

## **Metropolitan Board of Health of Nashville and Davidson County December 13, 2018 Meeting Minutes**

The regular meeting of the Metropolitan Board of Health of Nashville and Davidson County was called to order by Chair Carol Etherington 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**

Carol Etherington, R.N., MSN, Chair  
Thomas W. Campbell, M.D., Member  
Margreete Johnston, M.D., MPH, Member  
Alex Jahangir, M.D., Member  
William S. Paul, M.D., MPH, Director of Health  
Sanmi Areola, PhD, Deputy Director  
Jim Diamond, MBA, Assistant Director, Finance and Administration Bureau  
Angie Thompson, Director of Behavioral Health Program  
John Finke, P.E., Director of Air Pollution Control Program  
D'Yuanna Allen-Robb, MPH, Director, Maternal Child and Adolescent Health Programs  
Les Bowron, Esq., Director of Human Resources  
Alex Dickerson, JD, Metropolitan Department of Law  
Amanda Bracht, LCSW, Senior Vice President, Clinical Services, Mental Health Cooperative, Inc.  
Damian Huggins, Deputy Chief, Metropolitan Nashville Police Department

Chair Etherington announced that Francisca Guzman had resigned from the Board, and that Dr. Jahangir had been elected to replace her as Vice-Chair at the November retreat.

### **Crisis Treatment Center Presentation**

Angie Thompson, Director of the Behavioral Health program, introduced Amanda Bracht and Damien Huggins, who provided an update on the Mental Health Crisis Treatment Center (Attachment I) and invited Board members to the facility's grand opening on January 29, 2019.

Board members asked for a follow-up presentation in 2019 that would address the Center's challenges.

### **Air Pollution Permit Fees for Calendar Year 2018**

John Finke presented the Air Pollution Permit Fee Schedule for Calendar Year 2018 (Attachment II) and requested the Board approve the schedule.

**Dr. Jahangir made a motion to approve the Air Pollution Permit Fee Schedule for Calendar Year 2018 as presented. Dr. Johnston seconded the motion, which passed unanimously.**

### **CityMatCH Racial Healing Project Update**

D'Yuanna Allen-Robb presented an update on the CityMatCH Racial Healing Project (Attachment III).

Ms. Robb thanked Dr. Johnston for her support of the Maternal Child and Adolescent Health programs in the department.

### **Budget Preview**

Jim Diamond presented an update on the budget process (Attachment IV). He advised that a proposed budget would be presented to the Board for approval in March. An update at the January meeting was requested.

### **Approval of Grant Applications**

There were no grants applications.

### **Approval of Grants and Contracts**

Jim Diamond presented nine grants and contracts for approval.

- 1. Memorandum of Understanding with Metropolitan Action Commission**  
Term: August 1, 2018-July 31, 2023  
Amount: Up to \$30,000
- 2. Notice of Award #C – Environmental Protection Agency Air Pollution 105**  
Term: October 1, 2014-September 01, 2019  
Amount: \$125,000 (new program total up to \$3,672,851)
- 3. Grant from the Food and Drug Administration – FD Southeast Regional Seminar**  
Term: January 1, 2019-December 31, 2019  
Amount: \$2,000
- 4. Grant from the Food and Drug Administration – Environmental Specialist Training**  
Term: January 1, 2019-December 31, 2019  
Amount: \$3,000
- 5. Contract with the Tennessee Department of Health, Tobacco Settlement – Baby & Me Tobacco Free**  
Term: July 1, 2019-June 30, 2020  
Amount: NA
- 6. Agreements with Vanderbilt Health Connect – Confidentiality and User Agreement**  
Term: execution plus 5 years  
Amount: NA
- 7. Grant from the Tennessee Department of Health – Fetal Infant Mortality Review**  
Term: July 1, 2019-June 30, 2020  
Amount: \$318,600
- 8. Donation to Metro Animal Care and Control from Yannick Weber, the Weber Woof Pack, the Nashville Predators, and the Nashville Fire Department**  
Term: NA  
Amount: \$7,000
- 9. Grant from the March of Dimes - Amendment #1**  
Term: May 1, 2018-March 31, 2019  
Amount: \$25,000

**Dr. Campbell made a motion to approve the grants and contracts as presented. Dr. Jahangir seconded the motion, which passed unanimously.**

### **Approval of the November 8, 2018 Meeting Minutes**

**Dr. Jahangir made a motion to approve the minutes of the November 8, 2018 Board of Health meeting as written. Dr. Campbell seconded the motion, which passed unanimously.**

### **Approval of the November 15, 2018 Annual Retreat Minutes**

**Dr. Jahangir made a motion to approve the minutes of the November 15, 2018 Board of Health annual retreat as written. Dr. Johnston seconded the motion, which passed unanimously.**

### **Director's Report**

Dr. Paul referred to his update provided in the Board packet (Attachment V).

He thanked the Board for the opportunity to serve the city and expressed his gratitude to the staff and to Board and the community for supporting the work of public health.

Dr. Paul drew special attention to the MACC stats and the improvement in the live release rate.

### **Report of the Chair**

Chair Etherington recognized Dr. Johnston, who thanked the Child Death Review Team for their work in infant mortality. She also expressed her excitement about Accreditation submission, and thanked Dr. Paul for his leadership.

Chair Etherington thanked Dr. Paul for the victim impact statement that he read in court at the hearing of Bill Thomas-Trudo, on behalf of the family of Dr. Sandra Thomas-Trudo. She announced that the 24th Annual Season to Remember, a ceremony in memory of victims of homicide, would be held at Centennial Park later in the evening, and Celia Larson would present the ornament for Dr. Thomas-Trudo. The event is sponsored by the District Attorney's office, Metro Police Department, Tennessee Voice for Victims, and the U.S. Attorney's Office.

### **Approval of New Director Contract**

**Dr. Jahangir made a motion to approve Dr. Long's contract as presented. Dr. Campbell seconded the motion, which passed unanimously.**

## **CIVIL SERVICE BOARD**

### **Personnel Changes**

Les Bowron presented the personnel changes, which were unremarkable.

### **Approval of Interim Plan**

Les Bowron requested the Board approve the Interim Plan until Dr. Long's employment commences, with Dr. Sanmi Areola serving as Interim Director. Dr. Areola announced the appointment of Dr. Joanna Shaw-KaiKai as Interim Chief Medical Officer. Both will receive out-of-class pay as stipulated in the Civil Service Rules.

**Dr. Jahangir made a motion to approve the Interim Plan as proposed. Dr. Campbell seconded the motion, which passed unanimously.**

### **Approval of MACC Job Descriptions**

Les Bowron presented three Metro Animal Care and Control job descriptions (Attachments VI-VIII).

**Dr. Campbell made a motion to approve the three MACC job descriptions as presented. Dr. Johnston seconded the motion, which passed unanimously.**

### **Next Regular Meeting**

The next regular meeting of the Board of Health is scheduled to be held at 4:00 p.m. on Thursday, January 10, 2019, in the Board Room (third floor) at 2500 Charlotte Avenue, Nashville TN 37209.

The meeting adjourned at 5:30 p.m.

Respectfully submitted,

Carol Etherington, MSN, RN  
Chair

# Crisis Treatment Center

December 13, 2018

Update to the Board of Health



**Metro Public Health Dept**  
Nashville/Davidson County  
Protecting, Improving, and Sustaining Health



# Community Mental Health Systems Improvement: Catalyzing Issue



Self-report of any behavioral health problem in jails in Nashville:

- 20% in 2012
- 36% in 2017



The mission of the CMHSI Collective Impact Initiative is to redesign the mental health system to address the unmet needs of individuals with serious and persistent mental illness so that preventable and avoidable incarcerations decline in Davidson County.

# **Policy, Practice, Alignment: Behavioral Health**

- Build capacity and awareness of 24/7 Crisis Services in Nashville
- Mental Health Cooperative changed their protocols for persons in crisis.
- Through the work of CMHSI, system changes have occurred with MNPd, MHC, and Metro Nashville Public Schools related to crisis response in elementary schools.

# Collaboration Results

- Collaboration led to funding for the Crisis Treatment Center
- Diversion to MHC has saved criminal justice system well over 1 million dollars between September of 2017 and September of 2018.



# Funding

- \$427,537 Metro-Nashville commitment that provided increased staffing for Crisis Services
- \$2,625,000 TN Department of Mental Health Pre-Arrest Diversion Grant (One time infrastructure)
- \$900,000 Mental Health Cooperative (additional costs for facility

