

Metropolitan Board of Health of Nashville and Davidson County

June 11, 2015 Meeting Minutes

The meeting of the Metropolitan Board of Health of Nashville and Davidson County was called to order by Chair Sam Felker at 4:15 p.m. in the Board Room, on the third floor of the Lentz Public Health Center, 2500 Charlotte Avenue, Nashville TN 37209.

Present

Sam 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
John Finke, Director of Pollution Control division
Jim Diamond, Interim Director of Finance and Administration bureau
Josh Lee, JD, Metro Department of Law

BOARD OF HEALTH

Public Hearing: Requests for 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 read the following statement into the record:

"This hearing is being held in accordance with the provisions of Section 10.56.130, "Variances – Hearing Procedures" of Chapter 10.56, "Air Pollution Control" of the Metropolitan Code of Laws. The purpose of this Public Hearing is to receive comments regarding requested variances from the Stage II vapor recovery requirements of Regulation No. 7, "Regulation for Control of Volatile Organic Compounds." The requested variances would allow new gasoline dispensing facilities to construct without installing Stage II vapor recovery equipment. The three facilities requesting a variance are:

- Kroger Fuel Center, 123G Northcreek Blvd., Goodlettsville, TN;
- Mapco Express, Murfreesboro Pike and Hobson Pike, Antioch, TN; and
- Mapco Express, Robinson Road and Merritt Street, Old Hickory, TN

"We are not here to debate the requested variances. The purpose of this hearing is to listen to the public's comments regarding the requests. The only questions that may be asked are those needed for clarification. Anyone testifying at this hearing is requested to furnish a copy of their written testimony to the Board after completing their statements."

Chairman Felker invited comment. There being no comments, Chairman Felker closed the hearing.

Dr. Batson made a motion to approve the Requests for Variance from the Stage II Requirements of Metro Public Health Department, Pollution Control Divisions' Regulation No. 7, "Regulation for Control of Volatile Organic Compounds". Dr. Foster seconded the motion, which passed unanimously.

Approval of Strategic Plan 2015-2020

Ms. Etherington made a motion to approve the Strategic Plan 2015-2020 as presented. Dr. Batson seconded the motion, which passed unanimously.

Approval of Grant Applications

There were no grant applications.

Approval of Grants and Contracts

Jim Diamond presented the grants and contracts for approval:

1. Notice of Award Amendment 1 from HRSA: Ryan White Part A HIV Emergency Relief Grant Program; Term: March 1, 2015 through February 28, 2016. Amount: Total award: \$4,682,114.00
2. Grant from State of Tennessee, Department of Health Bioterrorism Emergency Preparedness Services; Term: July 1, 2015 through June 30, 2016; Amount: \$815,700.00 (decrease of \$5,200)
3. Grant from State of Tennessee, Department of Health TENNderCare/Welcome Baby; Term: July 1, 2015 through June 30, 2016; Amount: \$801,400
4. Grant Amendment from State of Tennessee, Department of Health - Women, Infants and Children (WIC); Term: May 31, 2015 through September 30, 2016; Amount: \$20,733,200 (\$138,000 increase)
5. Grant Amendment from State of Tennessee, Department of Health - HIV/STD Prevention and Surveillance Services; Term: January 1, 2015 through December 31, 2016; Amount: \$1,002,100 (\$113,900 decrease)
6. Contract with Early Learning Center - Project Diabetes Grant: Gold Sneaker; Term: July 1, 2015 through June 30, 2016; Amount: \$0.00

Dr. Foster made a motion to approve the contracts as presented. Dr. Batson seconded the motion, which passed unanimously.

Approval of May 14, 2015 Meeting Minutes

Dr. Batson made a motion to approve the minutes of the May 14, 2015 meeting as written. Ms. Etherington seconded the motion, which passed unanimously.

Report of the Chair

Chairman Felker thanked Ms. Etherington for chairing the May meeting.

Chairman Felker asked Board members for their suggestions for topics for the Board Retreat to be held in September.

Chairman Felker noted Dr. Paul's op-ed piece on Health Equity published in *The Tennessean* recently. He also complimented Dr. Paul on the Health Equity Report.

Chairman Felker shared that he and Dr. Paul are in discussion with Senator Frist and his organization NashvilleHealth regarding private funding for health initiatives and efforts to improve the health of Nashville.

