

**Metropolitan Board of Health of Nashville and Davidson County  
March 16, 2022, Meeting Minutes**

The regular meeting of the Metropolitan Board of Health of Nashville and Davidson County was called to order by Chair Tené Franklin at 4:04 p.m. in the Centennial Room, on the first floor of the Lentz Public Health Center, 2500 Charlotte Avenue, Nashville, TN 37209.

**Present**

Tené H. Franklin, MS, Chair  
Calvin M. Smith III, MD, Vice-Chair  
Carol Etherington, RN, Member  
David Frederick, MS, Member  
Lloyda B. Williamson, MD, Member  
Gill C. Wright, III, MD, Director of Health  
Hugh Atkins, REHS, Environmental Health Bureau Director  
Jim Diamond, MBA, Finance and Administration Bureau Director  
Ashley Harrington, Metro Animal Care and Control Director  
Samantha Wank, RN, Family Planning Administrator  
Carline Fanfan, RN, East Clinic Manager  
Michelle Runnfeldt, RN, Lentz 120 Clinic Manager  
Karina Maza, NP, Woodbine Clinic  
Tom Sharp, Director of Policy and Legislative Liaison  
Laura Varnier, MNsc, APRN, FNP-BC, CEN, Clinical Services Bureau Director  
Derrick Smith, JD, Metro Legal

**BOARD OF HEALTH**

**Approval of February 10, 2022, Meeting Minutes**

**Vice-Chair Smith made a motion to approve the February 10, 2022, meeting minutes, as written. Ms. Etherington seconded the motion, which passed unanimously.**

**Approval of Grant Applications**

Mr. Diamond presented two items:

- 1. Centers for Disease Control and Prevention Public Health Associate Program (PHAP) – Nashville Strong Babies**  
Term: October 2022-September 2024  
Amount: NA
- 2. Centers for Disease Control and Prevention Public Health Associate Program (PHAP) – Health in All Policies**  
Term: October 2022-September 2024  
Amount: NA

**Ms. Etherington made a motion to approve the grants and contracts. Vice-Chair Smith seconded the motion, which passed unanimously.**

**Approval of Grants and Contracts**

Mr. Diamond presented seven items:

- 1. Grant from the State of Tennessee Department of Health -- Presumptive Eligibility Grant**  
Term: July 1, 2019-June 30, 2023  
Amount: \$206,600 (new total \$826,400)
- 2. Grant Award from the National Environmental Health Association (NEHA) – FDA Retail Food Program Standards Self-Assessment**

Term: February 15, 2022-December 29, 2022

Amount: \$4,484

**3. Grant Award from the National Environmental Health Association (NEHA) – FDA Retail Food Program Standards Training and Staff Development**

Term: February 15, 2022-December 29, 2022

Amount: \$6,358

**4. Grant from Friends of MACC**

Term: NA

Amount: \$20,000

**5. Fee for Service Contract with Tennessee Department of Health – Postmortem Examinations & Consultations**

Term: January 1, 2022-December 31, 2026

Amount: \$651,466

**6. Memorandum of Understanding with Metro Nashville Public Schools – School Nursing**

Term: July 1, 2022-June 30, 2027

Amount: \$10,538,852.10

**7. Memorandum of Understanding with Tennessee Department of Health – Vaccine Trailer**

Term: execution + 3 years

Amount: NA

**Vice-Chair Smith made a motion to approve the grants and contracts. Dr. Williamson seconded the motion, which passed unanimously.**

**Update from Metro Animal Care and Control**

Metro Animal Care and Control Director Ashley Harrington presented an update on Metro Animal Care and Control, and she and Mr. Atkins explained the program's needs ([Attachment I](#)).

**Update on Family Planning**

Laura Varnier, Samantha Wank, Carline Fanfan, Michelle Runnfeldt, and Karina Maza presented an update on the Family Planning program ([Attachment II & III](#)).

**Proposed Updated Organizational Chart**

Dr. Wright referred to the draft organizational chart provided in the advance packet and invited comment and questions from the Board ([Attachment IV](#)); discussion was held.

**Mr. Frederick made a motion to approve the organizational chart as presented with the modification for representational purposes that Health Equity bureau being moved to the top, as Human Resources, and that each of those have a dotted line back to the bar of the overarching reporting structure. Vice Chair Smith seconded the motion, which passed. Ms. Etherington abstained.**

**Finalize Charter Change Recommendations**

Tom Sharp provided an updated version of the proposed changes to the Metro Charter ([Attachment V](#)). Discussion was held about it and how the proposed changes would appear on the ballot, and Mr. Sharp pledged to provide a clean copy of the document. A communications plan specific to the ballot proposal was requested and Vice-Chair Smith volunteered to assist.

