

# **Metropolitan Board of Health of Nashville and Davidson County September 25, 2015 Board Retreat Minutes**

The Retreat of the Metropolitan Board of Health of Nashville and Davidson County was called to order by Chair Sam Felker at 8:15 a.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 Foster, MD, Member  
Francisca Guzman, Member  
Margreete Johnston, MD, MPH, Member  
William S. Paul, MD, MPH, FACP, Director of Health  
Josh Lee, JD, Metro Department of Law

## **Welcome and Orientation**

Chairman Felker reviewed the Board's mandate and responsibilities, and asked Josh Lee to briefly summarize the Sunshine Law's restrictions and compliance. The Board was provided the ordinances and statutes governing the Board.

## **Reports by Bureau Directors**

Each of the Bureau Directors gave a report on major programs and responsibilities of each bureau and, using the SWOT analysis concept, explained how effectively the work of the bureau is being carried out. Reports were provided by:

Sanmi Areola, PhD ..... Environmental Health Services  
Tina Lester, RN, MSN ..... Population Health  
Shoana Anderson, MPH ..... Communicable Disease and Public Health Emergency Preparedness  
Sanjana Stamm, APRN, APN-BC ..... Community Health  
Jim Diamond, MBA..... Administrative Services

## **Report on Budget and Finance**

Jim Diamond presented a review of the MDPH budget and trends in funding. Mr. Diamond's report included the following highlights:

MPHD FY 2016 Budget is \$61,196,800, broken down into:

Grants- \$24,488,200

Contracts- \$17,310,200

Local- \$19,398,400

Grants are down slightly from 2015, whereas there is a slight increase in local funding and contracts. Since 2007, local positions have declined from 300 to 214.

MPHD is budgeted to earn revenue of \$5,204,700 from Animal Control, Medical/Vital Records, Clinics, Medical Examiner, Environmental and Vehicle Control. This is down \$440,000 from 2015.

Mr. Diamond discussed a recurring issue with grants being pressured by pay increases, since the grantors do not typically permit raises for grant positions. While grant funding has largely remained flat, factors such as increases to salaries, fringe benefit raises, and mileage rates impact our grants. These increases have forced cuts to below the line items and elimination of positions. For reference: in 2016 there is a 2.5% Cost of Living Allowance and 2% Open Range increase. In 2015, the Board approved a 1% Cost of Living Allowance and 1% Open Range increase. These increases followed the Mayor's announcement that the proposed budget would include the same raises for other Metro employees.

### **Report by Dr. Paul regarding Senior Management Team**

Dr. Paul presented a plan to split the Administrative Services bureau into two bureaus, one focused on finance and the other on operations. The concept is that of a Chief Financial Officer and Chief Operations Officer. Dr. Paul also plans to fill the Deputy Director position with a candidate who is strong in public health and management. There was a discussion about which departments would be assigned to each of the new bureaus. Dr. Paul will consider the input provided by the Board and present a new organizational chart for the Board's approval at its next meeting.

### **Discussion on Board Engagement and Governance**

The Board discussed ways in which to engage more meaningfully with the Department. Ideas include:

- Having each Board member serve as a liaison with one of the bureaus. The liaison would confer regularly with the bureau and keep up with programs, personnel changes, important developments, problems and challenges in the bureau.
- Asking the Bureau Chiefs to report regularly to the Board about his/her ongoing SWOT analysis.
- Forming committees to address and manage various business of the Board (e.g., personnel, budget, community engagement).
- Increasing communication from Dr. Paul to the Board and within the Board (about matters that are not subject to deliberation).
- Authoring op-ed pieces to advance the public health agenda of Nashville.

### **Discussion of Dr. Paul's Evaluation**

Chairman Felker reviewed the process of Dr. Paul's written evaluation dated February 10, 2015, and Dr. Paul's improvement plan submitted April 10, 2015. Chairman Felker asked Dr. Paul to provide a written update describing actions taken and results achieved since the plan was submitted. Mr. Felker reminded the Board that Dr. Paul's contract runs through June 17, 2017, and the process for determining whether the Board will renew must begin no later than February 1, 2017. Dr. Paul informed the Board that by June 17, 2016, he wants to have a serious conversation with the Board about whether he will seek renewal, as well as the Board's position. The Board agreed that is an appropriate plan.

The meeting adjourned at 1:10 p.m.

Respectfully submitted,

Samuel L. Felker, J.D.  
Chair