# Crisis Treatment Center—Opening early 2019



# Police Entrance



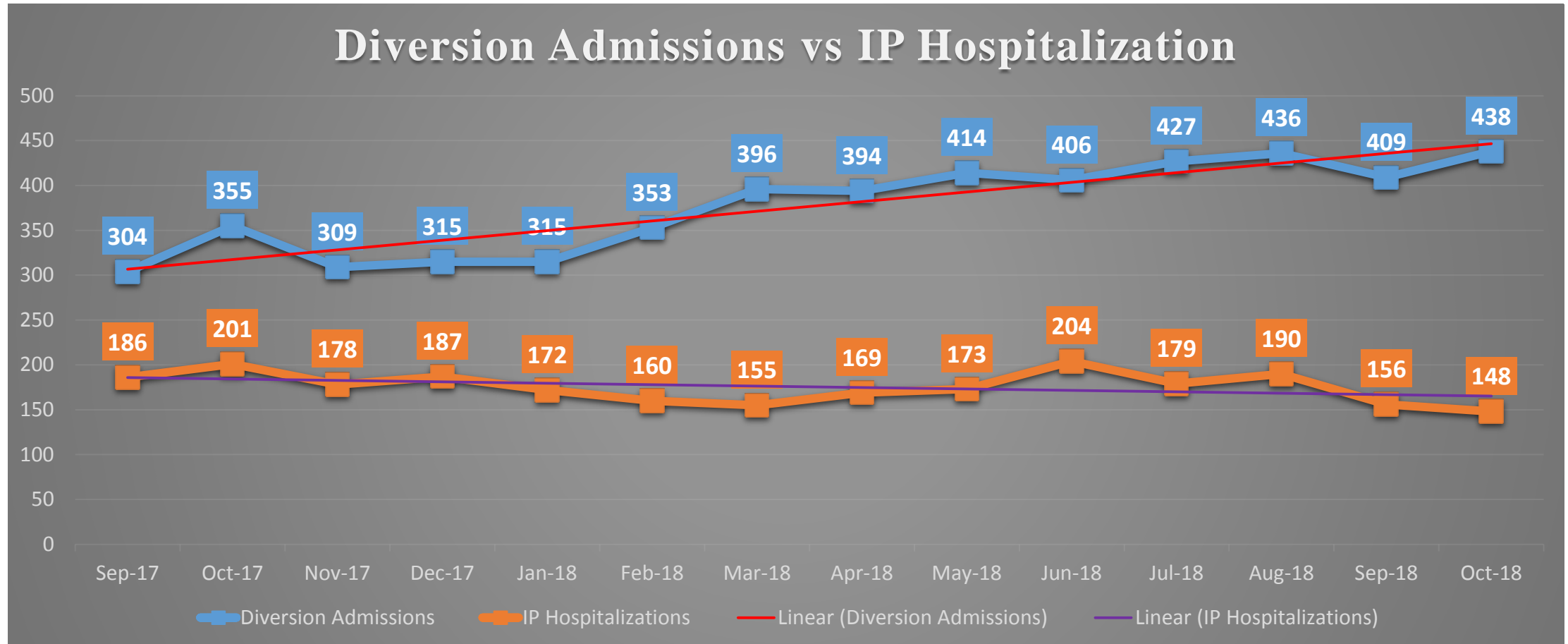
# Interior—Separate entry for children



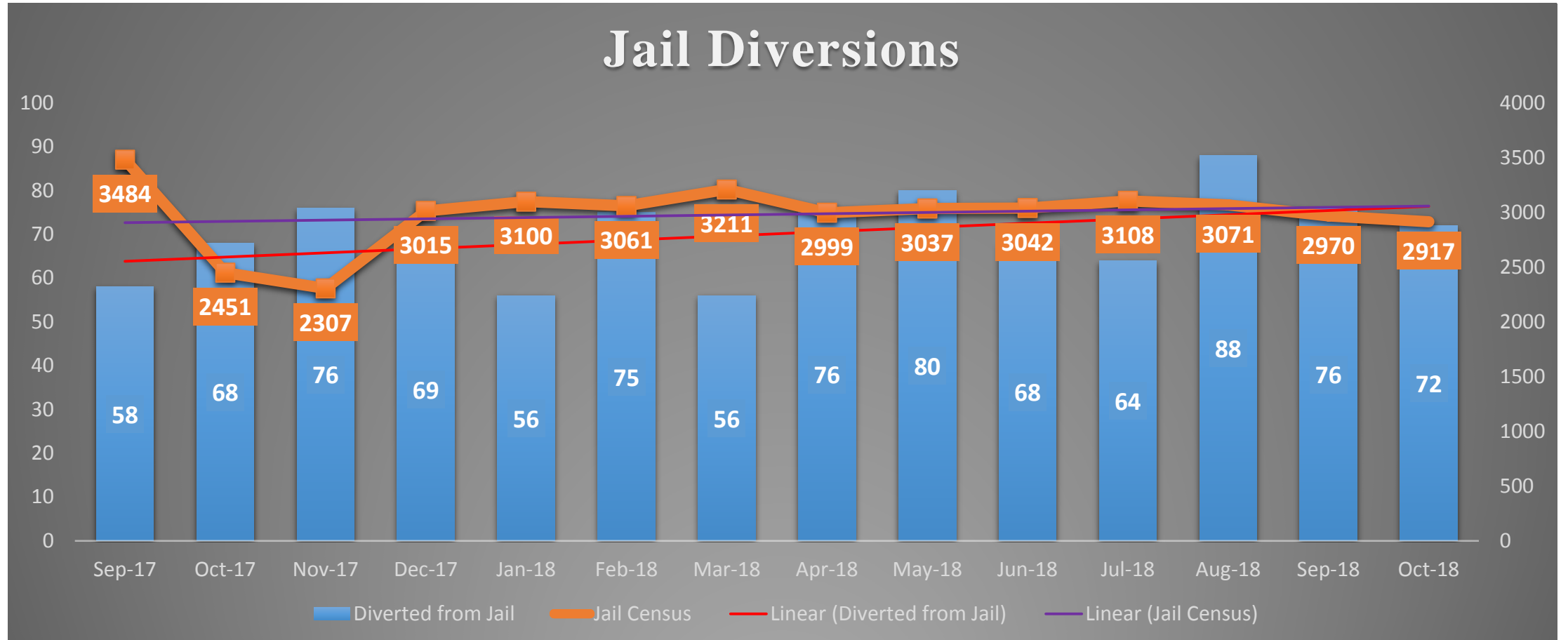
# Interior—Crisis Treatment Center 1



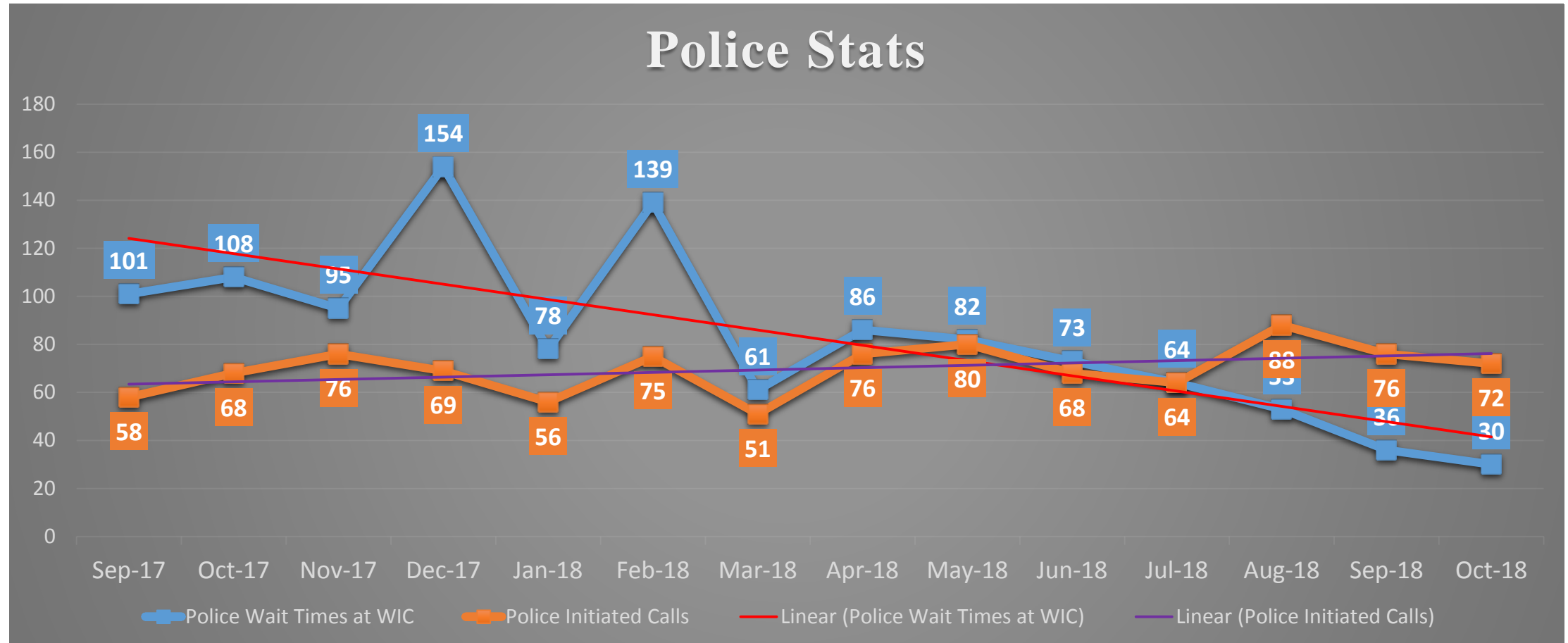
# 2017-2018 Results--Admissions to Crisis Treatment Resources vs Hospitalization



# Jail Diversions



# Police Initiated Calls and Wait times





**Who benefits from the CTC?**

# Addressing the Issue: Criminal Justice

- MNPD has changed the way that they flag individuals with behavioral health issues, including:
  - Creating an alert notice to officers on master names associated with previous mental health transports
  - Creating a disposition code for officers to use to more accurately account for time consumed with mental health transports
  - Working with the Mental Health Court to implement notices on Failure to Appear warrants being issued out of Mental Health Courts to indicate their origin
  - Providing alert notice language to officers on master names for the consideration of diversion from incarceration to Mobile Crisis for MNPD Chronic Consumers, when appropriate

# Thank You



**CRISIS TREATMENT CENTER**  
250 Cumberland Bend Drive, Nashville, TN 37228  
**Grand Opening Celebration**

**SAVE THE DATE**


**Tuesday, January 29, 2019**  
**10 a.m. - 11 a.m.**

**MENTAL HEALTH COOPERATIVE**

The image shows a modern, single-story building with a sign that reads "MENTAL HEALTH COOPERATIVE". The building has a central entrance with steps and two side entrances. The background is a clear blue sky. A large gold seal with the text "SAVE THE DATE" is overlaid on the left side of the image. The text "CRISIS TREATMENT CENTER" and "Grand Opening Celebration" is in a large, bold, gold font. The address "250 Cumberland Bend Drive, Nashville, TN 37228" is in a smaller, dark blue font. The date and time "Tuesday, January 29, 2019" and "10 a.m. - 11 a.m." are in a bold, white font with a black outline. The "MENTAL HEALTH COOPERATIVE" logo is on the building's facade, featuring a stylized blue figure with a red heart and the text "MENTAL HEALTH COOPERATIVE" below it.

