.
Present Position HIV Rapid Test/Corrections
Division STD/HIV
Phone 498-6180

Job Posting Position MAA1
Division Family Youth & Infant Health (FYI) Adolescent Health Program

Education applicable to this position:
Bachelor of Science in Psychology; Minor in Social Work
Completed course work for a Masters in Counseling Youth and a Masters in General Psych.
Masters in Public Administration w/Certification in Health Administration and Planning
ASSIST Trainer in Youth Suicide Prevention and Intervention

Training applicable to this position:
Trainings in program management, policy development, customer service delivery, and suicide prevention and intervention. I have a wealth of training in substance abuse and mental health.

Briefly describe work experience related to this position:
During my vast experience over the last 18 years, I've worked in an Alternative School setting, juvenile corrections, facilities for emotionally disturbed adolescents, completed an internship @ MTMHI Belmont Campus for adolescents. I am a trained ASSIST trainer for youth suicide prevention and intervention. Working @ New Visions Youth Development Center, here in Behavioral Health, and @ TRICOR, I gained experience working w/internal and external stakeholders. I've developed and maintained community partnerships. I've worked to develop and maintain programs. I've done budget oversight and project management. I've served on Advisory Boards and conducted training for public schools across the state of Tennessee.

In accordance with the Civil Service Rules and Regulations of the Board of Health, I understand that eligibility to apply for a promotional opportunity shall be open to any Civil Service employee provided the employee meets the minimum requirements for the classification and has performance evaluations of acceptable or better for the past 24 months. If the employee has been employed for less than 24 months, all previous evaluations must reflect acceptable or better performance. Employees who have not completed their probationary period shall be considered eligible for a promotional opportunity when there is no qualified applicant among Civil Service employees. In addition, I understand that if I am selected for this position I will be on a work test period for 6 months.

Employee Signature Foster Williams Date 1/04/12

Submit completed application to the Human Resources Office.



Metro Public Health Department Intranet

Job Postings

Thursday, December 29, 2011

Medical Administrative Assistant 1

**This position is open to
MPHD employees only.**

**Family Youth & Infant Health (FYI)
Adolescent Health Program**

Position Description:

Provides the strategic and administrative leadership for the FYI-Health population-based youth related programs and activities. Position ensures all adolescent health program goals and objectives are met on an annual basis and ensures accurate funding and program outcomes documentation. Develops and maintains relevant partnerships and collaborations with adolescent health and positive youth development stakeholders to support and scale programs and activities. Maintains the Youth Advisory Board and develops pipeline education opportunities for youth engagement. Supports FYI-Health strategic goals and assists Bureau Director and other FYI-Health program directors with project management tasks. Performs other related job duties as required.

- Provide strategic leadership and management oversight and execution of FYI adolescent focused programs and staff
- Administer fiscal oversight of adolescent health program operating budgets and consult on inter-department and community-led related maternal and child health program and research initiatives
- Serve as the Metro Public Health Department official representative for population-based adolescent health initiatives, representing the health department to key business, education and community stakeholder groups including the Nashville Area Chamber of Commerce, Metro Nashville Public Schools, Metropolitan Government of Nashville Mayor's Office, and others as identified
- Serve as the advocate and leading expert for healthy youth and youth development, ensuring development of youth pipeline education opportunities for the MPHD Youth Advisory Board (YAB) and the Metro Nashville Public Schools Health Academies youth participants
- Assists FYI Bureau Director with special projects as assigned

This position requires some evening and weekend work, with typical work hours of 8:00 - 4:30, Monday - Friday.

Minimum Requirements:

Bachelor's degree and 1 year experience in public health program development required. Experience working with urban, adolescent/young adult populations preferred. Advanced degree in health education, public health, or health related field may substitute for the year of experience. Requires use of own transportation on the job.

Application Deadline: 1/10/2012

Applications are available in the Personnel Office.

Equal Opportunity Employer.

In compliance with Tennessee Law, all applications are subject to Public Disclosure.

Robeson, Leslie (Health)

From: Wyche, Kimberlee (Health)
Sent: Friday, January 27, 2012 11:08 AM
To: Robeson, Leslie (Health)
Subject: FW: Adolescent Health/ Fatherhood

From: Wyche, Kimberlee (Health)
Sent: Friday, January 27, 2012 10:56 AM
To: Williams, Foster (Health)
Subject: Adolescent Health/ Fatherhood

Foster,

Thank you for your interest in the FYI MAAI positions. Your commitment to the community and your passion for the target populations was evident and admirable. Although you were not selected to fill either of these positions, there are other vacancies within the fatherhood grant that if you are interested, we would like to explore with you.

