

**Metropolitan Board of Health of Nashville and Davidson County  
May 14, 2020, Meeting Minutes**

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

**Present**

A. Alex Jahangir, MD, Chair  
Tené H. Franklin, MS, Vice-Chair  
Carol Etherington, MSN, RN, Member  
Thomas W. Campbell, MD, Member  
David Frederick, MS, Member  
Margreete Johnston, MD, MPH, Member  
Michael C. Caldwell, MD, MPH, Director of Health  
Jim Diamond, MBA, Director, Finance and Administration Bureau  
Derrick Smith, JD, Metropolitan Department of Law

**Motion to Approve Conducting Meeting by Electronic Means**

Dr. Jahangir requested a motion to conduct the meeting electronically (Attachment I).

Chair Jahangir stated that each vote in the meeting would be conducted by roll call.

**Dr. Johnston made a motion to approve conducting of the meeting by electronic means. Dr. Campbell seconded the motion, which passed unanimously.**

**Deliberation of End Date of Declaration of Public Health Emergency**

Dr. Jahangir proposed extension of the declaration of the public health emergency to June 30, 2020, and discussion was held.

**Mr. Frederick made a motion to extend the expiration date of the Declaration of Public Health Emergency to June 30, 2020. Vice-Chair Franklin seconded the motion, which passed unanimously.**

**Report of Director**

Dr. Caldwell referred to his update provided in the Board packet (Attachment II). [recorder's note: There was no written report]

Dr. Caldwell also expressed his appreciation for Department staff accomplishments in addressing the COVID emergency as well as continuing Department's regular activities. He asked each member of the Executive Leadership Team (ELT) to provide brief updates and insights on recent activities such as the hotlines, the task force, mask distribution, contact tracing, testing, the shelter for individuals experiencing homelessness at the Fairgrounds, enforcement, augmentation of HUB Nashville, Communications, WIC, Presumptive Eligibility Expansion, CHANT, and other topics. Dr. Caldwell thanked the ELT for their extraordinary efforts in facing various challenges.

Dr. Caldwell said he was working with Tina Lester, director of the Population Health bureau, and Hugh Atkins, director of the Environmental Health bureau, to develop better outreach and increase response to various communities in contact tracing and testing. He shared that he has been working with Mary Falls at the Mayor's office, and Council Member Sharon Hurt, the Chair of the Health and Human Services Committee, to construct a webinar to help address issues of concern to the African-American community, which is known to be disproportionately affected by COVID.

Dr. Caldwell said that he has spoken with Chair Jahangir about the need for an additional Interim Deputy Director, specifically for COVID response. He expressed his gratitude to Dr. Stephanie Bailey for her assistance to the Department and in his onboarding, as well as with the Epidemiology outbreak investigation teams working on COVID contact tracing and the quarantine process, the homeless population, working with Derrick Smith of Metro Legal, partners at Metro Social Services and the Office of Emergency Management to develop a seamless system.

Dr. Caldwell noted the recent attention to data sharing with public health partners to allow them to take heightened precautions to contain and reduce the spread of disease and prevent public health harm. He said the process was put in place only after comprehensive review by the Mayor's office, the COVID Task Force, Metro Legal, the Office of Civil Rights at the Department of Health and Human Services to ensure it was in compliance with the Health Insurance Portability and Accountability Act (HIPAA). He assured that the information provided to MNPD expired after the isolation period. Board members expressed concerns regarding not having been informed about the sharing of COVID data with the Police Department, and about any lack of transparency with regard to disclosure to patients that data would be shared with law enforcement prior to the patient being tested, and whether the Community Oversight Board had been informed about the data sharing process. Dr. Caldwell reiterated that the sharing of data with first responders, including law enforcement, was allowable under HIPAA, and disclosure was not a requirement. Vice-Chair Franklin urged the Department to address the process to include disclosure of the data sharing to patients prior to testing. Chair Jahangir agreed and said he would work with Dr. Caldwell to address it.

