

**Metropolitan Board of Health of Nashville and Davidson County  
July 13, 2023, 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 4:05 p.m. in the Lentz Public Health Center Board Room, 2500 Charlotte Avenue, Nashville, TN 37209.

**Present**

Tené H. Franklin MS, Chair  
Carol Etherington RN, Member  
David Frederick MS, Member  
Lloyda Williamson MD Member  
Gill C. Wright III MD, Director of Health  
Melva Black EdD, Deputy Director  
Jim Diamond MBA, Finance and Administration Bureau Director  
Carline Fanfan RN, Woodbine Clinic Manager  
Fonda Harris PhD, Population Health Bureau Director  
Kebera Leach MPH, Chief Health Strategist  
Wyntress Patterson JD, Human Resources Director  
Laura Varnier MNsc, Director of Nursing and Director of Clinical Services Bureau  
Davie Tucker, Executive Director, Metro Human Relations Commission  
Ashley Bachelder MPH, Director of Policy and Research, Metro Human Relations Commission  
Derrick Smith JD, Metro Law Department

**BOARD OF HEALTH**

**Public Comment Period**

The request to comment at the meeting was taken up at the beginning of the meeting; there were no requests to publicly comment.

Chair Franklin invited comments from anyone present. There were none.

**Declarations of Conflicts/Recusals or Communiques from the Public on Agenda Items**

Chair Franklin asked that Board members who may have declaration of conflict or recusal, or who had had communiques from the public on agenda items, to voice their declaration. Dr. Williamson noted that she and Vice-Chair Smith had two interactions related to Meharry business, and Chair Franklin noted that Vice-Chair Smith had texted her regarding his absence from the meeting.

**Approval of June 8, 2023, Regular Meeting Minutes**

**Mr. Frederick made a motion to approve the June 8, 2023, regular meeting minutes, as distributed. Dr. Williamson seconded the motion, which passed unanimously.**

**Employee Recognition**

Dr. Wright recognized the June 2023 Employee of the Month, Carline Fanfan, and the June 2023 Team of the Month, Shannon Heath and Tara Symlar.

**Presentation from Metro Human Relations Commission**

Davie Tucker and Ashley Bachelder presented “IncluCivics: An Analysis of Employee Demographics Salary Equity of 51 Metro Departments, 2015-2022.” The full report can be found at this link: [IncluCivics 2023 \(FINAL\) \(nashville.gov\)](https://www.nashville.gov/inclu-civics-2023-final)

Mr. Frederick requested that when the Pay Equity Study is received, the Metro Human Relations Commission be engaged to ensure that what we are doing is consistent with the data that we see and consistent with best practices, and also see what we can do with the data.

### **Approval of Grant Applications**

Jim Diamond presented one item:

1. **Grant from the Environmental Protection Agency – Air Pollution 103 Revised Application**  
Term: June 1, 2023-May 31, 2026  
Amount: \$64,825

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

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

Mr. Diamond presented two items:

1. **Grant from the Environmental Protection Agency – Air Pollution 103**  
Term: July 1, 2023-May 31, 2026  
Amount: \$64,825
2. **Grant from the Tennessee Department of Human Services – Childcare Agency Immunization Audits**  
Term: October 1, 2021-September 30, 2024  
Amount: \$576,905

**Ms. Etherington made a motion to approve the grants and contracts. Mr. Frederick seconded the motion, which passed unanimously.**

### **Budget Update**

Mr. Diamond referred to the item in the Director's Update in the advance packet:

On June 20, Metro Council passed the budget for Fiscal Year 2024, which began July 1. The amended budget that was passed was largely reflective of the budget Mayor Cooper proposed with some additions for MPHD, and more importantly, no subtractions.

The Mayor's proposed budget recommended a 4% Cost of Living raise as well as funding for 3% merit increases and steps for eligible employees. The substitute budget increased the COLA to 6%. While funding for salary increases for locally funded positions is placed into MPHD's budget, the same is not true for grant-funded positions. Grant funding has largely remained stagnant over the years, and large salary increases the last few years have squeezed our grants to the point of some not being able to sustain the raises at the same staffing levels.

Per MPHD Civil Service Rule 4.3, employees in open range positions need to have been hired by August 1, 2022, to be eligible to receive an open range increase and have received a score of meets expectations or better on their last performance evaluation. Employees in step pay grades who are eligible for a step increase this fiscal year will receive the step on their date of next increment, which in most cases is their anniversary date or anniversary date of their most recent status change.

