

**Metropolitan Board of Health of Nashville and Davidson County  
March 21, 2024, Regular 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 4:02 p.m. in the Lentz Public Health Center Board Room, 2500 Charlotte Avenue, Nashville, TN 37209.

**Present**

Tené H. Franklin MS, Chair  
Marie Griffin MD, Vice-Chair  
Calvin M. Smith III MD, Member  
Carol Ziegler, APRN, Member  
Gill C. Wright III MD, Director of Health  
Melva Black EdD, Deputy Director  
Jim Diamond MBA, Finance and Administration Bureau Director  
Rhonda Graham, Administrative Assistant, Clinical Services  
Fonda Harris PhD, Population Health Bureau Director  
Anthony Johnson Esq.  
Wyntress Patterson JD, Human Resources Manager  
Tom Sharp, Government Liaison and Director of Policy  
Joanna Shaw-KaiKai MD, Medical Services Director  
Laura Varnier MNsc, Clinical Services Bureau Director  
Derrick Smith JD, Metropolitan Department of Law

**BOARD OF HEALTH**

**Public Comment Period**

There were no requests by the public to address agenda items.

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

Chair Franklin asked that Board members who may have declarations of conflict or recusal, or who had had communiques from the public on agenda items, to state such. There were none.

**Approval of February 8, 2024, Meeting Minutes, and March 1, 2024, Annual Retreat Meeting Minutes**  
Vice-Chair Griffin made a motion to approve the February 8, 2024, regular meeting minutes, and the March 1, 2024, annual retreat meeting minutes as distributed. Dr. Smith seconded the motion, which passed unanimously.

**Update on Electronic Health Records**

Dr. Shaw-KaiKai and Ms. Varnier presented an update on Electronic Health Records and the challenges and expected purchase and implementation (Attachments I & II).

**Employee Recognition**

Dr. Wright recognized Marge Manuel, a supervisor in the WIC program, as February 2024 Employee of the Month, and invited Board members to her retirement celebration on Friday, March 29.

Dr. Wright invited Rhonda Graham to share details about the Public Health Week (April 1-7) activities.

Dr. Black announced that Anthony Johnson would be leaving the department. Mr. Johnson most recently served as Health Manager 2 in the Cure Violence program.

**Approval of Grant Applications**

Mr. Diamond presented two grant applications:

1. **SAMHSA Strategic Framework Prevention Application**

Term: September 30, 2024-September 29, 2029  
Amount: \$1,875,000

2. **Metro Nashville Public Schools Grant Application to the CDC: “Improving Adolescent Health and Well-Being Through School-Based Surveillance and the What Works in Schools Program”**

Term: August 1, 2024-July 31, 2029  
Amount: \$280,000 (5-years)

**Dr. Smith made a motion to approve the grant application. Dr. Ziegler seconded the motion, which passed unanimously.**

**Approval of Grants and Contracts**

Mr. Diamond presented four items:

1. **Affiliate Agreement with the University of Tennessee**

Term: January 1, 2024-December 31, 2028  
Amount: NA

2. **Fee for Service Grant from the State of Tennessee Department of Health – Presumptive Eligibility Services**

Term: July 1, 2024-June 30, 2027  
Amount: \$619,800

3. **Grant Amendments #4 and #5 from the Centers for Disease Control and Prevention – Community Health Workers**

Term: August 31, 2021-August 30, 2024  
Amount: NA (total still \$3,000,000)

4. **Grant from National Association of City and County Health Officials – Violence Prevention Action Team**

Term: January 1, 2024-July 31, 2024  
Amount: \$30,000

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

**Discuss Report to Mayor**

Chair Franklin noted that the material in the packet was not complete and asked that Dr. Wright share the correct full draft with the Board for discussion at a future meeting.

**Report of the Director**

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

Dr. Wright mentioned the Behavioral Health Summit would be held April 23-24 at Riverside Nashville at 800 Youngs Lane, Nashville, TN 37207.

**Report of the Chair**

Chair Franklin noted that the National Association of Local Boards of Health invitation to submit abstracts for its annual conference to be held in Nashville August 12-14, 2024, would be closing the next day. She listed the suggested topics and invited those interested in submitting contact her.

Chair Franklin observed that members may find themselves approached by department staff and reminded them that there are processes for those situations, and requested encouraging members of the workforce from abstaining from assumptions, and instead ask questions.

Chair Franklin thanked Dr. Shaw-KaiKai and Ms. Varnier for their presentation on Electronic Health Records.

Chair Franklin invited Board members to share if they were interested in serving as a liaison to the department in re the proposed Woodbine facility. Dr. Ziegler expressed her interest.

Chair Franklin advised that the Director's current contract would expire August 31, 2024, and Mr. Smith would be sharing information about the process with Board members, and had advised her to talk with Metro HR Director Shannon Hall. She said she would report back to the Board in April.

#### **Public Comment Period (Community Voices)**

There were no requests from the public to address the Board.

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

Dr. Ziegler will be the Board liaison in regard to the proposed new Woodbine facility.

Dr. Smith will be the Board liaison in regard to the implementation of the Electronic Health Records system once it has been purchased.

Dr. Wright will provide draft of the Board Report to the Mayor.

#### **Adjournment**

**Dr. Smith made a motion to adjourn the regular meeting. Dr. Ziegler seconded the motion, which passed unanimously.**

#### **CIVIL SERVICE BOARD**

##### **Request to Schedule a Public Hearing Regarding Veterinary Position at MACC**

Ms. Patterson requested a public hearing be scheduled regarding changes to the veterinarian position at Metro Animal Care and Control, and gave explanation of the change (Attachment IV)

**Vice-Chair Griffin made a motion to schedule a public hearing on April 11, 2024, regarding the veterinarian position at Metro Animal Care and Control. Dr. Smith seconded the motion, which passed unanimously.**

##### **Approval of Policy on Pay Differentials**

Ms. Patterson requested approval of a policy regarding pay differentials (Attachment V).

**Dr. Smith made a motion to approve the policy on pay differentials as proposed. Dr. Ziegler seconded the motion, which passed unanimously.**

##### **Personnel Changes**

Ms. Patterson referred to the February 2024, Personnel Changes, which were unremarkable.

#### **Adjournment**

Chair Franklin adjourned the Civil Service Board meeting at 6:07 p.m.

#### **Next Regular Meeting**

The next meeting of the Board of Health will be held at 4:00 p.m. on Thursday, April 11, 2024, at the Lentz Public Health Center Board Room, 2500 Charlotte Avenue, Nashville, TN 37209.

Tené H. Franklin  
Chair