Vice-Chair Franklin asked how the Department was enforcing first responders' use of personal protection equipment (PPE) when interacting with residents, in light of an incident she witnessed that afternoon in which no first responders were wearing PPE while interacting with a member of the public. Dr. Caldwell said that MNPD Chief Steve Anderson and Nashville Fire Chief/Office of Emergency Management Director William Swann were encouraging strongly the use of PPE among MNPD, NFD and OEM staff and he would revisit the subject with both.

Vice-Chair Franklin asked about follow-up on positive tests was adequate, and whether patients had been lost due to follow-up and if law enforcement were involved. Dr. Bailey explained that public health authority included many efforts are made before progressing to arrest, which she noted was very rare, and said the same authority applies with Tuberculosis, Hepatitis A, and other notifiable diseases.

Vice-Chair Franklin asked about the National Guard (NG) being brought in by the State of Tennessee to conduct testing in public housing areas. Dr. Caldwell said he has been working with Council Member Sharon Hurt and Jim Harbison, director of the Metro Development and Housing Agency (MDHA) on the pilot programs for housing. He said the Department had no involvement in the coordination of the NG testing. He said the Department would be tasked with the contact tracing of any individuals who reside in Davidson County and test positive.

Ms. Etherington asked if the Department was in need of volunteers, as she was aware of many faculty or retired persons who were eager to help with hotlines or other tasks. Laura Varnier, Director of Clinic Services and Director of Nursing, and Dr. Michelle Pardue, director of the Community Health bureau, welcomed volunteers and Dr. Pardue assured that she would share a link to the Medical Reserve Corps Registry online, which was setup for that purpose.

Ms. Etherington asked to hear from Dr. Caldwell at the next regular meeting about the capacity to do contact tracing once schools and universities re-open. Dr. Caldwell said that currently there are 125 contact tracers and preparations continue.

## **Approval of Grant Applications**

Jim Diamond presented one grant application for approval:

**Preserving Families – Keeping People and Pets Together, from PetSmart Charities**

Term: July 1, 2020-June 30, 2021

Amount: \$50,000

**Ms. Etherington made a motion to approve the grant application. Dr. Johnston seconded the motion, which passed unanimously.**

## **Approval of Grants and Contracts**

Jim Diamond presented 13 items for Board review and approval, and addressed questions.

- 1. Ryan White Part A COVID-19 Response Grant from the Health Resources & Services Administration**  
Term: April 1, 2020-March 31, 2021  
Amount: \$917,764
- 2. Ryan White Part A HIV Emergency Relief Grant from the Health Resources & Services Administration**  
Term: March 1, 2020-February 28, 2021  
Amount: \$3,536,314
- 3. Ryan White Part A HIV Emergency Relief Grant from the Health Resources & Services Administration**  
Term: March 1, 2018-February 28, 2019  
Amount: -\$14,039
- 4. Healthy Start Initiative – Eliminating Racial/Ethnic Disparities Grant from the Health Resources & Services Administration**  
Term: April 1, 2020-March 31, 2021  
Amount: \$1,122,899
- 5. Hi-Impact Area Substance Misuse Epidemic Response Grant from the Tennessee Department of Health**  
Term: December 1, 2019-August 31, 2020  
Amount: \$505,200
- 6. Immunization Services Grant from the Tennessee Department of Health**  
Term: July 1, 2019-June 30, 2021  
Amount: \$305,800
- 7. TB Control & Prevention Grant from the Tennessee Department of Health**  
Term: July 1, 2020-June 30, 2021  
Amount: \$1,459,900
- 8. Arbovirus Testing of Mosquito Samples Contract from the Tennessee Department of Health**  
Term: March 1, 2020-February 28, 2021  
Amount: \$2,200 + \$8.85 per sample submitted
- 9. STD Fast Track Grant from National Association of City & County Health Officials (NACCHO)**  
Term: April 19, 2019-July 31, 2020  
Amount: \$30,000
- 10. RX Staff LLC Business Associate Agreement**  
Term: Execution + 5 yrs.  
Amount: NA
- 11. GreaterGood License Agreement**  
Term: April 21, 2020  
Amount: NA

**12. Healthy Built Environment Grant from the Tennessee Department of Health**

Term: June 1, 2019-December 31, 2020

Amount: \$0

**13. Air Pollution 105 Grant from the Environmental Protection Agency**

Term: October 1, 2019-September 31, 2021

Amount: \$339,187

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

**Report of Chair and Discussion**

Chair Jahangir thanked everyone for their strong support and guidance during the COVID response. He said he was very proud of the community response to contact tracing and testing numbers, and expressed his desire to continue to improve and serve the community well.

