

Metropolitan Board of Health of Nashville and Davidson County December 12, 2013 Meeting Minutes

The meeting of the Metropolitan Board of Health of Nashville and Davidson County was called to order by Chair Bill Hance at 4:00 p.m. in room 212 of the Lentz Public Health Center.

Present

William N. Hance, JD, Chair
Ruth C. Stewart, MD, Vice Chair
Alicia Batson, MD, Member
Carol Etherington, MSN, RN, Member
Henry Foster, MD, member
Sam Felker, JD, member
William S. Paul, MD, MPH, FACP, Director of Health
John Finke, Director of Pollution Control Division
Tom Sharp, Director of Policy and Governmental Affairs
Stan Romine, MPH, Director of Finance and Administration Bureau
Keri Kozlowski, JD., MPH, Chief Performance Officer and Director, Office of Quality Improvement
Jason Stamm, MPA, Accreditation Coordinator
Josh Lee, JD, Metro Legal

Ratification of Director's Order O-13-001 Regarding River Village Apartments

John Finke reviewed the timeline of the events leading to the Director's Order (Attachment I).



Dr. Stewart made a motion to ratify Director's Order O-13-001 issued to Mr. Shlomo Eplboim and Epanco Real Estate, LLC, for violations of asbestos-related requirements in Regulation No. 4, "Regulations for Hazardous Air Pollutants" at River Village Apartments, 2121 26th Avenue North, Nashville, Tennessee. Mr. Felker seconded the motion, which passed unanimously.

Update on Vehicle Emissions Testing Rebid

Tom Sharp updated the Board on the Rebidding of the Vehicle Emissions Testing contract in a PowerPoint (Attachment II).



Accreditation Report

Jason Stamm presented an overview of the Accreditation process (Attachment III).



Approval of November 14, 2013 Meeting Minutes

Dr. Stewart made a motion to approve the minutes of the November 14, 2013 meeting as written. Ms. Etherington seconded the motion, which passed unanimously.

Report of Chair

There was no report from the Chair.

Report of Director

Copies of the Director's Update to the Board were provided to Board members. Dr. Paul gave a summary of it. (Attachments IV). 

Dr. Paul also announced that Carolyn Riviere, director of the Fetal Infant Mortality Review program, had been named the Middle Tennessee Public Health Nurse of the Year by the March of Dimes on December 10, 2013.

Dr. Batson requested an update on Suicide Prevention at a future Board meeting.

Board members expressed their appreciation and thanks to Dr. Kimberlee Wyche-Etheridge.

Other Business

The Board Strategic Retreat was scheduled for January 24, 2014, 7:30 a.m.-1:30 p.m. Dr. Paul advised that he would poll Board members in order to set the agenda, which would be reviewed at the January meeting.

CIVIL SERVICE BOARD

Personnel Changes and Exit Interviews

Stan Romine presented the personnel changes, which were unremarkable.

Next Meeting

The next meeting of the Board of Health will be held at 4:00 p.m. on Thursday, January 9, 2014, in room 212 of the Lentz Public Health Center.

The meeting adjourned at 5:17 p.m.

Respectfully submitted,

William N. Hance, J.D.
Chair

MEMORANDUM

TO: Dr. William Paul

FROM: John Finke

DATE: December 5, 2013

SUBJECT: Ratification of Director's Order No. O-13-001 issued to Mr. Shlomo Eplboim and Ebandco Real Estate, LLC, for violations of the asbestos-related requirements in Regulation No. 4, "Regulations for Hazardous Air Pollutants" at River Village Apartments, 2121 26th Avenue North, Nashville, Tennessee.

The following is a brief timeline of events surrounding the issuance of Director's Order O-13-001 to Mr. Shlomo Eplboim and Ebandco Real Estate LLC (ERE), for violations of the asbestos-related requirements in Regulation No. 4, "Regulations for Hazardous Air Pollutants."