It was a pleasure having the opportunity to interview you.

Dr. Wyche Etheridge

7. MPHD HR'S WORK WITH FATHERHOOD AND OTHER REDUCED PROGRAMS

Human Resources Interaction with Fatherhood Program

- the Fatherhood Program has been treated in the same manner as all groups who have been facing a reduction in force this year or in past years
- 3 programs were affected this year prior to theirs (talking points attached)
 - Healthy Beginnings
 - Children's Special Services
 - Music City Healthy Start
- staff were advised of limited vacancies due to local and grant budget reductions and no new grants like there were when the CPPW ended
- met with affected Fatherhood staff and Bureau Director on July 30th (talking points attached) and discussed
 - notification process
 - insurance & unemployment
 - application process within MPHD
 - application process for other Metro positions
 - availability of resume writing and interviewing training from Metro HR
 - Metro HR notified of the interest and met with staff on August 8th
- in the Spring Fatherhood staff were advised by Robert Taylor that they could use MPHD time to attend interviews within and outside of Metro
- Metro Human Resources advised of Fatherhood employees on the approved lay-off list on August 19th (see attached e-mail)
 - they can provide staff more details about a particular position
 - notify other Metro Departments to consider an applicant for an interview

Robeson, Leslie (Health)

From: Madden, Jane (Human Resources)
Sent: Tuesday, August 19, 2014 4:30 PM
To: Robeson, Leslie (Health)
Cc: Lusk, Jason (Human Resources); Lyons, Sonny (Human Resources)
Subject: RE: Public Health Department Lay-off List Approved 08-14-14

Leslie,

Thanks for this update, and glad to be of assistance.

Jane

From: Robeson, Leslie (Health)
Sent: Tuesday, August 19, 2014 4:29 PM
To: Madden, Jane (Human Resources)
Cc: Lusk, Jason (Human Resources); Lyons, Sonny (Human Resources)
Subject: Public Health Department Lay-off List Approved 08-14-14

Jane –

Attached is the most recent lay-off list approved by the Board of Health.

Per our previous conversations, you are already aware of the status of the Fatherhood Program. To my knowledge, two of the Fatherhood staff have applied for positions with other Metro Departments:

Debra Hoffman – clerical position with Water

Paxton Montgomery – Police Officer trainee

Any assistance you can provide them is appreciated.

The RN with the MAC Early Head Start program is a result of MAC only funding her position through September 30th.

We will work to place her in a position within our department.

Thanks,

Leslie

Leslie Robeson
Human Resources Manager | Metro Public Health Department | 2500 Charlotte Avenue | Nashville, TN 37209-4129 | 615.340.8526 phone | 615.340.5375 fax

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Wed 7/30
8:30-9:30

Robert 08980

Fatherhood layoff list - presented to the Board of Health on Thursday, August 14th

notification process

2 week notice letter distributed on September 12th
> last day to work - September 26th (Fri)

PPE

2 weeks of severance pay

> 10 days of pay added to October 3rd pay check PPE September 26th

lump sum payment of vacation time

> added to October 3rd pay check PPE September 26th

(9/13-9/26)

Angela coordinates the exit process

> ID's, exit interview, COBRA, Separation Notice

name will remain active on a recall list for 2 years

> comparable classifications (grade) for which you are qualified

~~Buena Vista Rm - 3rd floor~~
Dir Conf. Room

Oct 3rd check

← 2 wks pay
+ 2 wks severance
+ lump sum
vacation
payment

insurance coverage will end October 31st

> eligible for COBRA benefits (premium 102%)

o Affordable Care Act (Fonda)

unemployment

Separation Notice
application process

> not in person

o on line or phone

o Tennessee Department of Employment Security

o read "before you apply for benefits"

MPHD vacancies

> placement is dependent on your initiative to apply for positions for which you are qualified

> HR will notify the Bureau Director that you have applied for a position in their Bureau so they can facilitate consideration and an interview

> if an offer is made and accepted for another MPHD position after the notice the layoff can be rescinded (Healthy Beginnings - last day)