Chairman Felker asked that an invitation be issued to all the mayoral candidates to attend a reception on Thursday, July 23 from 3:00-4:00 p.m. at the Lentz Public Health Center, immediately prior to the Board of Health meeting. After introductions, the candidates will be given the opportunity to ask

questions and share ideas about the health of our city and the work of the Metro Public Health Department.

Report of the Director

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

Dr. Paul announced that the Lentz Health Center had been recently won an award for Excellence in Design from the Urban Land Institute Nashville in the category Public Sector: Large Projects.

CIVIL SERVICE BOARD

Personnel Changes

Jim Diamond presented the personnel changes, which were unremarkable.

Exit Interviews

Jim Diamond presented the Exit Interview Report, a copy of which can be obtained by contacting Records at 615-340-5679. Board members offered suggestions to make the questions and report more valuable, but agreed that the online survey should remain unchanged until the next report was presented in December.

Approval of Deputy Director Job Description

A copy of the job description for the Deputy Director position was provided to Board members (Attachment II).

Ms. Etherington made a motion to approve the Deputy Director job description as presented. Dr. Foster seconded the motion, which passed unanimously.

Next Meeting

The next regular meeting of the Board of Health will be held at 4:00 p.m. on Thursday, July 23, 2015, in the Board Room (third floor) at 2500 Charlotte Avenue, Nashville TN 37209.

The meeting adjourned at 5:20 p.m.

Respectfully submitted,

Samuel L. Felker, J.D.
Chair

Director's Update to the Board of Health

June 11, 2015

Improve the health and well-being of children

School Health

Our second "one-stop" enrollment event in conjunction with Metro Nashville Public Schools is scheduled for July 11 here at Lentz. The idea is to allow families to enroll their students in any grade in the school system, and to have any needed immunizations available at the same time. MNPS will be bring all their enrollment specialists over and we'll have immunization clerks and outreach workers ready to print existing records and review what else is needed for enrollment, and nurses available to give any missing immunizations. We'll have official Tennessee Immunization Certificates for those who are up to date. The Vital Records office also will be on hand for those who need birth certificates. Last year over 100 families attended and we gave about 300 immunizations. We expect more this year.

"Onederful" Birthday Celebration

The Welcome Baby community outreach initiative's "Onederful" Birthday Celebration is scheduled for this Saturday. Last year we had more than 100 participants. It's a working meeting restricted to our Welcome Baby clients and their families. The program calls for three "touch points" with the families; this is the third. It gives us a chance to celebrate the participants who have reached their first birthday and to provide information and services to encourage their continued growth and development. We currently have twenty vendors and more than one hundred RSVPs received as of today. We are hoping that this event can be conducted on a semiannual basis.

Increase physical activity and healthy eating and reduce tobacco use in Nashville

Healthy Nashville Summit

The 6th Annual Healthy Nashville Summit was last Friday at the Downtown Library. This year's focus was health equity, one of the three priority issues identified in the Healthy Nashville Leadership Council's Community Health Improvement Plan. A Health Equity report was compiled for the event with essays by various authors on how Nashville looks from different perspectives with respect to health equity. The goal is to further the ongoing conversation in the community about inequity, its causes and implications, and possible responses. I've also submitted an op-ed to The Tennessean on this subject.

Ensure cleaner air and a safer environment

MACC: We Become TV Stars

The PBS "Shelter Me" series had its premiere last week at the Belcourt Theater. The show highlights the efforts of animal welfare organizations across the country to find homes for abandoned animals. Rather than focus on the sad, they celebrate the successes. The Nashville episode celebrates the collaborative

efforts of Crossroads Campus, Metro Animal Care and Control and Bonaparte's Retreat. We will keep you apprised of scheduled air dates for the series on NPT locally.

Management and accountability

Executive Staff

The process of hiring an Administrative Services director is under way. I thank Carol Etherington for her participation in this process. We are awaiting budget approval before posting the Director of Community Health and Deputy Director.

Budget

The Metro Council will conclude its work on the FY16 budget and vote on it next week (Tuesday, June 16). So far, the budget for MPHD proposed by the mayor remains unchanged. We will continue to monitor developments closely for any changes, but at this point are hopeful it will pass as recommended.

Recall List

I wanted to note that one of the employees placed on the recall list earlier this year has indeed been recalled. Foster Williams rejoined the department last month in Behavioral Health.

Mayoral Candidates

I was contacted for a briefing on the status of Nashville's health and the Health Department by mayoral candidate Linda Rebrovick, which I'm happy to do. So as not to take sides, I've issued an invitation for a similar conversation with any other candidate as well.