- April 4, 2013 While responding to an indoor air complaint, Pollution Control Division (PCD) staff observed several units in Building C of River Village Apartments that had been renovated and found a large amount of construction waste disposed of on the property.
- April 5, 2013 Certified letters were sent to Mr. Eplboim and ERE requiring an asbestos survey of Building C within 10 days of receipt. Mr. Eplboim failed to conduct the survey.
- May 1, 2013 Notice of Violation 13-032 was hand delivered to Mr. Eplboim for asbestos-related violations of Regulation No. 4, "Regulations for Hazardous Air Pollutants." Notice of Violation 13-033 was sent to ERE on May 3, 2013. The Notices of Violation required a fence to secure the site, an asbestos survey of Building C, and proper clean-up of the debris pile. Mr. Eplboim and ERE failed to meet these requirements.
- May 22, 2013 Dr. Paul declared the debris pile on the property a public health nuisance and ordered Mr. Eplboim and ERE to comply with the Notice of Violation. A fence was installed to restrict access to the pile. No other clean-up or survey was conducted.
- June 4, 2013 Mr. Eplboim and ERE met with PCD and Metro Legal staff and verbally committed to have a survey performed on Building C and to abate the nuisance within approximately one month. Mr. Eplboim and ERE failed to conduct the survey or clean the site.
- August 1, 2013 An Administrative Search Warrant was issued to Metro Codes which allowed PCD staff and a certified asbestos contractor to conduct a survey of Building C to determine the extent of the violations. The survey was conducted on August 8, 2013.

October 1, 2013 Consent Agreement A-13-001 was issued to Mr. Eplboim and ERE. The consent agreement contained a monetary penalty of \$150,000 based on the Board's guidelines for assessing civil penalties. Mr. Eplboim and ERE failed to respond to the Agreement.

October 15, 2013 Dr. Paul issued Director's Order O-13-001 containing the same monetary penalty of \$150,000 based on the Board's guidelines. Mr. Eplboim and ERE failed to appeal the Director's Order within thirty days.

As stated in the Director's Order, failure to appeal within thirty days shall be a waiver of the right to appeal and deemed as consent to the assessment which shall become final upon approval by the Board.

I am requesting that the Board ratify Director's Order O-13-001 as written.

cc: Brent Hager
Josh Lee



Metro **Public Health** *Dept*

Nashville / Davidson County

Promoting and Protecting Health

VEHICLE INSPECTION PROGRAM

**Preparation for
New Vehicle Emissions Testing Contract
2013**

TIMING

- Current contract expires June 30, 2015
- We want to put the RFP on the street as soon as possible to allow the maximum time for whatever capital requirements there may be.
- Two main goals are to keep the maximum amount of credit with EPA while maintaining the fee at no more than \$9 per test.

WHAT DO OUR CUSTOMERS THINK?

In a survey of 956 customers earlier this year, we found:

- 97% were satisfied with the location and 90% with the hours of their regular station
- 71% said they would like to be able to renew their tags at inspection, but only 35% would be willing to pay more
- 65% wanted more stations open on Saturday
- 30% would pay a higher fee for a shorter wait
- 24% would pay a higher fee for more stations