## MEMORANDUM

TO: Dr. William Paul

FROM: John Finke 

DATE: December 4, 2018

SUBJECT: Air Pollution Permit Fees for Calendar Year 2018

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 these sources to cover 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" follows 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. The fee is adjusted upward each year by the increase in the Consumer Price Index since 1989. This methodology would result in a fee of \$50.98 per ton for 2018. For the past twenty-three 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. The Board has voted to maintain that same fee schedule for the past fourteen years.

For Metro's FY 2019 budget, MPHD projected the need to collect revenues, for the Title V permitting program and the general air pollution fund, of \$220,000 and \$130,000, respectively. Maintaining the \$28.00 per ton fee is projected to result in the collection of \$223,723 and \$125,000.

In conclusion, I am requesting that this matter be placed on the December 13, 2018, 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 carbon monoxide, for calendar year 2018.

cc: Hugh Atkins  
Diane Harden

# THE NASHVILLE RACIAL HEALING PROJECT: EXPLORING THE CONNECTIONS BETWEEN RACE, PLACE AND HEALTH

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Board of Health

December 13, 2018

D'Yuanna Allen-Robb, MPH

Director, Maternal, Child and Adolescent Health



# Racial Healing Presentation Overview

- Describe 2010 W. K. Kellogg funded Racial Healing Project
- Highlight 2018 W. K. Kellogg funded Racial Healing Project
- Invite the Board of Health to engage in the 2018-2020 project internal initiatives focused on healing

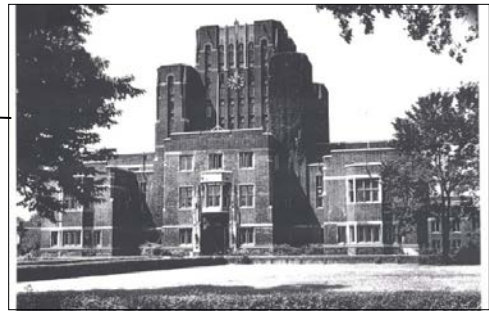
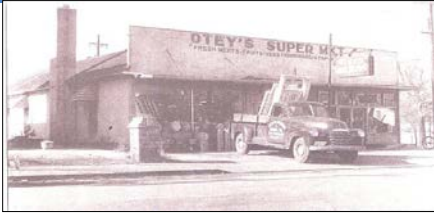
# National Project Overview

- 2010 W. K. Kellogg Foundation funding through CityMatCH
- A specific community in each Urban Area was identified
  - North Nashville – Nashville, TN
  - Orange Mound – Memphis, TN
- Purpose of the project was to help build the capacity of urban MCH leaders to engage in racial healing efforts
- Work focused on 3 main areas
  - Team building; Opportunity mapping guidance
  - Guidance around facilitating difficult conversations

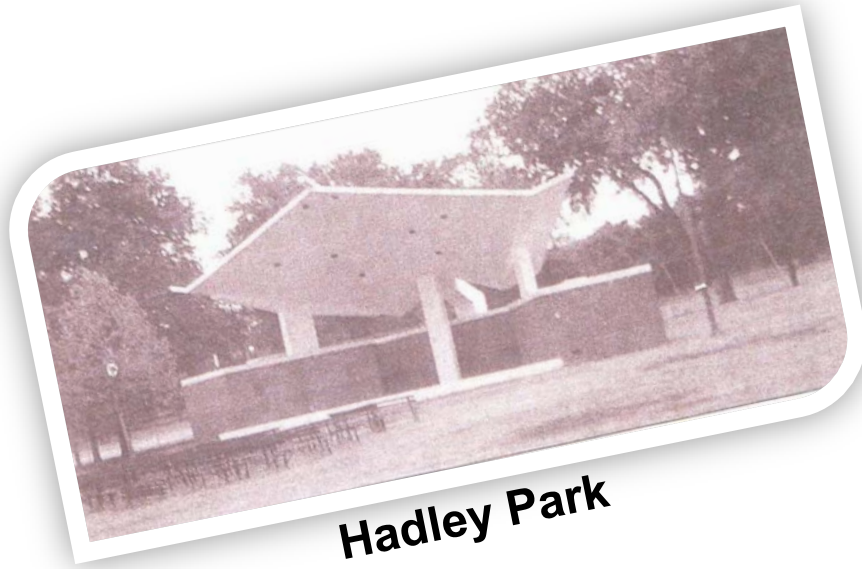
# Project Approach

1. Established a team of nontraditional partners
2. Focused our story (Story of Opportunity)
3. Gathered historical and present-day perspectives of North Nashville (**Timeframe: 1960-2010**)
  - Identified defining moments in North Nashville history that have limited the availability of opportunities in the community
  - **Conducted oral history key-informant interviews**
  - Used GIS mapping to create visual images



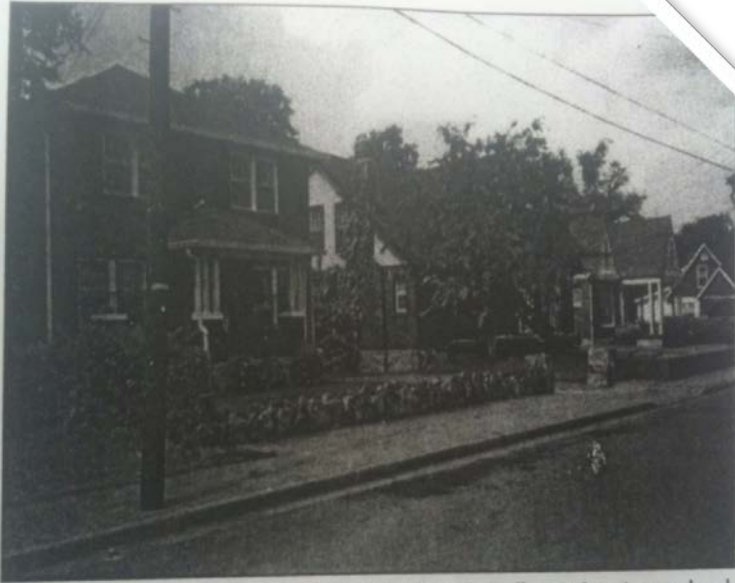


# Social Cohesion



***“North Nashville was the place to be: the lights were shining, music was playing, and the food was smelling good”***

# Housing



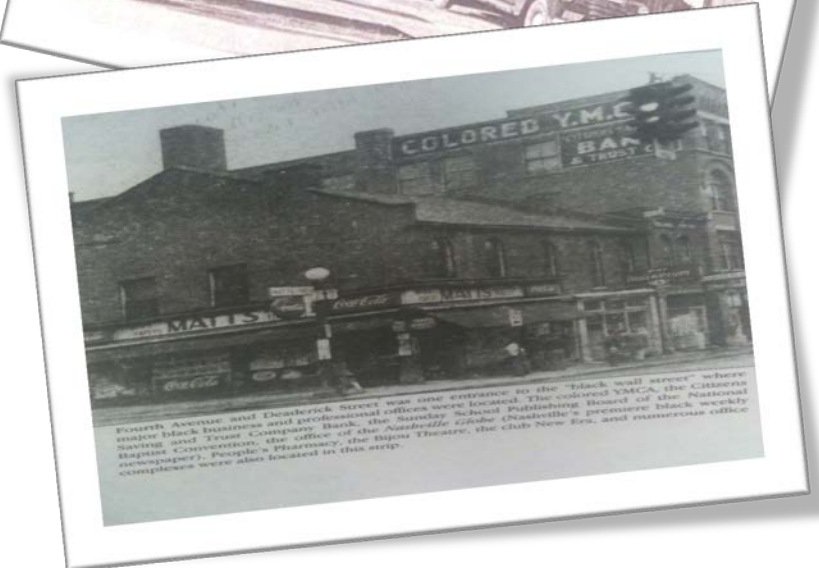
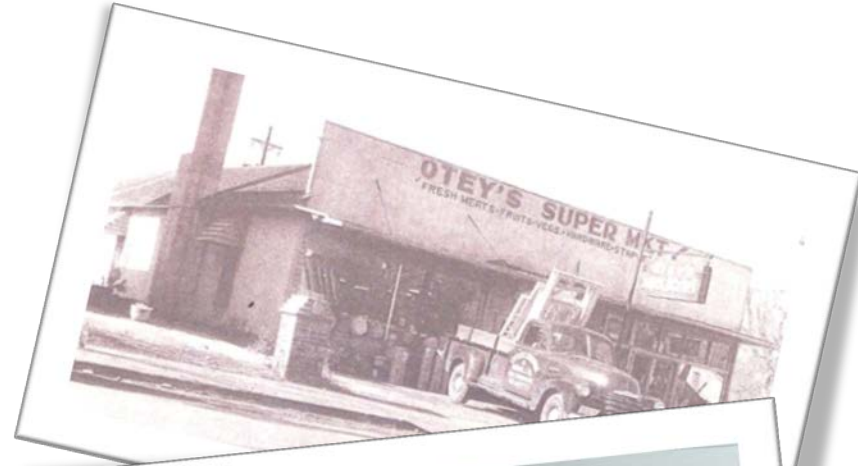
Many large homes along Meharry Boulevard (formerly Heffernan Street) were largely obliterated with the advent of the interstate highways in the 1960s. Stable south, east, and west Nashville communities changed with the coming of urban renewal. Cohesion in the black community also experienced decline. In the 1930s Halloween block parties were held on Heffernan Street extending from Eighteenth Avenue North to Twenty-eighth Avenue North.