> limited vacancies due to local and grant budget reductions and no new grants

> use MPHD time for interviews within and outside of Metro

PS 2/CSS
Spanish?
preferred

Food Insp
ACCO
Admin
RN's
RN

Metro vacancies

> Metro HR has accepted the resumes submitted, but this is no longer the method for applying for a position within the General Government (GG)

> required to establish a NEOGov account and submit an application for the position(s) you want to be considered for

o your name must appear on the competitive register

→ Chemist
Soil Scientist
Custodian → WS

- Metro HR will advise a department of your lay-off status, but the decision to grant an interview and offer a position is at the discretion of the hiring department
- we are Civil Service under the Board of Health – not the Civil Service Commission of the GG so their lay-off and recall process is not applicable
 - you will not be on a recall list for GG positions ← so important to establish a NEGOT.
- if an offer is made and accepted with another Metro department we will facilitate the transfer – this can also occur after the 2 week notice is issued
- Jane Madden with Metro HR can provide resume preparation and interview skills training – DTC staff found it beneficial

after
9/26
rehire

Coordinate
w/ Foster
CC; Tina

→ how long class to do both
resume & interview

→ group vs. one on one



Chances
Kater
Foster
Debi
Paxton

1 hour →
4 hours

1 1/2

3 hours

Jane available

Aug 8th
Aug 18th - 21st
afternoons preferable

Healthy Beginnings – dramatically reduced funding effective July 1st

Metro's annual budget process is in progress

- Mayor's budget just released, but is pending Council approval
- MPHD took cuts and did not get everything we requested

in the meantime the layoff process must move forward

layoff list will be presented to the Board of Health on Thursday, June 12th then notification process starts:

2 week notice

- last day to work – June 27th

2 weeks of severance pay

- 10 days of pay added to July 11th pay check PPE July 4th

payment of vacation time and accrued comp time

- added to July 11th pay check PPE July 4th

personal leave is **not** paid out – it must be taken

- Pam Garvey & Evelyn Shaw

Angela coordinates the exit process

- ID's, exit interview, COBRA, Separation Notice

name will remain active on a recall list for 2 years

- comparable classifications (grade) for which you are qualified

insurance coverage will end July 31st

- eligible for COBRA benefits (premium 102%)
 - Affordable Care Act?

unemployment

Separation Notice

application process

- not in person
 - on line or phone
 - Tennessee Department of Employment Security
 - read "before you apply for benefits"

not placing employees in vacancies

placement is dependent on your initiative to apply for positions for which you are qualified

HR will notify the Bureau Director that you have applied for a position in their Bureau so they can facilitate consideration and an interview

if an offer is made and accepted for another MPHD position after the notice the layoff can be rescinded

if offer is made and accepted with another Metro agency we will facilitate the transfer – this can also occur after the notice is issued

Children's Special Services – SLP funding ends June 30th

information related to new position

- funding begins July 1st - once the grant is received Finance will proceed with Board of Health / Council approvals
- Program Specialist 2 – Mary has previous posting for editing and adding competencies
- SR08 vs. SR11 - salary would have to be approved by Director and Finance
- SR08 range \$35,599.05 - \$46,277.50 (both make more than max)
- HR - posted internally and freeze release request submitted

Metro's annual budget process is in progress

- Mayor's budget just released, but is pending Council approval
- MPHD took cuts and did not get everything we requested

in the meantime the layoff process must move forward

layoff list was approved by the Board of Health on Thursday, May 8th so the notification process starts:

2 week notice (last day to work – May 23rd)

2 weeks of severance pay (through June 6th)

payment of vacation time

- run out unless it is down to just a few hours then Angela would add it to June 13th check for PPE June 6th

Angela coordinates the exit process

- ID's, exit interview, COBRA, Separation Notice

name will remain active on a recall list for 2 years

- comparable classifications (grade) for which you are qualified

insurance coverage will end June 30th

if last check is second check of the month (June 27th) premiums are not deducted or will be refunded

eligible for COBRA benefits (premium 102%)

unemployment

Separation Notice

application process

- not in person
- details on website

not placing employees in vacancies

placement is dependent on your initiative to apply for positions for which you are qualified

HR will notify the Bureau Director that you have applied for a position in their Bureau so they can facilitate consideration and an interview

if an offer is made and accepted for another MPHD position after the notice the layoff can be rescinded

if offer is made and accepted with another Metro agency we will facilitate the transfer – this can also occur after the notice is issued

- not sure if leave balances transfer to MNPS
- transfer to MNPS requires termination and rehire