In short, customers want increased convenience and lowest cost

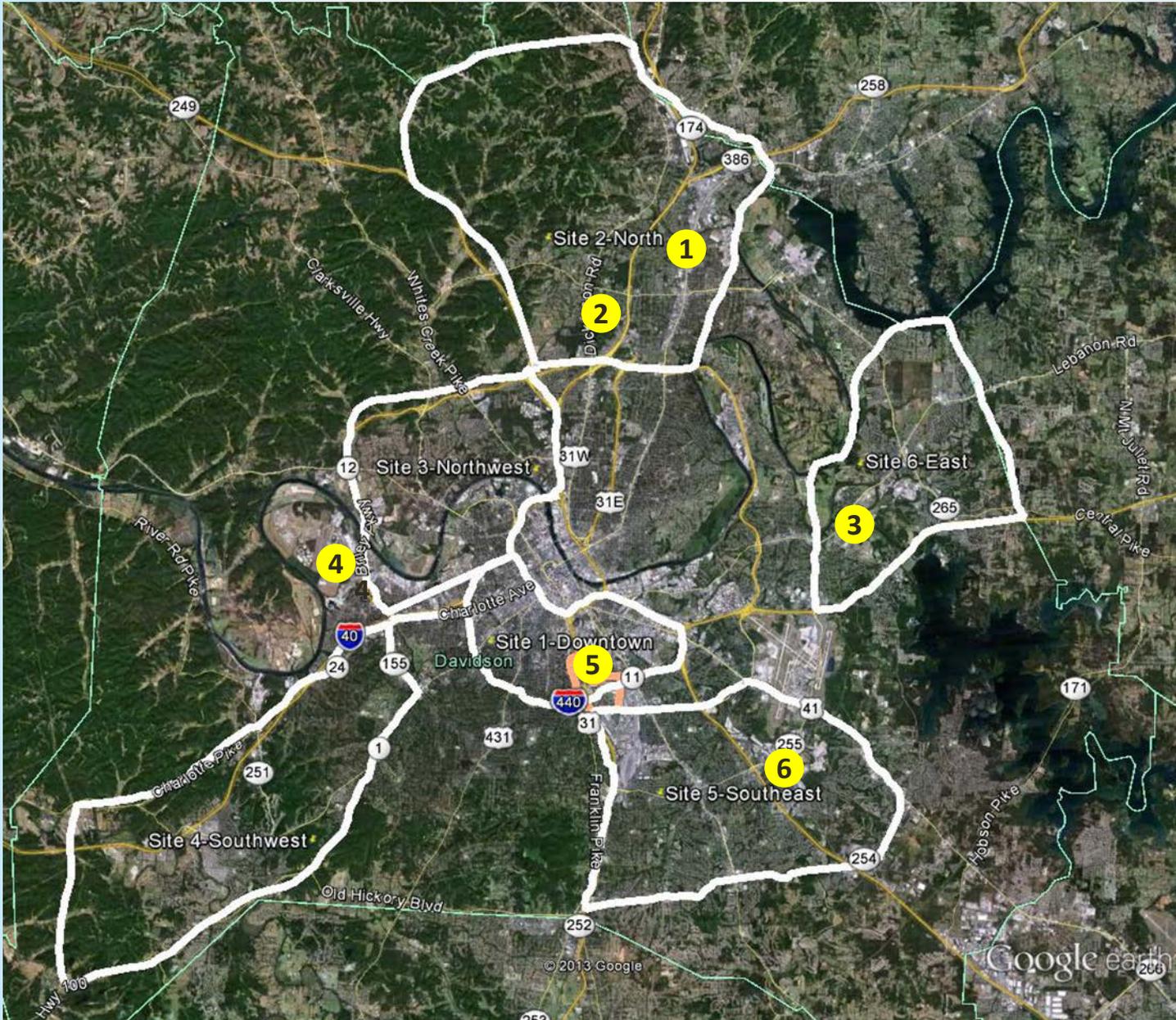
LONG RANGE PLAN

The MPO projects our population will increase 20% by 2030.

- We could build now for 2030 by requiring all new, larger stations.
- Currently we have 43 total test positions. This approach would require 54.
- The total hours of operation would increase by a third, from 360 to 480.
- Larger initial capital investment by vendor, forgone use of current stations.

Intermediate Plan

- Allow use of some of the existing stations, probably five of the six, and require one or two new station(s).
- Less capital intensive. We would require incremental expansion as needs dictate.
- Less likelihood of over-building, should the fleet mix, technological change or some other unforeseeable event drastically lower the estimated growth in vehicles.