- **55.30% of families rented their homes**
- **44.60% of families owned their homes**

***“We had everything going for us...”***

# Economic Stability

- Many black businesses within the community were within walking distance to the local population
- At least 4 full service grocery stores serviced community
- Less than 5% unemployment in the community



# Quality Education

**Tennessee State University**



**Fisk University**



**MMC**



***“One out of every 4 AA Physicians in the country started their career at Meharry....”***

# Health, 1960

- **Infant mortality**
  - African American IM was 48.9/1000 live births
  - Caucasian IM was 26.8/1000 live births
- **Healthy Eating, Active Living**
  - Families cooked daily and ate at home
  - Processed food was for middle and upper class
  - High walk-ability for recreation and work/school
- **Life expectancy - Major causes of death (HD, CA & Stroke)**
  - 68.1 (65.5 male, 71.0 female)
  - African Americans live on average 5.8 years less

**FAST FORWARD.....**

**North Nashville**

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**2010**

# Economic Stability: Highest poverty rate in the city

- Many businesses have left the community or gone out of business
- Disappearance of full service grocery stores
- More than 17% unemployment in the community

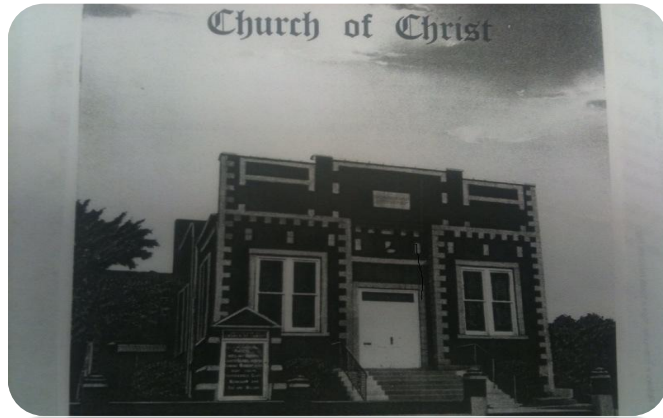




# Social Cohesion: Lack of invested resources, very transient populations



# Intersected Community



***“If a highway was going to run through our community...  
at least we needed an on ramp to utilize it”***

# Housing - High rates of foreclosures, dilapidated housing stock, and over crowded public housing



- **69.8% of residents rent their home (was 55.30%)**
- **30.20% of residents own their home (was 44.60%)**

# Health, 2010

- **Infant mortality**

- African American IM was 14.3/1000 (48.9/1000; 1960)
- Caucasian IM was 6.8/1000 (26.8/1000; 1960)

- **Healthy Eating, Active Living**

- Rise of Urban Food Deserts
- Convenience and cost of fast and processed food
- Exercise, recreation not essential

- **Life Expectancy** – Major causes of death (same)

- 78.3 (75.3 male, 80.8 female); 68.1 (65.5 male, 71.0 female)
- **African Americans live on average 4.0 years less (5.8 years less)**

**WHAT CHANGED?**

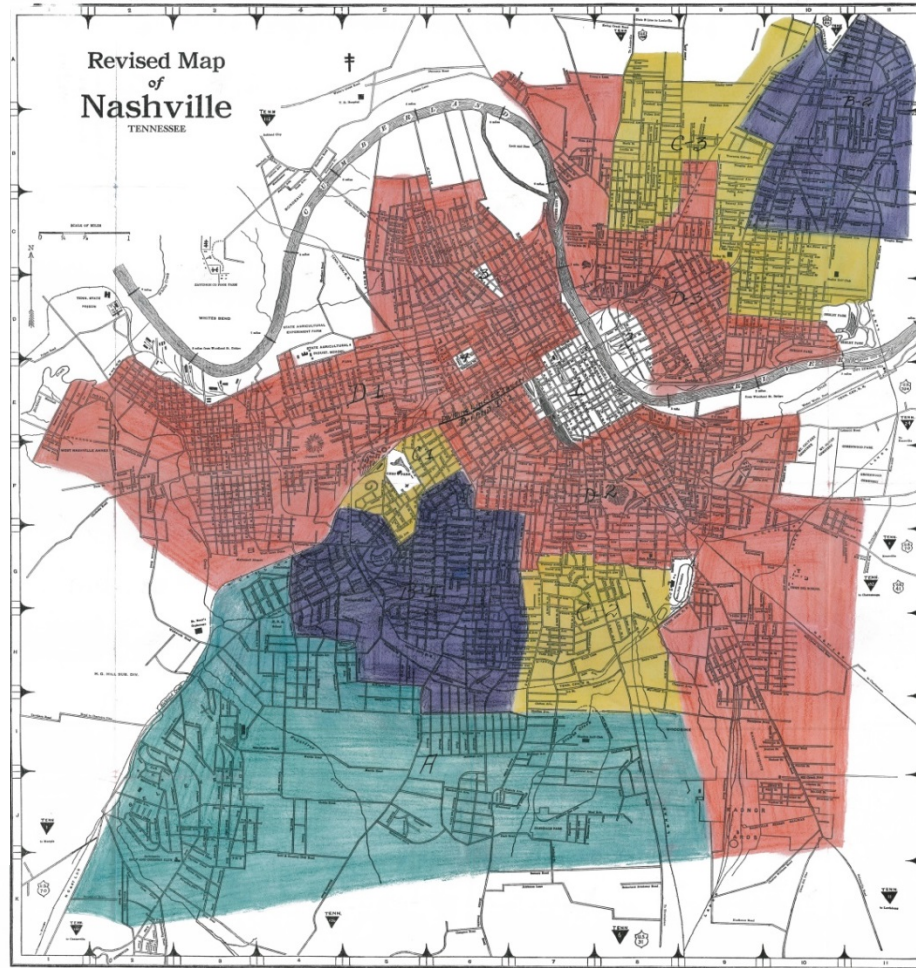
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# Interstate 40 and Precipitating Policy Impact

- Within a year of construction of I-40:
  - Majority of the businesses closed
  - Housing values dropped more than 30 percent
  - Resident displacement
- Health Factors impacted by the environmental changes
  - Decrease in walkability of neighborhood
  - Decrease in grocery stores/Increase in processed food availability
- Home Owner's Loan Act of 1933

The primary function of HOLC was to refinance mortgages that were going into foreclosure.

# Home Owner's Loan Corporation Nashville map ~1935



**A** "Best"

**B** "Still Desirable"

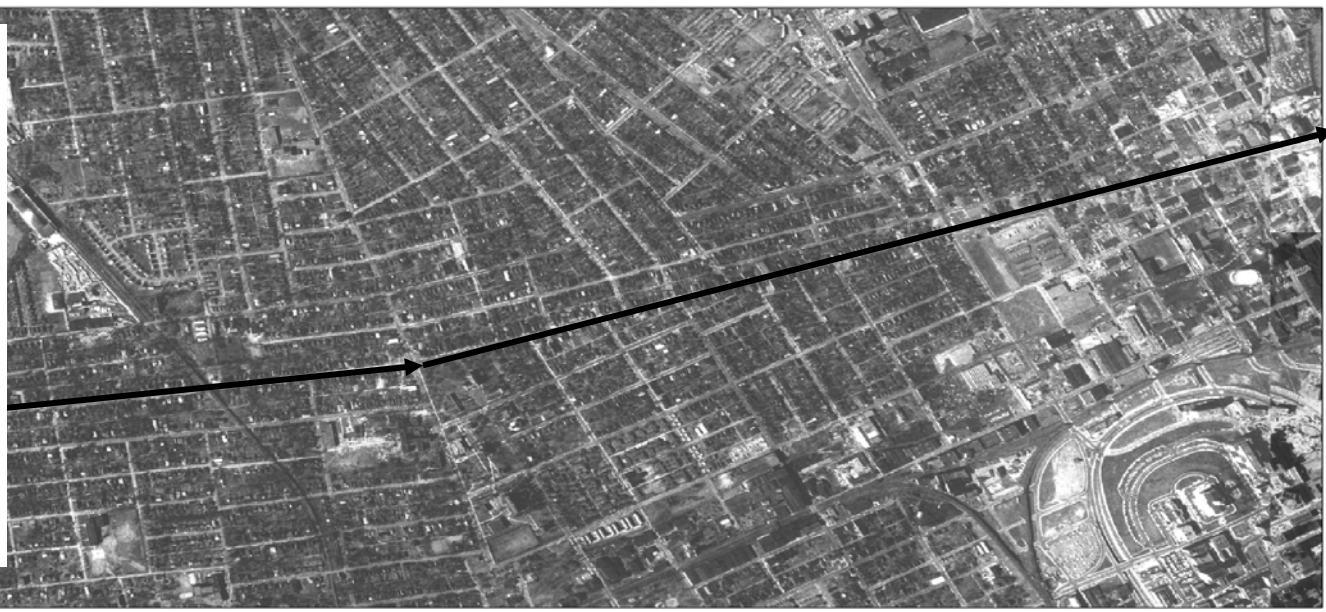
**C** "Definitely Declining"