Further on the subject of mayoral candidates: One of our partners, Street Works (a vendor for HIV services in the Ryan White Program) is hosting an open public forum on health here on Wednesday, July 8. All mayoral candidates have been invited to attend.

New Board Member

The confirmation hearing for Dr. Margreete Johnston is next Tuesday. If she is confirmed Dr. Johnston will join you at the July meeting.

Unusual Meeting Time Next Month

A reminder that next month's meeting has been rescheduled for Thursday, July 23. I will be at the NACCHO annual convention on the regularly scheduled meeting date. It will be my first convention as a board member there, and I appreciate your flexibility.

Metro Animal Care and Control

Monthly Report

MAY 2015

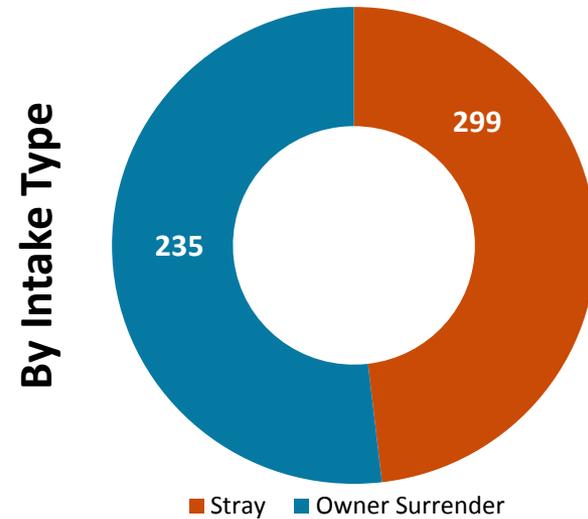
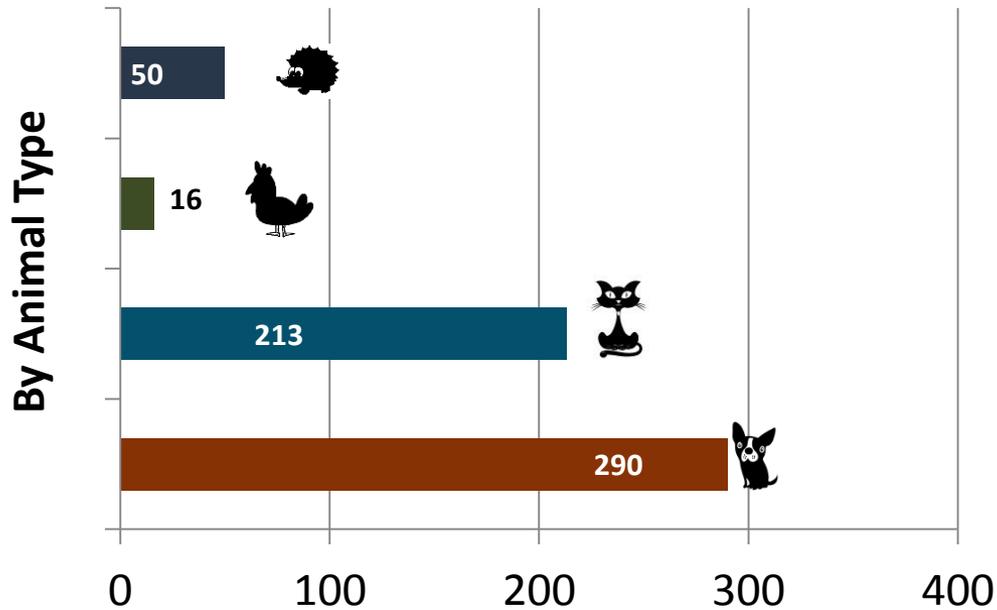


METRO NASHVILLE
ANIMAL CARE & CONTROL

May 2015 Intakes

	Kitten	Adult Cat	Puppy	Adult Dog	Other	Wildlife	Total
Owner Surrender	47	50	17	107	14	0	235
Request for Humane Euthanasia	10	7	0	18	0	0	35
Stray	58	41	48	100	2	50	299
Total	115	98	65	225	16	50	569