Current Locations

- 1 Gallatin Pike
- 2 Dickerson Pike
- 3 Hermitage
- 4 Westbelt
- 5 Craighead
- 6 Antioch

Outlined areas denote zones for new stations

TAG RENEWAL

The RFP creates “virtual one-stop-shops” for customers who want to renew their vehicle’s registration at the time of testing. The stickers will be mailed by the Davidson County Clerk, but no further transaction will be required.

QUESTIONS?

COMMENTS?

MPHD & Accreditation



Metro **Public Health Dept**
Nashville/Davidson County
Promoting and Protecting Health

Accreditation

- What is it?
- What's it going to take?
- How long?
- What's the plan?
- Why are we doing it?
- What is the Board's role?



What is accreditation?

- **The development of a set of standards** to measure health department performance.
- The Public Health Accreditation Board (PHAB) **seeks to advance quality and performance within public health departments.**
- Accreditation through PHAB **provides a means for a department to identify performance improvement opportunities, to improve management, develop leadership, and improve relationships with the community.**
- Accreditation **documents the capacity** of the public health department to deliver the three core functions of public health and the Ten Essential Public Health Services.



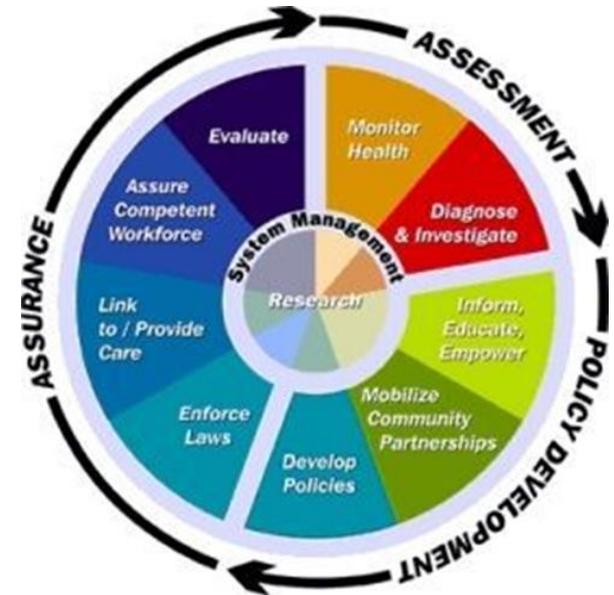
In other words.....

- Are we doing what we should be doing (criteria/core standards)?
- Can we prove it (documentation)?
- Is it current and in use?
- ***Keep on improving!!!***



12 Domains of Accreditation

- Domain 1** Conduct assessment activities
- Domain 2** Investigate health problems
- Domain 3** Inform and educate about public health
- Domain 4** Engage with the public to solve public health problems
- Domain 5** Develop public health policies and plans
- Domain 6** Enforce public health laws and regulations
- Domain 7** Promote strategies to improve access
- Domain 8** Maintain a competent workforce
- Domain 9** Evaluate and continuously improve
- Domain 10** Contribute to and apply the evidence base for public health
- Domain 11** Maintain administrative and management capacity
- Domain 12** Maintain capacity to engage the public health governing entity



Accreditation

- ✓ Domain
 - ✓ Standards
 - ✓ Measures
 - ✓ Documentation



Accreditation Documentation

Types of Documents

- Document policies, processes, and protocols
 - May also include flow charts, org charts, and manuals
- Document activities, data and decisions
 - Health data or survey summaries, agendas, minutes, reports, work plans, After Action Reports, audit results, and financial reports
- Document distribution of information
 - Emails, letters, websites, health alerts, mailing lists, brochures, flyers, news releases, newsletters, posters, and attendance logs



Accreditation: Core Programs

- Access to Clinic Services
- Chronic Disease Prevention and Control
- Communicable Disease
- Community Health
- Environmental Public Health
- Governance
- Health Education
- Management/Administration
- Maternal and Child Health
- Emergency Preparedness
- Public Health Laboratory Services
- Health Promotion
- Injury Prevention