Employees will begin to see salary improvements reflected on the July 14 paycheck. That check will cover the pay period from June 24-July 7, so approximately half of that check will be at the old rate and half at the new rate. The July 28 check will be the first full check inclusive of any salary increases.

Dr. Wright noted that Nurse in Every School is supported by COVID funding, which would end at the end of next year's school year, and he asked the Board to support local funding for the additional school nurses.

Mr. Diamond noted that last year Mayor Cooper had instituted a minimum wage of \$18.00, which had been raised to \$18.50. The minimum annual salary for a full time Health Department employee is \$40,279.

### **Report of the Director**

Dr. Wright referred to the update provided in the Board packet (Attachment I) and highlighted a few items therein.

Dr. Wright advised that Rachel Franklin will report at the October 12, 2023, regular Board meeting on the switch from the STD Outreach reporting database PRISM to the NBS reporting database.

### **Report of the Chair**

Chair Franklin announced that she has been working with the Community Safety Advisory Group working with the Mayor's office to understand and help inform funding available for efforts toward public safety, particularly with youth. The next meeting would be the following Monday and Chair Franklin said she would provide a report after that.

Chair Franklin said she had met with Drs. Wright and Black on their goals and they were formulating their goals to review with her and then they would be shared with the Board.

Chair Franklin said she and Dr. Wright have discussed the dashboard and it being available to the Board.

Chair Franklin stated that she will be working with Dr. Wright on how to provide information to the Board members so they can use their voices to amplify the direction of the Department.

Chair Franklin noted that due to various circumstances no members were able to attend the National Association of Local Boards of Health annual conference.

Chair Franklin stated that she had visited East Clinic, Woodbine Clinic, South Nutrition Center, and Metro Animal Care and Control with Dr. Black, Kebera Leach, and Jake Lorber in Health Equity. She encouraged other Board members to do likewise.

Chair Franklin called everyone to action in making the work of the department the best public health work in the southeast United States.

Chair Franklin announced that Ms. Etherington would be leaving the Board, and thanked her for her service and for asking questions. Ms. Etherington announced that she looked forward to interacting with staff in a different way and working on projects that were especially important to her.

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

Board Requests of Department:

1. When the Pay Equity Study is received, engage the Metro Human Relations Commission to ensure that what we are doing is consistent with the data that we see and consistent with best practices, and also see what we can do with the data.
2. Rachel Franklin will present to the Board in October regarding the switch from PRISM to NBS for STI infections.

Departmental Request of the Board: Support funding to maintain Nurse in Every School.

### **Other Business**

Chair Franklin recognized Dr. Black, who:

- Introduced Chief Health Strategist Kebera Leach, MPH
- Shared a video clip highlighting that Gov. Bill Lee had recently signed into law the Norma Jean Upshaw Act, which was named for Dr. Fonda Harris' mother. The act requires landlords to provide a minimum of 60 days' notice to tenants over 62 years of age if their lease agreement is

being terminated and Ms. Upshaw's family has established a foundation to facilitate affordable senior housing.

**Adjournment**

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

**CIVIL SERVICE BOARD**

Chair Franklin opened the Civil Service Board meeting.

**Public Hearing: Metro Animal Care and Control Job Description**

Chair Franklin closed the Civil Service Board meeting and opened the public hearing.

Ms. Patterson explained the change being requested to the job description of Licensed Veterinary Technician Senior (Attachment II).

Chair Franklin opened the floor for public comment. There being none, Chair Franklin closed the public hearing.

Discussion was held.

**Mr. Frederick made a motion to approve the change to the Metro Animal Care and Control job description Licensed Veterinary Technician Senior. Dr. Williamson seconded the motion, which passed unanimously.**

**Personnel Changes**

Ms. Patterson referred to the June 2023, Personnel Changes.

Chair Franklin and Dr. Black noted Dr. Stephanie Kang's resignation and praised her contributions during her two years with the Department.

**Adjournment**

Chair Franklin adjourned the Civil Service Board meeting at 5:37 p.m.

**Next Regular Meeting**

The next meeting of the Board of Health will be special called and held at 4:00 p.m. on Tuesday, August 22, 2023, at the Lentz Public Health Center Board Room, 2500 Charlotte Avenue, Nashville, TN 37209. The regular meeting could not proceed on the second Thursday of the month due to an anticipated lack of quorum on August 10.

Tené H. Franklin  
Chair