**D** "Hazardous"

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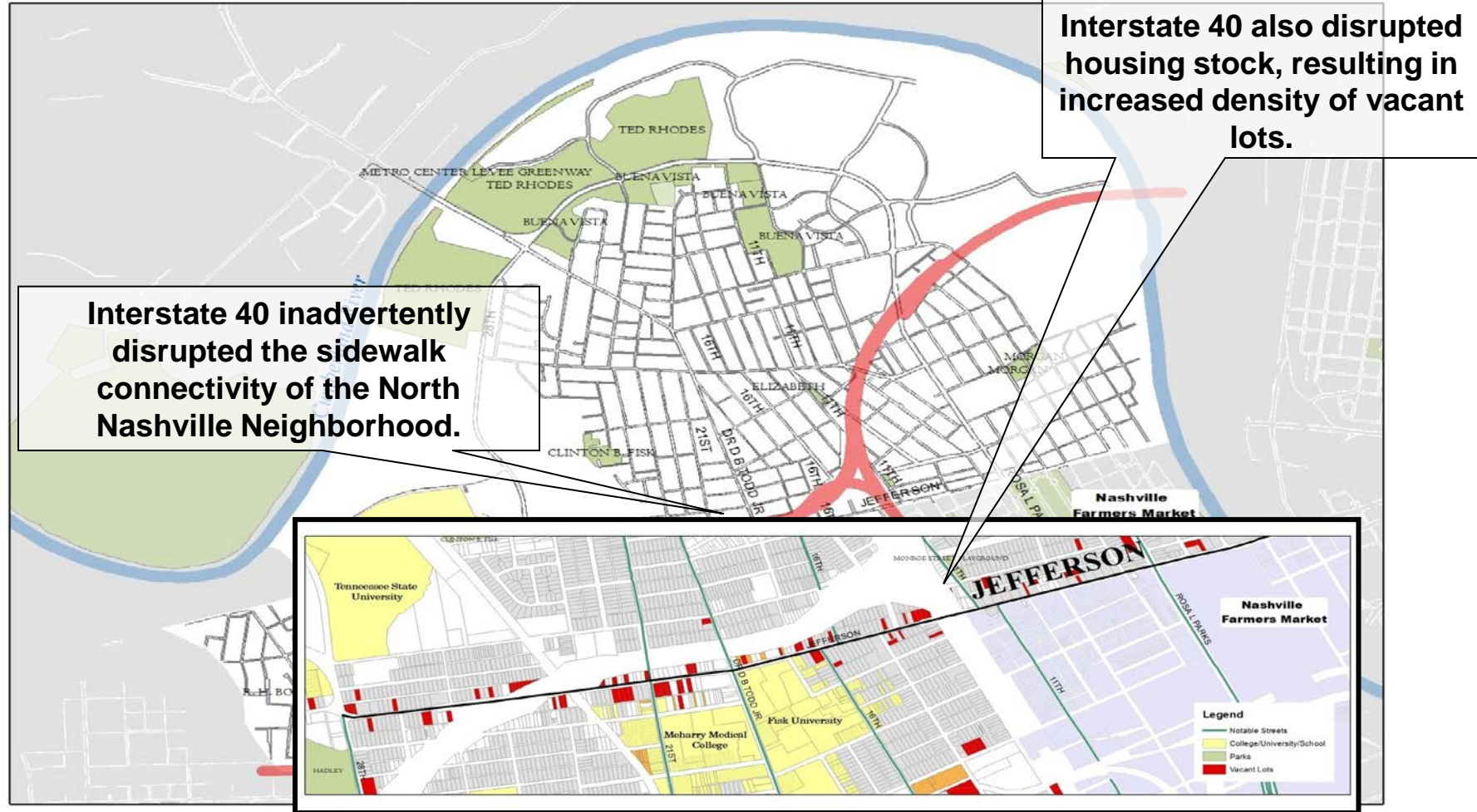
Marshall & Bruce Co.  
Printers and Stationers  
ALWAYS  THE BEST  
STATIONERY  
108 Ave. North, and Commerce St., Nashville, Tenn.

- 100 square blocks
- 650 homes
- 27 apartment buildings
- 1,400 residents displaced



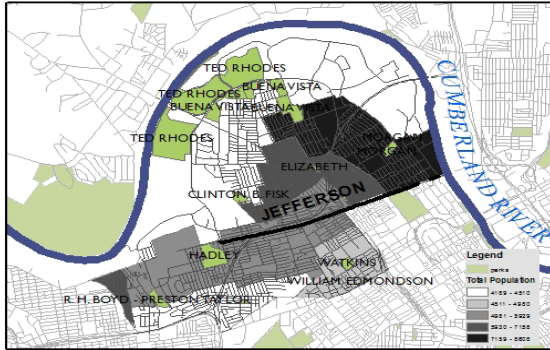


# Walk-ability/Pedestrian Safety & Vacant Lots

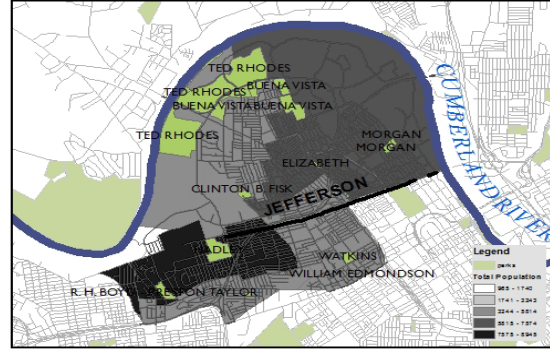


# Population Distribution In The North Nashville Neighborhood

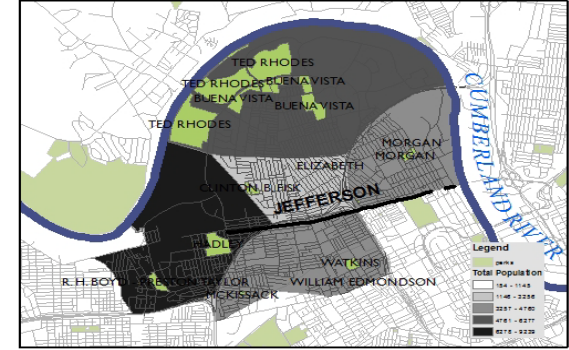
1950



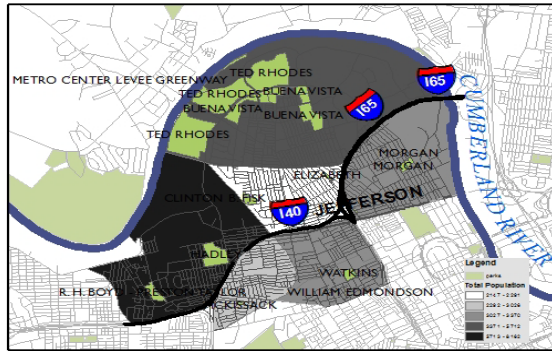
1960



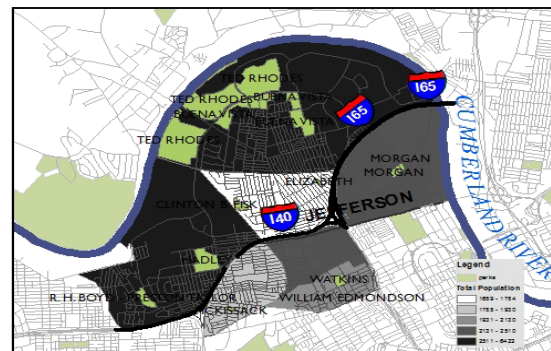
1970



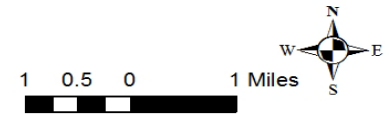
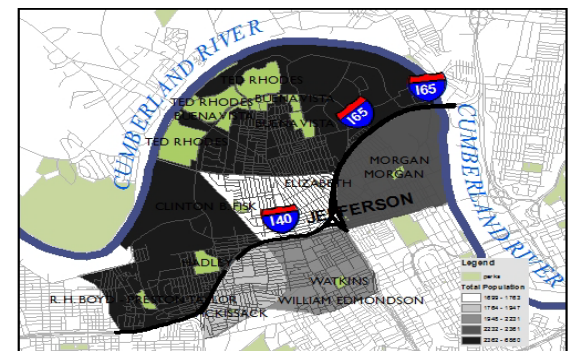
1980



1990



2000



# 2010 Project Lessons Learned

- Once there is understanding, there can be healing and positive action
- For place-based efforts to be successful, there must be openness and honesty about historical insults and work must be done with residents in a symbiotic fashion (truth and reconciliation)
- Professional public health culture changes from “*what is wrong with those people who live in...*” to “**what happened to this neighborhood to create these conditions?**”

# After Project: 2010 Internal Activities

- Created 1st Health Equity Workgroup
- Initiated Bay Area Regional Health Inequities Initiative (BARHII) staff survey
- Initial request presented to EMT (now ELT) to change PRIDE (Equality) to (Equity)
- Health Equity added as a priority to health department strategic plan (1.0 FTE Health Equity Coordinator)
- Process orientation of framing FYI Bureau (now Population Health) Bureau priorities
  - New Life Fatherhood Program
  - Music City Healthy Start Program

# These art projects tackle community health issues



Andrea Chung's "Eeny, meeny, miny moe" features a mobile in the shape of Interstate 40 and baby bottles made of sugar, salt, and lard that are suspended over a crib.