Chair Jahangir said that he expected conversation with Mayor Cooper, Dr. Caldwell and others to commence during the next week about the possibility of entering Phase Two.

**CIVIL SERVICE BOARD**

**Approval of Fiscal Year 2021 Pay Plan**

Jim Diamond referred to materials provided in the Board packet regarding the proposed Pay Plan for Fiscal Year 2021, and asked Board approval (Attachment III). He noted the Mayor's budget proposal did not include salary improvements, and the Pay Plan reflected that.

**Vice-Chair Franklin made a motion to approve the Fiscal Year 2021 Pay Plan as presented. Ms. Etherington seconded the motion, which passed unanimously.**

Chair Jahangir asked if Mayor Cooper's proposed Hazard Pay applied to MPHD staff involved in COVID response. Mr. Diamond said it was not relevant to the Pay Plan, but the Department would propose a policy for Hazard Pay for addition to the Department's Civil Service Rules at the June 11, 2020, meeting. He did not anticipate that any MPHD staff would qualify for the hazard pay. Chair Jahangir recommended strongly that the Department adopt a similar policy as Metro Government's.

**Personnel Changes**

Jim Diamond presented the April 2020 Personnel Changes.

**Next Regular Meeting**

The next regular meeting of the Board of Health is scheduled to be held at 4:00 p.m. on Thursday, June 11, 2020 in the Board Room (third floor) at 2500 Charlotte Avenue, Nashville, TN, 37209, if social distance restrictions are not in place.

**Adjournment**

The meeting adjourned at approximately 5:40 p.m.

A. Alex Jahangir, MD, MMHC, FACS  
Chair

## MOTION TO APPROVE CONDUCTING MEETING BY ELECTRONIC MEANS

A motion that the items on the meeting agenda constitute essential business of this Board, meeting electronically is necessary to protect the health, safety, and welfare of Tennesseans in light of the COVID-19 outbreak, and any Board rule that conflicts with Governor's Executive Order 16 permitting electronic meetings be suspended.

**EXHIBIT "A"**

**EXPLANATION OF PAY TYPES**

<p>Trades &amp; Labor Schedule (TLS):</p>	<p>A position is classified under the TLS if its primary duty involves the performance of physical work which requires knowledge or experience of a trade, craft, or of a manual-labor nature.</p>	<p>Open Range (OR):</p>	<p>Employees in certain positions designated by the Civil Service Commission will be compensated on open range salary grades, which include minimum and maximum salaries only. Employees may be compensated anywhere within this range, subject to provisions in the Open Range policy.</p>
	<p>The TLS table has three separate sub-schedules: TG, which covers positions with worker responsibility, TL, which covers positions with lead responsibility, and TS, which covers positions with supervisory responsibility.</p>		
<p>Standard Range Schedule (ST):</p>	<p>A position is subject to the ST, even if it requires physical work, if its primary duty requires knowledge or experience of an administrative, clerical, scientific, artistic, or technical nature not related to trade, craft, or manual-labor work.</p>	<p>Bonus Plans:</p>	<p>Bonuses are a way to grant employees a pay increase without permanently increasing base pay. A lump-sum bonus as authorized by the Civil Service Commission, if applicable, and approved by the Department of Finance, may be paid to employees up to a maximum of the equivalent of a two-step increase from the employee's current pay.</p>
<p>Police &amp; Fire Schedule (PF):</p>	<p>The PF schedule covers sworn members of the Metro Police Department and Emergency Medical Service, Fire Suppression, and other designated employees of the Fire Department.</p>		
<p>Special Pay Types:</p>	<p>Included in the pay plan are special pay types specifically designed for Correctional Officers (CO), Public Defender (PD), Mayor (MM), Vice Mayor (VM), Council Members (CM), Judicial Assistants (JS), Departmental Directors (DP), School Crossing Guards (SP) and School Crossing Guard Supervisors (SS), Board of Education Member (BE), Emergency Telecommunications (ET), and Park Police (PK)</p>		

## EXPLANATION OF PAY CALCULATIONS

Except as specifically noted in this pay plan, the pay for all full-time employees is based on an annual salary.

