

**Metropolitan Board of Health of Nashville and Davidson County
May 9, 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 4:00 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
Rebecca Whitehead MBA, 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
Rachel Franklin MBA, Communicable Disease and Emergency Preparedness Bureau Director
Ann Melville-Chester PhD, Behavioral Health and Wellness Program Director
Wyntress Patterson JD, People & Culture Bureau Director
Tom Sharp, Director of Policy and Governmental Liaison
Aaron Shelton, Human Resources Manager
Laura Varnier MNsc, Clinical Services Bureau Director
Matthew Garth JD, Metropolitan Department of Law
Shannon Hall, Metro Human Resources Director
Razel Jones, Metro Human Resources Workforce Diversity Manager

CIVIL SERVICE BOARD

Public Hearing Regarding Mayor’s Executive Order No. 48 – Poll Worker Program

Dr. Wright introduced Aaron Shelton, the department’s human resources manager. Mr. Shelton briefly reviewed the Mayor’s Executive Order No. 48 – Poll Worker Program (Attachment I) and requested Board approval.

Chair Franklin opened the public hearing.

Chair Franklin invited comment from the public. There being none, Chair Franklin closed the hearing.

Vice-Chair Griffin made a motion to approve the Mayor’s Executive Order No. 48 – Poll Worker Program as proposed. Dr. Smith seconded the motion, which passed unanimously.

Approval of Proposed FY25 Pay Plan

Mr. Diamond presented the proposed FY25 Pay Plan and requested approval (Attachment II).

Ms. Whitehead made a motion to approve FY25 Pay Plan as presented. Vice-Chair Griffin seconded the motion, which passed unanimously.

Personnel Changes

Mr. Shelton referred to the April 2024, Personnel Changes, and discussion was held.

Approval of Extension of Out-of-Class Pay

In accordance with Civil Service Rule 4.10G, Mr. Shelton requested the Board approve the extension of out-of-class pay for Abraham Mukolo PhD, whose out-of-class service as chief epidemiologist would reach 100 days on May 24, 2024.

Dr. Smith made a motion to approve the extension of out-of-class pay for Abraham Mukolo PhD, serving as interim chief epidemiologist. Dr. Ziegler seconded the motion, which passed unanimously.

Adjournment

Chair Franklin adjourned the Civil Service Board meeting.

BOARD OF HEALTH

Public Comment Period

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

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

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

Approval of April 11, 2024, Meeting Minutes

Vice-Chair Griffin made a motion to approve the April 11, 2024, regular meeting minutes as distributed. Ms. Whitehead seconded the motion, which passed unanimously.

Update on Electronic Health Records

Ms. Varnier presented a brief update on the status of Electronic Health Records in the procurement process.

Employee Recognition

Dr. Wright noted National Nurses' Week.

Dr. Wright recognized Rhonda Graham, who had been named March 2024 Employee of the Month, and East Preventive Services Team, which had been named March 2024 Team of the Month.

Approval of Grant Applications

There were no grant applications:

Approval of Grants and Contracts

Mr. Diamond presented five items:

1. **Grant from Friends of MACC**

Term: NA

Amount: \$19,638

2. **Grant Amendment from the Environmental Protection Agency – Air Pollution 105**

Term: October 1, 2019-September 30, 2024

Amount: \$125,000 (new total \$3,635,563)

3. **Grant from the Tennessee Department of Health – Public Health Emergency Preparedness and Crisis Response**

Term: July 1, 2023-July 31, 2026

Amount: \$8,918,957.11

4. **Grant Amendment #6 from the Centers for Disease Control and Prevention – Community Health Workers**

Term: August 31, 2021-August 30, 2026

Amount: NA (total still \$3,000,000)

5. **Grant to the National Network for Safe Communities**

Term: July 1, 2023-June 30, 2024

Amount: \$140,000

Dr. Smith made a motion to approve the grants and contracts as presented. Dr. Ziegler seconded the motion, which passed unanimously.

Discussion of Report to Mayor

Chair Franklin thanked Vice-Chair Griffin, Ms. Whitehead, and Dr. Ziegler for their service on the committee to recommend changes to the draft report (Attachment III).

Discussion was held and several edits were requested.

Approval of Report to Mayor

Dr. Smith made a motion to approve the report with changes as suggested. Dr. Ziegler seconded the motion, which passed unanimously.

Report of the Director

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

Dr. Wright said he and Dr. Black expected to present a revised organizational chart at the next Board meeting, in conjunction with other subjects such as succession planning, performance evaluations, and change management.

Dr. Wright commended Dr. Melville-Chester and her staff for their work on the Behavioral Health and Wellness Summit held April 23-24, and invited Dr. Melville-Chester to provide a few words, and she offered to share a slideshow with the Board that celebrated the event.

Dr. Wright asked Mr. Diamond to provide an update on the budget process.

Report of the Chair

Chair Franklin elected to forgo a report in the interest of time for the discussion on capabilities and competencies for the director position.

Public Comment Period (Community Voices)

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

New Business / Review of Board Requests

- Quarterly updates on Strategic Plan
- Regular updates on Woodbine clinic replacement.
- Regular reports to Board on Health Indicators
- Regular Annual Report to Mayor measuring outcomes v. activity
- Quarterly updates on PHEP Crisis Response grant
- Broadcast or livestream Board meeting

Discussion of Capabilities and Competencies for Director Position

Chair Franklin led a discussion of proposed capabilities and competencies for the director of health position (Attachment V).

Ms. Hall and Mr. Jones shared their expertise and suggestions, and offered to attend another meeting for further discussion.

Chair Franklin led a discussion about the capabilities and competencies for the Director of Health position, and then asked Board members to rank the importance of the proposed competencies.

Approval of Capabilities and Competencies for Director Position

Dr. Smith made a motion to approve the capabilities and competencies for the Director of Health position as ranked by Board members. Ms. Whitehead seconded the motion, which passed unanimously.

Adjournment

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

The meeting was adjourned at 6:47 p.m.

Next Regular Meeting

The next meeting of the Board of Health will be held at 4:00 p.m. on Thursday, June 13, 2024, at the Lentz Public Health Center Board Room, 2500 Charlotte Avenue, Nashville, TN 37209.

Tené H. Franklin
Chair