Music City Healthy Start funding ends May 31st

an application for a no cost extension is being submitted – if your position will be funded by the extension and we receive approval prior to the date you go off of the payroll we can rescind the layoff

Metro's annual budget process is in progress, but we will not be advised of the Mayor's budget until early May

in the meantime the layoff process must move forward

layoff list will be presented to the Board of Health on Thursday, April 10th and upon approval a written notification will be sent stating:

2 week notice (last day to work)

2 weeks of severance pay

payment of vacation time and comp (if applicable)

run out and /or lump sum to end no later than May 30th

note – personal leave must be used prior to last day – it will not be paid

Angela coordinates the exit process

name will remain active on a recall list for 2 years

insurance coverage would end May 31st or June 30th

dependent on amount of vacation and comp time (if applicable)

for coverage through June 30th you must have over 80 hours and the number of hours above 80 must be sufficient to cover premiums on June 13th

eligible for COBRA benefits

not placing employees in vacancies

placement is dependent on your initiative to apply for positions for which you are qualified

HR will notify the Bureau Director that you have applied for a position in their Bureau so they can facilitate consideration and an interview

if an offer is made and accepted for another MPHD position after the notice the layoff can be rescinded

if offer is made and accepted with another Metro agency we will facilitate the transfer – this can also occur after the notice is issued and could result in a transfer of your leave balances with the exception of comp time

there is no bumping across divisions / programs – the layoff is program specific

8. SUMMARY OF IMPACTED EMPLOYEES' STATUS

Employee Status due to Reduction in Force

Fatherhood

Karen Jones	laid off 09-27-14	on recall list for Program Specialist 2
Foster Williams	laid off 09-27-14	on recall list for Program Specialist 3
Paxton Montgomery	laid off 09-27-14	on recall list for Program Specialist 3
Debra Hoffman	09-27-14 lateral transfer	MPHD WIC Office Support Representative 3
Charncey Springer	09-27-14 lateral transfer	MPHD STD / HIV Communicable Disease Investigator
Joshua Talley	08-12-14 resignation	Metro Transit Authority
Shawn Sanders	08-01-14 resigned in lieu of dismissal	
Robert Taylor	07-30-14 resignation / transfer	Metro Nashville Public Schools
Annette Jackson	07-04-14 resignation	
Mark Lollis	05-10-14 voluntary reduction in salary grade	MPHD Prevention & Wellness Program Specialist 2 lesser salary grade, but maintained current salary
Willie Holbert	05-10-14 voluntary reduction in salary grade	MPHD STD / HIV Communicable Disease Investigator lesser salary grade, but maintained current salary
Elliott Robinson	03-28-14 department transfer	Metro Library
Shonreh Doss	08-31-13 department transfer	Metro Social Services

Early Head Start

Dawn Smith	Public Health Nurse 1 (.50 FTE)	lay-off rescinded MAC extended contract at .60 FTE thru 06/30/15
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Healthy Beginnings

Linda Shaw	09-01-14 return from service pension	MPHD Children's Special Services Public Health Nurse 1 lesser salary grade and salary
Pam Garvey	07-01-14 lateral transfer	MPHD HUGS – Program Specialist 1
Catherine Bradford	07-01-14 lateral transfer	MPHD TB - Office Support Representative 3
Nicole Barr	07-01-14 laid off	on recall for Program Specialist 1
Evelyn Shaw	07-01-14 laid off	on recall for Program Specialist 1
Angela Boffah	06-16-14 lateral transfer	MPHD Notifiable Disease - Public Health Nurse 1

Children's Special Services

Kimberly Hollahan	08-01-14 recalled	MPHD Children's Special Services (CSS) Program Specialist 2 lesser salary grade and salary remains on recall list for Speech Language Pathologist in CSS
Luwana Ralph	05-24-14 laid off	on recall list for Speech Language Pathologist position

Music City Healthy Start

Carla Thomas	09-12-14 resigned	lay-off rescinded with Music City Healthy Start contract extension
Melanie Officer	05-07-14 laid off	on recall list for Office Support Representative 3
Linda Belle	05-10-14 voluntary reduction in salary grade	MPHD HUGS Public Health Nurse 1 lesser salary grade, but maintained current salary
Lillian Maddox- Whitehead	05-10-14 lateral transfer	MPHD Prevention & Wellness Program Specialist 3
Cherly Bailey	05-09-14 resigned	
Tashia Brown	02-28-14 resigned	