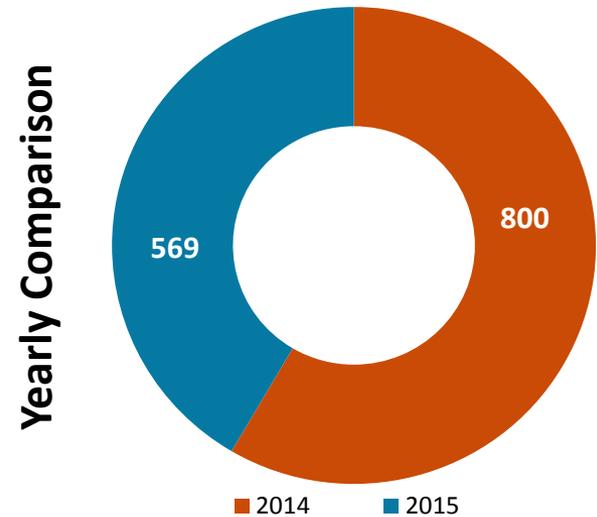
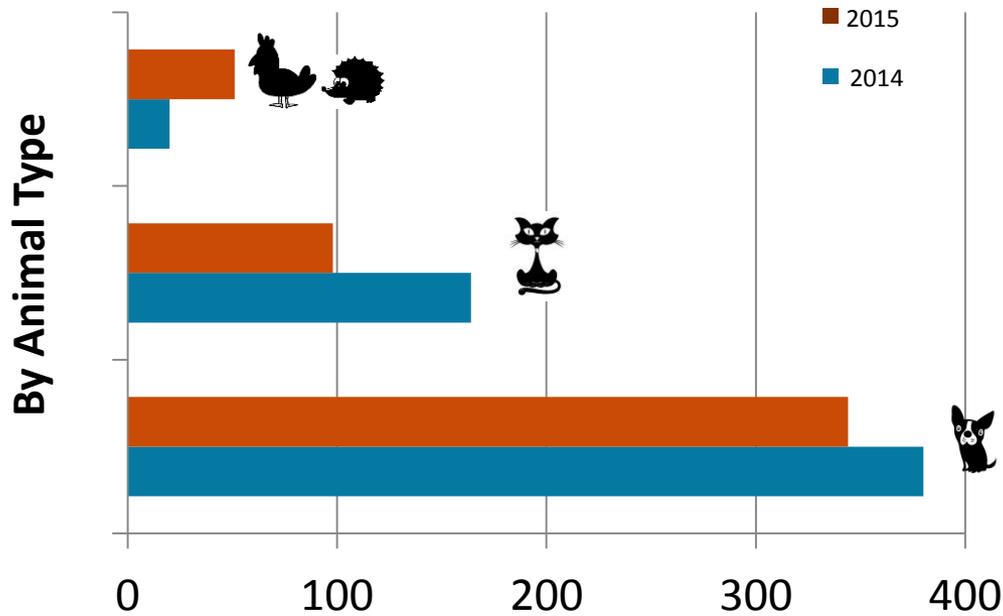
Kitten/Puppy: 6 weeks old to 11 months old
Adult Cat/Dog: 1 year or older
Other: Includes Livestock, small animals



May 2014 to 2015 Intakes

	2014				2015			
	Cats	Dogs	Other	Total	Cats	Dogs	Other	Total
Owner Surrender	180	194	38	412	93	124	14	235
Request for Humane Euthanasia (Owner Surrender)	2	11	0	13	17	18	0	35
Stray	228	125	22	375	99	148	52	299
Total	410	330	60	800	213	290	66	569

