

**Metropolitan Board of Health of Nashville and Davidson County
July 18, 2024, Special Called Meeting Minutes**

The special called 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 Lentz Public Health Center Board Room, 2500 Charlotte Avenue, Nashville, TN 37209.

Present

Tené H. Franklin MS, Chair
Calvin M. Smith III MD, Member
Lloyda Williamson MD, Member
Rebecca Whitehead MBA, Member
Carol Ziegler APRN, Member
Gill C. Wright III MD, Director of Health
D’Yuanna Allen-Robb MPH, Population Health Assistant Bureau Director and Nashville Strong Babies
Melva Black EdD, Deputy Director
Jim Diamond MBA, Finance and Administration Bureau Director
Wyntress Patterson JD, People and Culture Bureau Director
Tom Sharp, Director of Policy and Governmental Liaison
Aaron Shelton MBA, Human Resources Manager
Shannon Hall, Metro Human Resources
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 June 13, 2024, Meeting Minutes

Ms. Whitehead made a motion to approve the June 13, 2024, regular meeting minutes as distributed. Dr. Ziegler seconded the motion, which passed unanimously.

Update on Electronic Health Records

Dr. Shaw-KaiKai presented a brief update on the status of Electronic Health Records.

Employee Recognition

Dr. Wright announced that Dylain Francisco in Preventive Health Services, Lentz Clinic, had been named June 2024, Employee of the Month, and the Metro Animal Care and Control Animal Care Team, had been named June 2024, Team of the Month.

He asked Dr. Black to provide a special recognition of staff in the Nashville Strong Babies program and particularly D’Yuanna Allen-Robb, in securing a \$5.5 million grant to support pregnant and parenting families and for the celebration held July 11, which featured Mayor Freddie O’Connell. Angela Boffah and Dawn Smith had received an award for recognizing that two of their clients required medical intervention. She also recognized Chemyeeka Tumblin in the Community Health Worker program, which had received a \$1.4 million no-cost extension. Chair Franklin expressed special appreciation to all, and Ms. Allen-Robb made special note of Matt Peters’ efforts in publicizing and recording the special events.

Approval of Grant Applications

There were no grant applications.

Approval of Grants and Contracts

Mr. Diamond presented three items:

1. **Grant from the Tennessee Department of Health – TB Control and Prevention**
Term: July 1, 2024-June 30, 2025
Amount: \$1,540,900 (decrease of \$180,600)
2. **Grant from the Tennessee Department of Health – Community Health Access and Navigation in Tennessee (CHANT)**
Term: July 1, 2024-June 30, 2025
Amount: \$2,041,200 (increase of \$15,000)
3. **Affiliate Agreement with the University of Tennessee College of Social Work**
Term: September 1, 2024-August 31, 2029
Amount: NA

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

Report of the Director

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

Chair Franklin asked Dr. Wright for an update on the Health Disparities grant, which Dr. Wright provided. The grant ended at the end of May, 2024.

Approval of Interim Director of Health and Chief Medical Officer

Chair Franklin made a motion to appoint Dr. Joanna Shaw-KaiKai as Interim Director and Chief Medical Officer, effective September 1, 2024. Dr. Smith seconded the motion, which passed unanimously.

Presentation by Metro Human Resources on Director Search

Ms. Hall and Ms. Patterson joined the table.

Ms. Hall advised the Board on the process of the search for a Director of Health and the support Metro Human Resources would provide, as well as how Board members would be participating in the various aspects of the search while maintaining compliance with the Open Meetings law. She said she will provide a timeline for the process at the August 8, Board regular meeting.

Approval of Director of Health Job Description

Chair Franklin referred to the proposed job description for the Director of Health position (Attachment II). Ms. Hall explained how it was formulated, including elements required by the changes to the Metro Charter, answered questions and received suggestions posed by Board members.

Dr. Smith made a motion to approve the job description for Director of Health position as written. Ms. Whitehead seconded the motion, which passed unanimously.

Report of the Chair

Chair Franklin announced she and Dr. Wright would be attending the NALBOH conference August 12-14 at the Hutton Hotel in Nashville, and other Board members were invited to communicate with the secretary if they wished to attend.

Public Comment Period (Community Voices)

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

New Business / Review of Board Requests

Board requests of the department:

1. Presentation on Metro Animal Care and Control Monthly Statistics Report
2. Provide link to Nashville Strong Babies video
3. Update on Woodbine (Dr. Wright provided at the meeting)

Departmental requests of the Board:

Address Out of Class Pay for Dr. Shaw-KaiKai as Interim Director and Chief Medical Officer at August regular meeting

Adjournment

Dr. Ziegler 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 Regarding Changes to the Pay Plan

Chair Franklin opened the public hearing.

Mr. Shelton requested Board approval of proposed changes to the Pay Plan (Attachment III).

Chair Franklin invited comments regarding the proposed changes. There were none.

Approval of Changes to the Pay Plan

Ms. Whitehead made a motion to approve the proposed changes to the Pay Plan. Dr. Smith seconded the motion, which passed unanimously.

Personnel Changes

Mr. Shelton referred to the June 2024, Personnel Changes.

Adjournment

Chair Franklin adjourned the Civil Service Board meeting at 5:23 p.m.

Next Meeting

The next regular meeting of the Board of Health will be held at 4:00 p.m. on Thursday, August 8, 2024, in the Lentz Public Health Center Board Room, 2500 Charlotte Avenue, Nashville, TN 37209.

Tené H. Franklin
Chair