## Lentz Lobby

- July 28, 2018  
Washington Post
- Artist Andrea Chung, "Eeny, meeny, miny, moe" exhibit

# 2018 RACIAL HEALING MPHD TEAM

## Co-Chairs

**Dr. Sanmi Areola, Deputy Director**

**D'Yuanna Allen-Robb, Director, Maternal Child and Adolescent Health**

**Sarah Bounse, Coordinator, Health Equity**

**Dr. Fonda Harris, Assistant Bureau Director, Population Health**

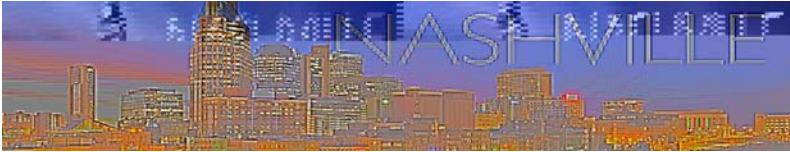
**Tracy Buck, RD, MS, Director, Community Development and Planning**

**Chemyeeka Tumblin, MSPH, Preconception Health Strategist**

**Tina Lester, RN, MS, Director, Population Health Bureau**

# 2018 – 2020 Racial Healing Project Highlights

## Save the Date



Greetings Racial Healing Revival teams!

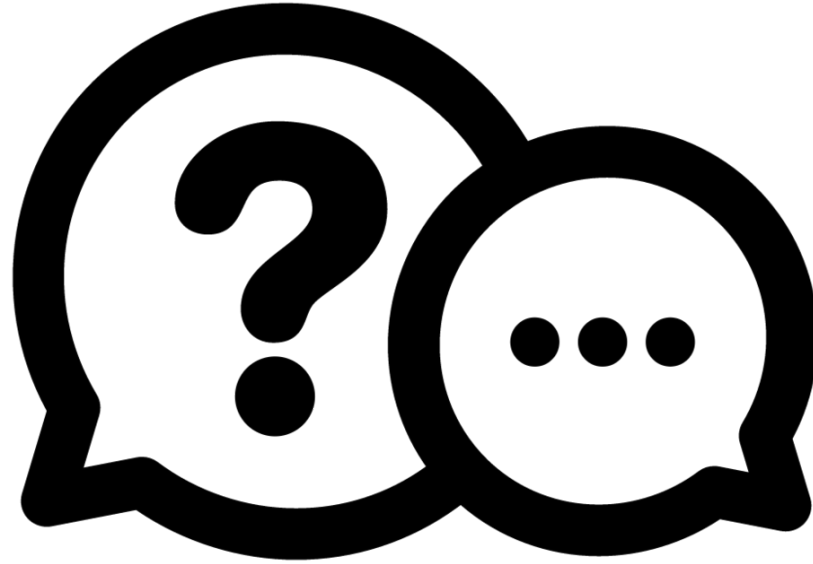
We are finalizing the details of our February kick-off meeting. More information will be shared with you as soon as we have it but we wanted to give you tentative dates for your calendars.

Please hold the week of **February 4th - 8th** (this includes travel dates). As soon as we have exact times during those dates we will let you know.

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- ✓ Host 2019 National Racial Healing Institute Kick-Off meeting;
- ✓ Select 1 community to replicate oral history documentation
  - ✓ **North Nashville** (37208 redevelopment)
  - ✓ **South Nashville** (Napier-Sudekum neighborhoods)
- ✓ Internal staff healing opportunities
- ✓ Internal policy/practice/procedure changes

Thank You!





# FISCAL YEAR 2020 BUDGET PREVIEW

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**December 13, 2018**

Jim Diamond, MBA

Assistant Bureau Director, Finance and Administration



**Metro Public Health Dept**  
Nashville / Davidson County  
Protecting, Improving, and Sustaining Health

# Projected Budget Timeline

- Budget Kickoff – Mid to Late January
- Budget Modifications Entered – Late February
- Budget Presented to BOH for Approval – March
- Mayor's Hearings with Departments  
(If these are held) – March to Early April
- Mayor's Recommended Budget Presented to Council – May 1st
- Departmental Hearings with Council – May through June

# Projected Budget Timeline

- Council can either pass Mayor's budget or submit an amended one
- If Council takes no action by June 30th, the Mayor's proposed budget is adopted
- Fiscal Year 2020 begins July 1st

# Fiscal Year 2019 Budget

- Local ..... \$23,200,000
- Grant ..... \$25,390,000
- Contracts ... \$18,000,000

# What We Know

- In short, not much
- Current Fiscal Year (FY19) was a status quo budget, with a savings target of \$609,000 included
- Our savings target achieved through holding vacant local positions via hiring freeze
- All indications are that FY20 will be another tough budget year

# Improvements Under Consideration

- Phase 2 of School Health Nursing Plan Implementation – Estimated Cost \$822,000
- MACC Expansion

# Decisions to be Made Internally

- Do we ask for any improvements, especially if we are asked to submit another status quo budget?
- Would Phase 2 of School Health plan ask be better received/more likely to be approved if requested by the School Board in their budget?

## Director's Update to the Board of Health December, 2018

### Create Healthier Community Environments

#### CHA/CHIP & Summit

I hope you've saved the date of Jan. 11 for the Healthy Nashville Summit, which will be an important step in this iteration of our Community Health Assessment and establish the strategic priorities for the Community Health Improvement Plan. The Summit is from 8 a.m. to 1 p.m. on Friday, Jan. 11, at West End Community Church.

The Community Health + Well-being Survey has been sent to 12,000 Nashvillians. As of last week we had received more than 600 replies (the goal is 3,000). The recipients will be sent two reminders, and eventually a pen-and-paper version of the survey, over the coming months.

### Prevent and Control Epidemics and Respond to Public Health Emergencies

#### Flu PODs

We opened five Points of Dispensing (PODs) on Dec. 5 as part of a statewide effort to inoculate as many people as possible against influenza on this, the centennial of the deadliest flu outbreak in modern history. As of last week the vaccine will be provided for free by health departments statewide. We provided 346 shots on Dec. 5.

#### Hepatitis A

As of last week our number of confirmed hepatitis A cases was 157. We continue off-site PODs on a virtually daily basis, include semi-monthly visits to Room In the Inn and monthly visits to the Metro homeless shelter. We're focusing a lot of attention on people who use drugs, our most frequently cited risk factor, including PODs at rehabilitation and detoxification centers. By last week we had given 8,303 vaccines during the outbreak, which is now almost a year old.

### Increase Access and Connection to Clinical Care

#### BHWAC

The mayor's Behavioral Health and Wellness Advisory Council, for which we provide staff support, is focusing its initial recommendations to the mayor on magnifying efforts already under way in the community. The Council has received presentations on two initiatives grounded here, the Community Mental Health Systems Improvement project and the ACE Nashville collaborative.

CMHSI is advancing the following requests to the BHWAC:

- A directive to Metro Government departments creating a clear expectation for the use of trauma-informed practices, including prioritizing treatment over punishment or unneeded entanglement with the criminal justice system, for persons experiencing homelessness, mental health or substance abuse issues. The goal is to apply this expectation to all new programs and services provided to persons experiencing homelessness, mental health or substance abuse issues.
- Continued funding support for the Mental Health Cooperative's Crisis Treatment Center, in the amount of \$453,612, as a budget improvement included in MPHD's operating budget, with annual 3% increases.



ACE Nashville requested that the BHWAC encourage the following:

- To sustain and bolster MNPS's trauma-informed schools initiative, including: Sustained and increased funding for all trauma-informed activities currently funded by the *Building Strong Brains Tennessee* Innovation grant, including a dedicated district Trauma-Informed Schools Coordinator to lead those activities, one Trauma-Informed Practitioner at the pilot school, and four Trauma-Informed Specialists to carry out the activities (one for each district quadrant). The budget request amounts to roughly \$500,000 per year.

The Behavioral Health and Wellness Advisory Council will convey those requests to the Mayor as he puts together his FY20 budget proposal.

## **Organizational Updates**

### **Accreditation**

We submitted our documentation to the Public Health Accreditation Board on Nov. 30 at 9:35 p.m. with a full two-plus hours to spare! My thanks to the accreditation team for pulling this enormous amount of information together from all sectors across the department, in particular Angela Williams, our accreditation coordinator. Well done to all! The next step will be a site visit from PHAB sometime next year.

### **On-Boarding**

Staff have spent time in the past couple of weeks getting some of our new associates oriented to the department and our work. We're pleased to have Alex Dickerson and Judith Byrd aboard and look forward to a fruitful working relationship with both.

### **Good-Bye**

Thank you for the opportunity to lead the department and serve the people of Davidson County these last 11 ½ years. For the progress we've made and the many things we have accomplished for Nashville, I'm grateful to the dedicated staff who have made it happen and to the board and to community partners for their support. I have attached a timeline with major highlights by fiscal year for the last 11 years.

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

### IMPORTANT NOTES FOR THE BASIC DATA MATRIX

#### Introduction to the Basic Matrix:

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

#### Tracking by Species and Age:

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

#### Determining Age:

This basic matrix utilizes 5 months as the break point between puppy/kitten and adult. At or near 5 months of age there are changes in the teeth which can help guide trained staff regarding proper categorization of the animal. For cats, at 4-5 months of age permanent canines, premolars and molars are coming in (all in by 6 months of age). For dogs, at 5-7 months of age permanent canines, premolars and molars are coming in (all in by 7 months of age). Source: "How to . . . series" from Animal Sheltering, [http://www.animalsheltering.org/resources/magazine/may\\_jun\\_1996/how-to-determine-a-dog-or.pdf](http://www.animalsheltering.org/resources/magazine/may_jun_1996/how-to-determine-a-dog-or.pdf) or contact the National Federation of Humane Societies for a copy of the document.