Other: Includes Livestock, small animals and wildlife



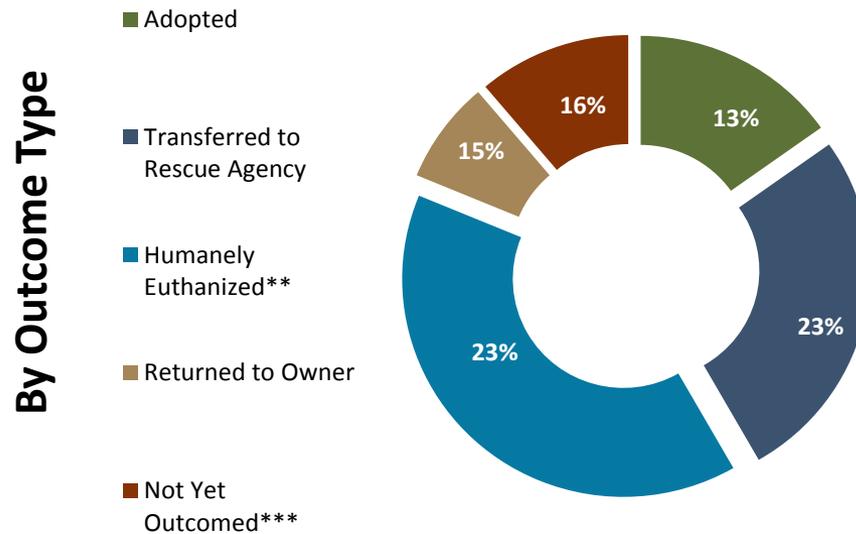
May 2015 Outcomes*

	Kitten	Adult Cat	Puppy	Adult Dog	Other	Wildlife	Total
Adopted	4	13	23	25	11	0	76
Transferred to Rescue Agency	36	19	28	40	5	5	133
Returned to Owner	0	1	0	37	0	0	38
Community Cats Program							
Humanely Euthanized**	20	46	3	97	0	32	198
Total	60	79	54	199	16	37	445

Kitten/Puppy: 6 weeks old to 12 months old

Adult Cat/Dog: 1 year or older

Other: Includes Livestock, small animals and wildlife



*Outcome Data will rarely match Intake Data due to the fluidity of the shelter census. Animals are constantly being moved through the "Animal Flow Through" process.

**This percentage does not include Owner Requested Euthanasia and Wildlife.

***Not Yet Outcomed refers to animals that are still in the shelter or foster care.

May 2014 to 2015 Outcomes*

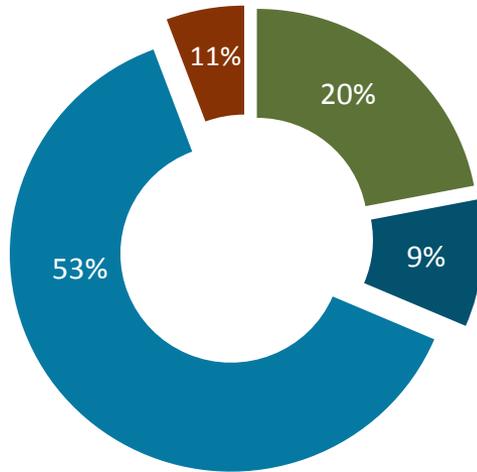
	2014				2015			
	Cats	Dogs	Other	Total	Cats	Dogs	Other	Total
Adopted	28	100	30	158	17	48	11	76
Transferred to Rescue Agency	31	32	4	67	53	68	10	131
Returned to Owner	0	41	0	41	1	37	0	38
Community Cat Program	1	0	0	1	2	0	0	2
Humanely Euthanized	285	158	9	452	66	100	32	198
Total	345	331	43	719	139	253	53	445

Other: Includes Livestock, small animals and wildlife

By Outcome Type

2014

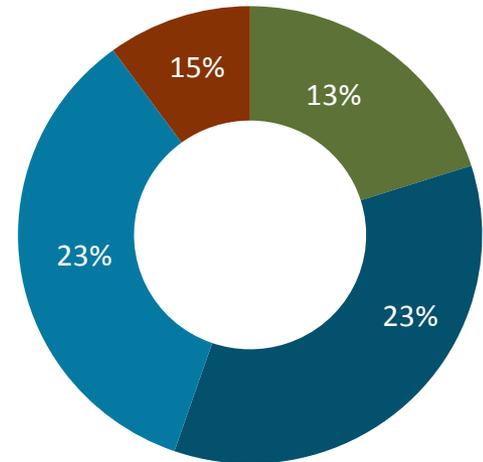
- Adopted
- Transferred to Rescue Agency
- Humanely Euthanized**
- Returned to Owner



By Outcome Type

2015

- Adopted
- Transferred to Rescue Agency
- Humanely Euthanized**
- Returned to Owner



*Outcome Data will rarely match Intake Data due to the fluidity of the shelter census. Animals are constantly being moved through the "Animal Flow Through" process.

**This percentage does not include Owner Requested Euthanasia and Wildlife.



Title: Deputy Director	Fair Labor Standards Act (FLSA): Exempt
Salary Grade: SR-16	Revision Approval Date: Effective Date: 07/01/2015

Objective:

Reporting to the Director, The Deputy Director serves as administrator, manager and liaison for the Director of Health; serves as a member of the Executive Leadership Team; and performs related duties as required.