ST/PF/CO/ET/PK	When an employee on these schedules is promoted to a higher pay grade, the new salary is generally calculated by first determining the employee's "promotional step", moving forward two steps in the current range. The new pay rate is established by slotting the employee into the step in the new range that is closest to, but not less than, the employee's promotional step.
TLS	When an employee on the TLS schedule is promoted to a higher pay grade, the employee's pay will be adjusted to the step in the new pay grade which is closest to a 6% increase, but not less than a 5% increase.
Open Range	Employees eligible for the Open Range pay plan may receive promotions in accordance with Civil Service Policy.
Reclassifications	Employees on any pay schedule who are reclassified are slotted into the new pay grade at the step which is closest to, but not less than, their current pay.
Living Wage	New full-time employees will be hired at a step in the pay grade that is closest to the living wage rate if the base rate for the classification is below the Living Wage rate. The Human Resources Director will periodically conduct a review of the Living Wage rate and recommend adjustments to the Civil Service Commission.

## STANDARD RANGE PAY TABLE - HEALTH

EFFECTIVE 7/1/2020

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
ST01	22,105.37	22,842.18	23,579.00	24,315.84	25,052.67	25,789.49	26,526.31	27,263.13	27,999.96	28,736.78
ST02	24,106.17	24,909.68	25,713.20	26,516.73	27,320.26	28,123.75	28,927.27	29,730.80	30,534.30	31,337.83
ST03	26,288.09	27,164.32	28,040.57	28,916.83	29,793.07	30,669.31	31,545.55	32,421.80	33,298.05	34,174.30
ST04	28,667.50	29,623.04	30,578.60	31,534.17	32,489.72	33,445.26	34,400.82	35,356.39	36,311.94	37,267.50
ST05	31,262.25	32,304.29	33,346.34	34,388.40	35,430.44	36,472.49	37,514.53	38,556.59	39,598.63	40,640.68
ST06	34,091.88	35,228.24	36,364.60	37,500.99	38,637.35	39,773.70	40,910.07	42,046.44	43,182.80	44,319.16
ST07	37,177.61	38,416.84	39,656.06	40,895.28	42,134.51	43,373.71	44,612.95	45,852.18	47,091.38	48,330.61
ST08	40,542.65	41,894.06	43,245.43	44,596.83	45,948.21	47,299.59	48,650.98	50,002.36	51,353.75	52,705.13
ST09	44,212.28	45,685.98	47,159.69	48,633.39	50,107.10	51,580.79	53,054.50	54,528.20	56,001.90	57,475.62
ST10	48,835.80	50,463.39	52,090.97	53,718.56	55,346.14	56,973.72	58,601.30	60,228.88	61,856.47	63,484.06
ST11	53,777.73	55,569.85	57,361.98	59,154.08	60,946.21	62,738.32	64,530.44	66,322.57	68,114.67	69,906.80

*There are no step increases for Fiscal Year 2021. Employees' increment dates will be advanced by one year.*

*\* Note: steps may vary slightly due to rounding*



**OPEN RANGE PAY TABLE - HEALTH****EFFECTIVE 7/1/2020**

<b>Grade</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
OR01	40,542.65	46,623.90	52,705.13
OR02	44,212.28	50,843.94	57,475.62
OR03	48,835.80	56,159.94	63,484.06
OR04	53,777.73	61,842.27	69,906.80
OR05	59,085.44	67,949.55	76,813.67
OR06	64,950.06	76,316.32	87,682.58
OR07	70,814.69	85,123.82	99,432.95
OR08	76,702.93	93,961.09	111,219.26
OR09	82,591.18	103,238.96	123,886.75
OR10	90,094.28	114,870.20	139,646.14
OR11	97,597.40	126,876.62	156,155.84
OR12	106,197.60	140,711.81	175,226.03
OR13	114,797.80	154,977.01	195,156.24