#### Beginning and Ending Shelter Counts:

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

#### Defining Owner Requested Euthanasia:

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

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

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

#### Live Admissions Only

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

#### What is Possession?

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

#### Where are the "Others"?

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

#### Why a Basic Matrix?

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

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

Species By Age	Canine		Feline		Total
	Adult	Up to 5 months	Adult	Up to 5 months	
Beginning Animal Count (date: 11/01/2018)	112	8	45	59	224
<b>Intake</b>					
Stray at large	210	23	43	55	331
Relinquished by owner	46	7	14	18	85
Owner requested euthanasia	14	0	1	0	15
Transferred in from agency	0	0	2	8	10
Other Intakes	28	1	3	0	32
<b>TOTAL INTAKE</b>	<b>298</b>	<b>31</b>	<b>63</b>	<b>81</b>	<b>473</b>
<b>Outcomes</b>					
Adoption	115	13	38	61	227
Returned to owner	89	3	4	0	96
Transferred to another agency	60	8	12	18	98
Other live Outcome	0	0	0	0	0
<b>TOTAL LIVE OUTCOMES</b>	<b>264</b>	<b>24</b>	<b>54</b>	<b>79</b>	<b>421</b>
Died in care	0	0	1	0	1
Lost in care (Physical inventory adjustments)	0	0	0	0	0
Shelter Euthanasia	20	0	8	3	31
Owner requested euthanasia	13	0	0	0	13
<b>TOTAL OUTCOMES</b>	<b>297</b>	<b>24</b>	<b>63</b>	<b>82</b>	<b>466</b>
<b>Ending Shelter Count (date: 11/30/2018)</b>	<b>119</b>	<b>1</b>	<b>56</b>	<b>65</b>	<b>241</b>
<b>SAVE RATE:</b>	<b>92.98%</b>	<b>100.00%</b>	<b>85.71%</b>	<b>96.30%</b>	<b>93.04%</b>

# METRO ANIMAL CARE AND CONTROL

## Trailing 12 Monthly – Data Report

		Trailing 12 Month Average
	November 2018	Ending November 30, 2018
Intake Total	502	550
Stray	333	391
Owner Surrender	92	120
Owner Request Euthanasia	15	22
Wildlife	17	22
Other	45	25
Adopted	231	229
Transfer	105	141
RTO	97	111
ORE Euthanized	12	20
Wildlife Euthanized	15	10
Euthanasia Total	59	79
Euthanasia %	6%	6%

Data Report Key
Intakes
Outcomes



# Metro Public Health Dept

Nashville / Davidson County

Protecting, Improving, and Sustaining Health

Position Title: Animal Care and Control Administrative Supervisor	Fair Labor Standards Act (FLSA): Non-Exempt
Salary Grade: ST10	Effective Date: 12/10/18 Revision Date:

**Position Objective:**

Coordinate complex administrative responsibilities and functions for Metro Animal Care and Control.

**Major Responsibilities:**

- Coordinate the administrative operations and workflow for the Shelter.
- Perform complex administrative support work that requires interpretation and judgment, to include creating correspondence, spreadsheets, reports, processes, budget preparation, and performance monitoring.
- Assist with attendance records and related payroll functions.
- Responsible for the effective supervision and administration of the office assistant staff, including leave approval, coaching, performance management, employee relations, and prioritizing and assigning work and related activities.
- Coordinate, process, and record daily financial transactions with public and shelter partner agencies.
- Maintain office inventories, order office supplies, and receive and verify packing slips for clerical division.
- Place and coordinate maintenance, service, and repair requests for facility.
- Ensure that patrons are greeted, communicated with effectively, and actively assisted.
- Operate a multi-line telephone console.
- Receive and respond to a variety of emergency and non-emergency, animal related calls for service, information, and complaints.
- Screen and respond to inquiries and complaints, provide information on policies and procedures, and transfer to other Shelter staff, as appropriate.
- Process complaint information, enter information into a computer aided animal control dispatch system, determine the level of priority, and assign calls for service to Animal Control Officers and other staff.
- Handle animals during intake, including but not limited to transporting animal from one confinement space to another and providing vaccinations.

- May be asked to properly clean kennel spaces throughout the shelter when needed.
- Interacts with the public and staff to obtain and provide information and assistance in a variety of circumstances.
- Perform administrative support work such as word processing, creating spreadsheets, data entry/retrieval, and functions that may require interpretation, judgment and determining appropriate processes to be used.
- Reviews forms, data, and other documents and information to ensure accuracy and conformance to established procedures and/or policies.
- Develop and maintains accountability systems for assignments, responses, replies, and other actions.
- Prepare regular progress reports. Communicate with internal and external stakeholders as needed for visibility and success of the program. Take initiative to identify and solve problems. Use data to practice quality improvement, data analysis, and program planning and program evaluation.
- Assist with or is responsible for establishing and coordinating filing or record keeping systems.
- Perform calculations, research and verification of information for tasks related to budget monitoring, inventorying, ordering supplies, and related activities.
- Maintains shelter activity calendar for the use of conference rooms and scheduled functions.
- Collect, process, and record financial information and transactions for fees collected.
- Promote a caring attitude toward all animals and treat animals humanely and with compassion at all times, regardless of circumstances, including those that are sick, injured, feral, or aggressive.
- Work cooperatively with the shelter manager and staff, and foster a spirit of teamwork.
- Establish and implement departmental policies, goals, objectives, and procedures in a fair and impartial manner.
- Use high verbal and written communication skills, and strong problem-solving abilities.
- 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.
- Regular, reliable and predictable attendance; and
- Performs other duties as assigned.

### Supervision Exercised/Supervision Received

Supervise Shelter Office Assistants.  
Receives limited supervision from Shelter Manager.

### COMPETENCIES

The following competencies are required for this position:

Competency	Definition
<i>Coordinating Work Activities</i>	Coordinate the work-related activities necessary for task completion of all relevant constituents (both inside and outside of the group/organization). Adjusting one's own plans in light of how others are acting or how the environment is changing.
<i>Multi-Tasking</i>	Working on a variety of tasks simultaneously and shifting one's resources between multiple systems when needed.
<i>Resolving Conflicts/Negotiating</i>	Dealing with complaints, resolving conflicts and grievances of others. Encouraging others to come together and reconcile differences.
<i>Analytical Thinking</i>	Using existing information to logically evaluate situations and solve problems. Utilizing inductive and deductive logic to make inferences.
<i>Active Listening</i>	Listening intently to what others are saying and asking for further details when appropriate.
<i>Communicating with Coworkers</i>	Communicating information using either face-to-face, written, or via telephone or computer.
<i>Attention to Detail</i>	Placing focus on the details of the task to be accomplished.
<i>Service Orientation</i>	Actively seeking out ways to assist people in their duties.
<i>Stress Tolerance</i>	Remaining effective even when situations become stressful.
<i>Follow Through</i>	Maintaining that one's promises are realized in behavior; doing what one said one would do.

### Minimum Qualifications:

#### EDUCATION AND EXPERIENCE

High School Diploma or GED, or equivalent and 3–5 years of progressively responsible administrative support experience including 1-2 years of supervisory experience or an equivalent combination of education and experience.

#### LICENSURE

- Valid class "D" driver's license.
- Must receive pre-exposure rabies vaccinations.

### Working Environment/Physical Demands:

- Requires sedentary work that involves sitting most of the time, but may involve walking or standing for brief periods of time, exerting up to 40 pounds of force on a regular and recurring basis, and routine keyboard operations.
- Humanely restrain an animal.
- Use protective clothing or gear.
- Have normal visual acuity, field of vision, hearing, and speaking.
- May risk exposure to toxic and caustic chemicals, and animals/wildlife, including exposure to animal bites, scratches, and diseases such as Rabies, Ringworm, Lyme disease and Zoonosis.

NOTE: This job description is not intended to be all-inclusive. This job description has been designed to indicate the general nature and level of work performed by employees within this classification. Employee may perform other related duties as needed to meet the ongoing needs of the department.





**Metro Public Health Dept**  
Nashville / Davidson County  
Protecting, Improving, and Sustaining Health

Position Title: Animal Care and Control Kennel Supervisor	Fair Labor Standards Act (FLSA): Non-Exempt
Salary Grade: ST10	Effective Date: 12/10/18 Revision Date:

### Position Objective:

Supervise the care of animals in shelter custody, ensuring compliance with applicable laws, regulations and policies.

### Major Responsibilities:

- Manage daily animal care operations for the shelter, including feeding, watering, exercising, and grooming and hygiene of the animals consistent with state, local, MPHD, and MACC policies, procedures, guidelines, and the reasonable instructions of supervisors.
- Responsible for the effective supervision and administration of Kennel Assistants 1, 2, and 3, including coaching, training, performance evaluations, employee relations, and prioritizing and assigning work.
- Provide work direction for assigned volunteers.
- Maintain kennel sanitation and cleanliness standards, oversee the safety and general maintenance of the shelter facility, regularly conduct inspections for necessary repairs, coordinate maintenance work with Metropolitan Government staff, and recommend improvements to Shelter Manager.
- Coordinate veterinary care, spaying and neutering, euthanasia, and disposals with staff and agencies, and in accordance with applicable state and local laws and regulations.
- Oversee proper observation and documentation of animals in quarantine.
- Compile daily and weekly kennel reports, including kennel count, kennel inventory and euthanasia reports. Uses data to practice quality improvement, data analysis, and program planning and evaluation.
- Prepare regular progress reports. Communicate with internal and external stakeholders as needed for visibility and success of the program. Take initiative to identify and solve problems.
- Complete and maintain appropriate logs and incident reports.
- Work with Shelter Manager, Animal Control Officers, and other shelter staff to support adoption and outreach efforts, and address intake issues and concerns.
- Assist Shelter Manager with developing policies and procedures and recommending internal organization.

- Assist with implementing systems to effectively meet operating goals and objectives.
- Establish and implement departmental policies, goals, objectives, and procedures in a fair and impartial manner.
- Use high verbal and written communication skills and strong problem-solving abilities.
- Promote a caring attitude toward all animals and treat animals humanely and with compassion at all times, regardless of circumstances, including those that are sick, injured, feral, or aggressive.
- Perform euthanasia of animals.
- Support and participate in departmental response to disaster and emergency events.
- 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.
- Regular, reliable and predictable attendance; and
- Performs other duties as assigned.