Major Responsibilities:

- Partners with the Director and leadership team in essential leadership, strategic planning, and organization development activities
- Directs the Department in the absence of the Director
- Leads and coordinates administrative management of public health programs and operations, and works with senior managers as needed to address day to day problems and issues related to operations, finance, human resources, grants, contracts, and audits and compliance.
- Leads and facilitates completion of projects related to various health department operations as required to improve customer service, meet organizational goals and obligations, establish and maintain explicit, clear, fair, and customer-friendly processes, and comply with applicable rules, regulations, and requirements.
- Supports Department efforts to meet key result measures, implement its strategic plan, and achieve and maintain accreditation under the Public Health Accreditation Board.
- Serves as the Director’s principal liaison with Mayor’s office for day to day concerns and communications. Liaises with other Metro Departments as required. Attends and leads other meetings as requested by the Director.
- Assists in the development of major contracts and the annual budget. Manages Departmental preparation for board meetings and public hearings.
- Drafts Civil Service Rule revisions and serves as Director’s Hearing Officer.
- Assists staff with mentoring and coaching; is visible and approachable as a sounding board and resource to managers

- Supports MPHD organizational goals and strategies by modeling its core values, actively supporting department wide strategic planning and quality improvement efforts, and collaborating with other managers and leaders to improve service to the public.
- Meets regularly with the Director to ensure alignment of priorities and activities;
- Demonstrates 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.
- Supports and participates in departmental response to disaster/emergency events.
- Performs other duties as assigned.

Essential Competencies:

The following competencies are required for this position

Competency	Definition
Creative Problem Solving	Using innovative ideas to solve problems as a leader.
Managing the Future:	Evaluating future directions and risks based on current and projected strengths, weaknesses, opportunities and threats.
Honesty and Integrity	Behaving in an honest and ethical manner.
Eliminating Barriers to Performance	Identifying roadblocks and redundancies in work processes. Promoting improvements in task performance.
Legal Regulations	Awareness of local, state, and federal laws and regulations and abiding by these regulations at all times.
Social Perceptiveness and Emotional Intelligence	Awareness of interpersonal dynamics and understanding of how and why others react the way they do.
Political Savvy	Knowledge of the political and cultural climate and how decisions will be affected by the organization’s culture.
Strategic Task Management	Matching the appropriate people and resources in the organization to maximize task performance. Maintaining task performance through times of turbulence.
Resolving Conflicts /Negotiating	Dealing with complaints, resolving conflicts and grievances of others. Encouraging others to come together and reconcile differences.

Reinforcing Change	Recognizing and rewarding those who take initiative and act in a creative manner. Facilitating the institutionalization of change initiatives.
Follow Through	Maintaining that one's promises are realized in behavior; doing what one said one would do.
Valuing Diversity	Encouraging a wide range of viewpoints among team members in order to avoid groupthink and create more culturally sensitive solutions.

Minimum Qualifications:

Education and Experience

- Graduation from an accredited college or university
- 10+ years of experience in administration and leadership, including experience in a public health organization or similar complex organizational environment.
- Advanced degree in a directly related field preferred, or other combinations of education and/or experience may be considered in substitution for the minimum qualifications.
- Track record delivering results, commanding respect, and assuming leadership roles
- Success in roles requiring execution of multiple tasks while responding to multiple priorities
- Proven ability to work with efficiency, flexibility, and good humor
- Demonstrated ability to lead and work on teams and to build and maintain relationships with a wide array of people – junior and senior, from diverse backgrounds
- Demonstrated supervisory knowledge, including effective training methods, motivation techniques, and skill in appropriately resolving disputes, conflicts, and grievances.
- Demonstrated clear and effective communication skills, including writing and public speaking
- Ability to multi-task and work in a fast-paced, highly-variable environment.
- Operates with excellence in mind in all matters, with the confidence to defend/debate ideas without ego interfering
- Outstanding communication and interpersonal skills are essential
- Passionate about public health and the mission and impact of MPH/D
- Ability to exercise tact and diplomacy in organizational settings
- Self-starter, self-disciplined
- Remains focused in the face of pressure, delivers against timelines, not intimidated by tasks/time limitations
- Possess required competencies upon hiring.

Licensure

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

Working Environment/Physical Demands:

- Work environment generally involves the everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, etc.
- Works primarily in an office setting. Work is generally sedentary, however, there may be some walking; standing; bending; carrying of light to medium weight items.
- Specific positions may have higher safety and/or physical requirements, in such cases the requirements will be disclosed in the position announcement as vacancies occur.