**Open Range**

<b>Grade</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
HD01	125,129.60	165,796.71	206,463.83
HD02	131,386.07	174,086.55	216,787.03
HD03	136,391.26	180,718.41	225,045.58
HD04	143,210.83	189,754.34	236,297.85

**Open Range**

RESOLUTION NO. RS \_\_\_\_\_

A resolution adopting a new pay plan for employees of the Metropolitan Board of Health, effective July 1, 2020.

WHEREAS, the Metropolitan Board of Health, acting in its official capacity as a Civil Service Commission has, pursuant to Sections 12.09 and 12.10 of the Metropolitan Charter, assigned each employment classification to a salary grade as of July 1, 2020, with such assignments being equitably related to each other; and,

WHEREAS, the Board of Health's Civil Service Commission has adopted the salary ranges for each grade; and,

WHEREAS, the Director of Personnel for the Board of Health has recommended, after the Commission's approval, desirable salary ranges for each grade to the Director of Finance; and,

WHEREAS, pursuant to RS2019-1772, a pay plan was approved by the Metropolitan Council to go into effect on July 1, 2019; and,

WHEREAS, the pay plan that was adopted pursuant to RS2019-1772 included both increment pay increases that are earned at various time intervals, and merit pay increases for employees in open pay ranges; and,

WHEREAS, due to the effects on the economy caused by the Covid-19 pandemic, the Metropolitan Government is experiencing a significant revenue shortfall which necessitates cost cutting measures for the next fiscal year; and,

WHEREAS, in light of this financial need, the Civil Service Commission for the Board of Health has approved and recommended to the Director of Finance a delay on all increments and open range pay merit increases; and,

WHEREAS, pursuant to Sections 12.09 and 12.10 of the Metropolitan Charter, the recommendations of the Board of Health's Civil Service Commission were forwarded to the Director of Finance for his consideration; and,

WHEREAS, the Director of Finance approved the recommendations of the Board of Health's Civil Service Commission and forwarded the same with a statement of full budgetary implications to the Mayor for his approval; and,

WHEREAS, the Mayor approved the plan presented to him by the Director of Finance and recommends its adoption by the Metropolitan County Council.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY:

Section 1: The pay plan adopted pursuant to RS2019-1772 and which went into effect on July 1, 2019, for employees of the Metropolitan Board of Health, from and after July 1, 2020 shall be as provided in Exhibit "A". Exhibit "A" reflects a delay on all increment advances and open range pay increases. Exhibit "A" is incorporated into this Resolution as if fully set out herein.

Section 2: Upon the adoption of the pay plan attached as Exhibit "A" and upon it becoming effective, the pay plan adopted pursuant to RS2019-1772 is hereby repealed.

Section 3: This Resolution shall take effect on July 1, 2020, the welfare of The Metropolitan Government of Nashville and Davidson County requiring it.

RECOMMENDED BY:

INTRODUCED BY:

\_\_\_\_\_  
Les Bowron, Director of Personnel  
Metropolitan Health Department

\_\_\_\_\_  
Dr. Alex Jahangir  
Chair, Metropolitan Board of Health

\_\_\_\_\_  
Members of Council

APPROVED AS TO AVAILABILITY  
OF FUNDS:

\_\_\_\_\_  
Kevin Crumbo, Director  
Metropolitan Department of Finance

APPROVED AS TO FORM  
AND LEGALITY:

\_\_\_\_\_  
Metropolitan Attorney

APPROVED AND RECOMMENDED TO THE  
METROPOLITAN COUNTY COUNCIL FOR  
ADOPTION:

\_\_\_\_\_  
John Cooper  
Mayor  
Metropolitan Government of Nashville  
and Davidson County