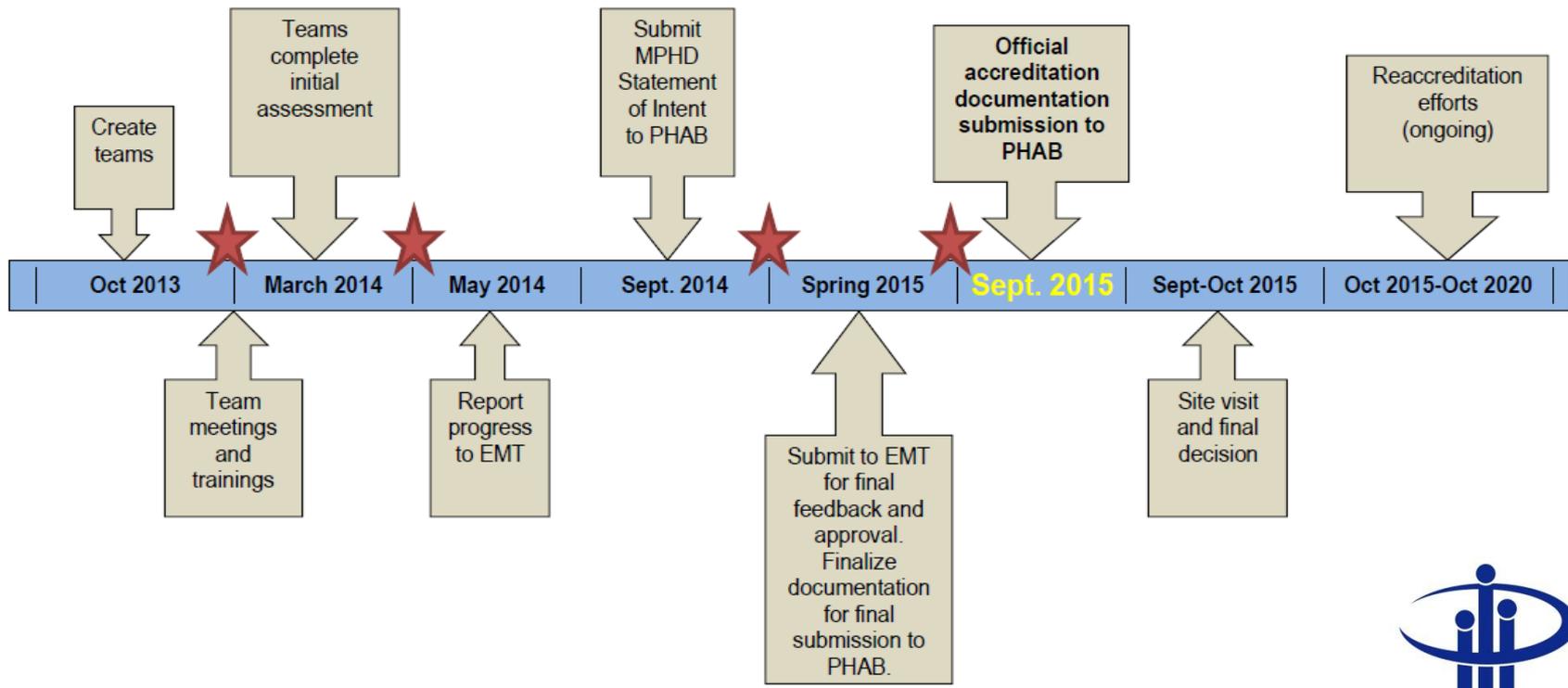
Not Used for Accreditation

- Mental Health
- Substance Abuse
- Primary Care and Other Health Care
- Human Services
- Social Services (including domestic violence)
- Health Care Facilities
- Professional Licensing Programs
- Health Care Financing Systems



