

**Metropolitan Board of Health of Nashville and Davidson County  
August 8, 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  
Lloyda Williamson MD, 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  
Ashley Harrington, Metro Animal Care and Control Director  
Joanna Shaw-KaiKai MD, Medical Services Director  
Aaron Shelton, Human Resources Manager  
Laura Varnier MNSc, Clinical Services Bureau Director  
Shannon Hall, Director, Metro Human Resources  
Lisa Mason, Training and Talent Acquisition Manager, Metro Human Resources  
Clark Bridgman, Recruitment Specialist, Metro Human Resources  
Derrick Smith JD, Metropolitan Department of Law

**BOARD OF HEALTH**

**Dr. Smith made a motion to move agenda item, “Community Voices” to follow agenda item, “Public Comment.” Vice-Chair Griffin seconded the motion, which passed unanimously.**

**Public Comment Period**

There was one request to comment; Chair Franklin invited Councilmember (Dist. 12) and Chair of the Metro Council Public Health and Safety Committee Erin Evans to introduce herself. CM Evans addressed agenda item 9) Approval of the HR Posting, Marketing Piece, and Timeline for the Director Search.

**Public Comment Period (Community Voices)**

There were four requests to comment:

- Clare Sullivan addressed “Family Rights and Responsibilities Act Implications.”
- Patti Scott addressed “Family Rights and Responsibilities Act Implications.”

Chair Franklin invited Ms. Sullivan to email her questions to her and she would respond.

- Erika Burnett of the Community Foundation of Middle Tennessee, addressed “MHD E.D. Selection.”
- Travis Claybrooks of the Raphah Institute addressed “MHD E.D. Selection.”

Chair Franklin invited Ms. Burnett to email to her the items she had referenced in her comment.

**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 July 18, 2024, Special Called Meeting Minutes**

**Dr. Ziegler made a motion to approve the July 18, 2024, special called meeting minutes as distributed. Dr. Smith seconded the motion, which passed unanimously.**

### **Update on Electronic Health Records**

Ms. Varnier and Dr. Shaw-KaiKai presented a brief update on the status of Electronic Health Records and expressed the hope that the contract would be presented for approval at the next board meeting.

Ms. Varnier recognized the extraordinary efforts of Kathryn Correa in the process of procurement of the Electronic Health Records software.

### **Employee Recognition**

Dr. Wright announced that Isabella (Bella) Martinez of the Food and Public Facilities Protection Program, had been named July 2024, Employee of the Month, and that Woodbine WIC Clerical Team had been named July 2024, Team of the Month.

### **Approval of Grant Applications**

Mr. Diamond presented one grant application:

#### **Grant Application from the Environmental Protection Agency – Air Pollution 105**

Term: October 1, 2024-September 30, 2026

Amount: \$898,648 (match \$710,026) (total program \$1,608,674)

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

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

Mr. Diamond presented eight items:

- 1. Foundational Section Grant Amendments #3, #4, and #5 from the Centers for Disease Control and Prevention – Strengthening US Public Health Infrastructure, Workforce & Data Systems**  
Term: December 1, 2023-November 30, 2024  
Amount: unspent carryover amount \$387,358 (current Foundational award \$1,230,754)
- 2. Grant from the Tennessee Department of Health – Public Safety Partnerships on High Impact Areas**  
Term: September 1, 2024-August 31, 2025  
Amount: \$235,400
- 3. Contract with the Tennessee Department of Health – Childcare Agency Immunization Audits**  
Term: October 1, 2024-September 30, 2025  
Amount: \$152,000
- 4. Grant Amendments #7, #8, and #9 from the Centers for Disease Control and Prevention – Community Health Workers**  
Term: August 31, 2021-August 30, 2025  
Amount: NA (total award \$3,000,000)
- 5. Grant -- Donation from Friends of MACC**  
Term: NA  
Amount: \$18,750
- 6. Direct Appropriation to the Mental Health Coop**  
Term: July 1, 2024-June 30, 2025  
Amount: \$5,688,500
- 7. Memorandum of Understanding with Office of Homeless Services – Peer Support Specialist**  
Term: August 31, 2024-August 30, 2025  
Amount: \$196,170

**8. University of Nebraska CityMatCH Grant and Amendments #1 and #2**

Term: September 30, 2020-September 29, 2024

Amount: \$160,743

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

**Approval of Out of Class Pay for Interim Director and Chief Medical Officer**

Mr. Diamond requested approval of out of class pay for Dr. Joanna Shaw-KaiKai during her tenure as Interim Director and Chief Medical Officer. He proposed a 17% increase over her current salary, to equal Dr. Wright's salary.

**Vice-Chair Griffin made a motion to approve a 17% increase of Dr. Shaw-KaiKai's current salary as out of class pay for serving as Interim Director and Chief Medical Officer. Dr. Williamson seconded the motion, which passed unanimously.**

**Approval of the HR Posting, Marketing Piece and Timeline for the Director Search**

Ms. Hall, Ms. Mason, Mr. Bridgman, and Mr. Shelton provided a detailed explanation of the HR posting for the Director of Health position, the marketing piece, and the timeline (Attachment I).

Ms. Hall invited Board members and department leadership to share additional sites for targeted outreach in advertising the posting to reach highly qualified candidates.

Chair Franklin designated Ms. Whitehead to liaise with Metro HR as a subject matter expert during the process, with Dr. Ziegler as backup should Ms. Whitehead not be able to participate. Chair Franklin volunteered to participate in the initial interview panel.

**Dr. Smith made a motion to approve the HR posting, marketing piece and timeline for the director search. Dr. Ziegler seconded the motion, which passed unanimously.**

**Presentation on Metro Animal Care and Control Monthly Statistics Report**

Ms. Harrington referred to the statistics report in the packet (Attachment II) and provided explanation of it.

**Report of the Director**

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

**Report of the Chair**

Chair Franklin reminded the Board that the 2024 annual conference of the National Association of Local Boards of Health would be held at the Hutton Hotel in Nashville, and that Nick Tompkins and Wyntress Patterson were to be participants in the Preconference Session, "Public Health Infrastructure Grant," and Matthew Peters and Dr. Abraham Mukolo would present Breakout Session, "Leveraging Digital Storytelling to Communicate Emerging Health Issues: Contextualizing the Drug Overdose Crisis in Davidson County, TN."

**New Business / Review of Board Requests**

Presentations on Partners in Care and REACH at appropriate cadence.

**Adjournment**

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

**CIVIL SERVICE BOARD**

**Personnel Changes**

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

**Adjournment**

Chair Franklin adjourned the Civil Service Board meeting at 5:55 p.m.

**Next Meeting**

The next meeting of the Board of Health will be held at 4:00 p.m. on Thursday, September 12, 2024, at the Lentz Public Health Center Board Room, 2500 Charlotte Avenue, Nashville, TN 37209.

Tené H. Franklin  
Chair