**Update on Pay Equity Study**

Mr. Diamond, Dr. Wright and Mr. Frederick provided an update on the status of a pay equity study being conducted by Metro. They advised that a request had been submitted to Metro to include the Board's request for Dr. Wright, the ELT and Board members to receive Phase One Training offered by the Racial Equity Institute. Chair Franklin requested a written one-page summary of the status.

### **Report of the Director**

Dr. Wright referred to the update provided in the Board packet ([Attachment VI](#)) and highlighted several elements.

### **Report of Chair**

Chair Franklin expressed appreciation to Tom Sharp for his research on a request she had made.

Chair Franklin thanked Ms. Harrington for her presentation on Metro Animal Care and Control.

Chair Franklin thanked Dr. Black for the blocking and tackling that she's doing, making sure the department is represented in different conversations and that the Board has that risk-benefit analysis for how we show up in our work.

Chair Franklin recognized the commitment of the Board members and thanked them for all they do.

Chair Franklin thanked the Executive Leadership team for their efforts in support of Racial Health Equity. She encouraged everyone to register for the Harvard P.H. Chan's School of Public Health webinar, "The High Cost of Racism, Inequality, the Economy, and Public Health," on Monday March 21. She thanked Ms. Lester for bringing it to her attention.

### **New Business / Review of Board Requests**

Board Requests:

- Clean copy of charter changes
- Communications plan for Charter changes (Vice-Chair Smith will participate)
- Social media messaging -- public health message to young females in regard to family planning
- Follow up on funding for Phase One training by the Racial Equity Institute, and a one-page summary of the status of it and the pay equity study
- Follow up strategic conversation about health and wellness and opioids from division to bureau

### **Other Business**

Vice-Chair Smith and Chair Franklin acknowledged the efforts of Josh Love and others at the March 10 Council meeting discussion about the opioid epidemic led by District 12 Councilmember Erin Evans.

### **Adjournment**

**Dr. Williamson made a motion to adjourn the regular meeting. Ms. Etherington seconded the motion, which passed unanimously.**

### **CIVIL SERVICE BOARD**

#### **Request to Schedule a Public Hearing: Modification or Amendment of Board of Health Civil Service Rules 4.11 and 4.5**

Mr. Diamond requested the Board schedule a public hearing regarding modification or amendment of Board of Health Civil Service Rules 4.11 and 4.5.

**Mr. Frederick made a motion to schedule a public hearing regarding modification or amendment of Board of Health Civil Service Rules 4.11 and 4.5 on April 14, 2022. Dr. Williamson seconded the motion, which passed unanimously.**

#### **Request to Schedule a Public Hearing: Modification or Amendment of Board of Health Civil Service Rule 5.7**

Mr. Diamond requested the Board schedule a public hearing regarding modification or amendment of Board of Health Civil Service Rule 5.7.

**Dr. Williamson made a motion to schedule a public hearing regarding modification or amendment of Board of Health Civil Service Rule 5.7 on April 14, 2022. Ms. Etherington seconded the motion, which passed unanimously.**

**Public Hearing: Requested Change to Nutritionist 2 Job Description**

Chair Franklin opened the public hearing.

Mr. Diamond presented the proposed change to the Nutritionist 2 job description ([Attachment VII](#)).

Chair Franklin invited comments.

There being no comments, Chair Franklin closed the hearing. The matter will be presented for approval at the April 14, 2022, regular meeting.

**Personnel Changes**

Mr. Diamond referred to the February 2022, Personnel Changes, which were unremarkable.

Mr. Diamond advised that a revised exit learning process was being implemented and asked if the Board would prefer to review the results quarterly or every six months; several of the Board requested quarterly.

**Adjournment**

**Vice-Chair Smith made a motion to adjourn the Civil Service Board meeting. Dr. Williamson seconded the motion, which passed unanimously.**

The meeting adjourned at 6:06 p.m.

**Next Regular Meeting**

The next regular meeting of the Board of Health is scheduled to be held at 4:00 p.m. on Thursday, April 14, 2022, in the Centennial Room, on the first floor, at 2500 Charlotte Avenue, Nashville, TN, 37209.

Tené H. Franklin, MS  
Chair