**Supervision Exercised/Supervision Received**

Supervise Kennel Assistants 1, 2, and 3.  
 Receives limited supervision from Shelter Manager.

**COMPETENCIES**

The following competencies are required for this position:

Competency	Definition
<i>Communicating with Coworkers</i>	Communicating information using either face-to-face, written, or via telephone or computer.
<i>Organization Skills</i>	Organizing one’s responsibilities and performing them in an efficient manner
<i>Resolving Conflicts/Negotiating</i>	Dealing with complaints, resolving conflicts and grievances of others. Encouraging others to come together and reconcile differences.
<i>Taking Charge</i>	A willingness to initiate the activities of groups and lead others toward common goals.
<i>Multi-Tasking</i>	Working on a variety of tasks simultaneously and shifting one’s resources between multiple systems when needed.
<i>Stress Tolerance</i>	Remaining effective even when situations become stressful.
<i>Task-Relevant Knowledge</i>	Knowledge of standard practices and procedures necessary to accomplish tasks

<b><i>Seeking Improvement</i></b>	Constantly looking for ways that one can improve one's organization.
<b><i>Designing Work Systems</i></b>	Designating the responsibilities of individual jobs and structuring the work of groups in organizations.
<b>Initiative</b>	Initiating tasks and taking on new challenges.

### Minimum Qualifications:

#### EDUCATION AND EXPERIENCE

High School Diploma, GED or the equivalent, plus 3 – 5 years of experience in an animal hospital, shelter, or related animal facility, and 1-2 years of lead or supervisory experience, or an equivalent combination of relevant education and experience.

Must have and be able to demonstrate knowledge of:

- basic animal care standards, including safe animal handling procedures for domestic and wild animals
- proper use, secure storage, and disposal of lethal chemicals, syringes and related equipment

Valid license, use of personal vehicle, and maintenance of valid personal vehicle insurance as required by Tennessee Law.

Associate's or Bachelor's Degree in Animal Science, Biology, or a related field is preferred.

#### LICENSURE

- Must be a Certified Animal Euthanasia Technician (CAET), or obtain that certification within six months of hire.
- Possess required competencies upon hiring.
- Valid class "D" driver's license, use of personal vehicle, and maintenance of valid personal vehicle insurance as required by Tennessee Law.
- Must receive pre-exposure rabies vaccinations.

### Working Environment/Physical Demands:

- Medium to heavy work that involves walking, standing, bending, stooping, lifting, and exerting up to 50 pounds of force on a regular and reoccurring basis and occasional use of standard office equipment.
- Perform routine keyboard operations.
- Humanely restrain an animal.
- Use protective clothing or gear.

- Have normal visual acuity, field of vision, hearing, and speaking.
- May risk exposure to toxic and caustic chemicals, and animals/wildlife, including exposure to animal bites, scratches, and diseases such as Rabies, Ringworm, Lyme disease and Zoonosis..

NOTE: This job description is not intended to be all-inclusive. This job description has been designed to indicate the general nature and level of work performed by employees within this classification. Employee may perform other related duties as needed to meet the ongoing needs of the department.



**Metro Public Health Dept**  
 Nashville / Davidson County  
 Protecting, Improving, and Sustaining Health

Position Title: Animal Care and Control Officer Supervisor	Fair Labor Standards Act (FLSA): Non-Exempt
Salary Grade: ST10	Revision Date: 01/08/2015 Effective Date: 01/08/2015

**Position Objective:**

Provide leadership, overall administration, and technical expertise for the shelter’s Animal Control operations and services.

**Major Responsibilities:**

- Responsible for the effective supervision and administration of the shelter’s Animal Control operations and services, including budgeting and financial transactions, performance management, employee relations, report and record keeping, and prioritizing, scheduling, and assigning work and related activities.
- Responds to requests for assistance and investigates allegations of animal cruelty and complaints involving animals.
- Enforces animal control laws and ordinances, including issuing citations, documenting evidence, and communicating with other law enforcement and prosecuting attorneys.
- Apprehends, subdues, and impounds stray, unlicensed, and other appropriate animals, including vicious, feral, and sick animals.
- Responds to requests for assistance with wildlife and vicious animals.
- Removes and disposes of dead animals.
- Investigates animal bites and coordinates handling and quarantine of animals and related efforts.
- Transports injured and ill animals to shelter and veterinarians.
- Rescues injured and ill animals, and performs field euthanasia (by chemical injection) when necessary.
- Prepares and reviews investigative reports, daily log sheets, legal documents, and other reports as required. Use the data to practice quality improvement, data analysis, and program planning and program evaluation.
- Prepare regular progress reports. Communicate with internal and external stakeholders as needed for visibility and success of the program. Take initiative to identify and solve problems.
- Establish and implement departmental policies, goals, objectives, and procedures in a fair and impartial manner.

- Use high verbal and written communication skills and strong problem-solving abilities.
- Testifies in court.
- Addresses groups and organizations on animal control related safety and health issues.
- Evaluates new and potential animal related legislation.
- Ensures proper training and certification of shelter's Animal Control section personnel.
- Oversees various animal services contracts.
- Oversees and develops short and long-term strategic goals pertaining to shelter's Animal Control planning, development, design and operational processes; develops and recommends policies and procedures; recommends internal organization; establishes and implements management systems to effectively meet operating goals and objectives.
- Evaluates the need to fill vacant positions and recommends changes to allocated positions and internal structure as needed.
- Researches and prepares recommendations and reports for the Shelter Manager.
- May conduct or assist with outreach and liaison programs, such as information and other media initiatives.
- May provide training and coordinate special projects as needed.
- Work with Shelter Manager, Animal Control Officers, and other shelter staff to support adoption and outreach efforts, and address intake issues and concerns.
- Assist Shelter Manager with developing policies and procedures and recommending internal organization.
- Assist with implementing systems to effectively meet operating goals and objectives.
- Must have and be able to demonstrate knowledge of:
  - basic animal care standards, including safe animal handling procedures for domestic and wild animals.
  - proper use, secure storage, and disposal of lethal chemicals, syringes and related equipment.
- Promote a caring attitude toward all animals and treat animals humanely and with compassion at all times, regardless of circumstances, including those that are sick, injured, feral, or aggressive.
- Perform euthanasia of animals.
- Work cooperatively with the shelter manager and staff, and foster a spirit of teamwork.
- 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.
- Regular, reliable and predictable attendance; and
- Performs other duties as assigned.

### Supervision Exercised/Supervision Received

Supervises Animal Control Officers 1, 2, and 3.  
 Receives limited supervision from Shelter Manager.

### COMPETENCIES

The following competencies are required for this position:

Competency	Definition
<b><i>Communicating with the Community:</i></b>	Communicating organization's intentions and activities to the public and representing the organization in community affairs and public activities to promote awareness and foster goodwill.
<b><i>Legal Regulations</i></b>	Awareness of local, state, and federal laws and regulations and abiding by these regulations at all times.
<b><i>Resolving Conflicts/Negotiating</i></b>	Dealing with complaints, resolving conflicts and grievances of others. Encouraging others to come together and reconcile differences.
<b><i>Taking Charge</i></b>	A willingness to initiate the activities of groups and lead others toward common goals.
<b><i>Coaching, Developing, Instructing</i></b>	Logically identifying how different possible approaches are strong and weak, and analyzing these judgments.
<b><i>Stress Tolerance</i></b>	Remaining effective even when situations become stressful. Initiative: Initiating tasks and taking on new challenges.
<b><i>Critical Thinking</i></b>	Logically identifying how different possible approaches are strong and weak, and analyzing these judgments.
<b><i>Seeking Improvement</i></b>	Constantly looking for ways that one can improve one's organization.
<b><i>Developing and Building Teams</i></b>	Managing inertia and conflict during the formative stages of group functioning. Enhancing the performance of a group and the satisfaction of its members by promoting cooperation, trust, and confidence in the group.
<b><i>Initiative</i></b>	Initiating tasks and taking on new challenges.

### Minimum Qualifications:

#### EDUCATION AND EXPERIENCE

High School Diploma, GED or the equivalent. Requires 5 – 7 years of experience in animal control or a related field, including 2 – 3 years supervisory and administrative experience, or an equivalent combination of relevant education and experience.

As of date of hire, must have satisfactorily completed NACA I and II, or NACHO A and B, or the equivalent in experience/education.

Valid license, use of personal vehicle, and maintenance of valid personal vehicle insurance as required by Tennessee Law.

Associate's or Bachelor's Degree in Animal Science, Biology, or a related field is preferred.



## LICENSURE

- Must be a Certified Animal Euthanasia Technician (CAET), or obtain that certification within six months of hire.
- Possess required competencies upon hiring.
- Valid class “D” driver’s license, use of personal vehicle, and maintenance of valid personal vehicle insurance as required by Tennessee Law.
- Must receive pre-exposure rabies vaccinations.

## Working Environment/Physical Demands:

- Medium to heavy work that involves walking, standing, bending, stooping, lifting, and exerting up to
- 50-100 pounds of force on a regular and reoccurring basis and occasional use of standard office
- equipment.
- Perform routine keyboard operations.
- Humanely restrain an animal.
- Use protective clothing or gear.
- Have normal visual acuity, field of vision, hearing, and speaking.
- May risk exposure to toxic and caustic chemicals, and animals/wildlife, including exposure to animal bites, scratches, and diseases such as Rabies, Ringworm, Lyme disease and Zoonosis.

NOTE: This job description is not intended to be all-inclusive. This job description has been designed to indicate the general nature and level of work performed by employees within this classification. Employee may perform other related duties as needed to meet the ongoing needs of the department.