MPHD Accreditation Timeline

MPHD's Accreditation Timeline



Steps to Accreditation

1. Pre-Application: The Three Prerequisites *(complete by Summer 2014)*
 - Community Health Assessment
 - Community Improvement Plan
 - MPHD Strategic Plan ***(must show Board of Health involvement)***
2. Application: Submit MPHD's "Statement of Intent" *(Fall 2014)*
 - Include the 3 prerequisites, MPHD overview, org chart, ***letter of support from Board of Health***
 - Accreditation Coordinator and Director of Health must complete PHAB online orientation
 - Pay accreditation fee (\$31,800)
3. PHAB Approval of Application *(Fall 2014)*
 - Accreditation Coordinator training
4. Accreditation Work and Documentation Submission



Steps to Accreditation

5. Site Visit
6. Accreditation Decision/Appeals
7. Annual Reports
8. Reaccreditation



Reaccreditation

- Accreditation is conferred for 5 years
- Annual Action Plans/Reports
 - Affirms department is still conforming to standards and measures
 - Document leadership changes
 - Describe how MPHD has addressed areas of improvement noted by Accreditation Committee
 - Describe continuing efforts to improve
- Must resubmit at 5 years
- May include new standards and measures



Why Accreditation?

- Promotes high performance
- Promotes continuous quality improvement (CQI)
- Garners recognition as a high performer that meets nationally accepted standards
- Illustrates health department accountability to the public and policymakers
- Increases visibility and public awareness of public health
- Leads to greater public trust and increased health department credibility
- Clarifies the public's expectations of health departments



And...

- Great opportunity for our department
 - Assess what we are doing, how we do it, and how it compares to others
 - Improvement
 - Leadership
 - Recognition
 - Funding?
- Great opportunity for staff
 - Participation
 - Engagement
 - Learning
 - Leadership development and training
 - Sharing of knowledge
 - PH 101



Board of Health: Asks

- Support MPHD in its efforts to become and remain accredited
- Support the necessary process improvements to meet this goal
- Be engaged in MPHD's strategic planning process
- Sign a letter of support at the time of application submission
- Support costs for accreditation in budget requests
- Participate in the accreditation site visit
- Review the site visit report describing the results of the accreditation process
- Celebrate and publicize MPHD's accomplishments when we get accredited
- Learn more about accreditation at:
<http://www.naccho.org/topics/infrastructure/accreditation/index.cfm>



Accreditation Resources

Public Health Accreditation Board (PHAB) (www.phaboard.org)

- Guide to accreditation
- Glossary
- Readiness checklist
- Self-assessment tool
- Guide to interpretation and documentation requirements

National Association of County and City Health Officials (www.naccho.org)

- How-to-guides
- Tips on self-assessing
- Examples from LHDs



Accreditation Resources for Boards of Health

- **Boards of Health Have an Important Role in Accreditation**

http://www.nalboh.org/pdf/Bd%20Gov%20pdfs/BOH_Have_Important_Role_3rd_2011.pdf

- **Engaging the Local Public Health Entity**

<http://naccho.org/topics/infrastructure/accreditation/lge.cfm>

- **NALBOH and Accreditation**

<http://www.nalboh.org/PHA.htm>

Questions?

Director's Update to the Board of Health December 12, 2013

Increase physical activity and healthy eating and reduce tobacco use in Nashville

Mobilizing for Action through Planning and Partnership (MAPP) Update

All of the MAPP assessments are complete. The Healthy Nashville Leadership Council (HNLC) received the Executive Summaries of each of the 4 MAPP assessments (Local Public Health System, Community Themes and Strengths, Community Health Status and Forces of Change) and the Food System Assessment at the December 4 meeting. The HNLC reconvened at Shelby Bottoms Nature Center on December 10 to use the assessment information to determine the strategic health issues and priorities for Davidson County.

Communities Putting Prevention to Work (CPPW) Update

On December 3, 2013, CDC and Prevention Institute released "A Practitioner's Guide for Advancing Health Equity". Nashville CPPW leadership was instrumental in including Nashville's equity work in the document. Nashville is highlighted in Section 1 of the Guide as an example of a local health department that has incorporated health equity into the organizational structure. The Guide can be found at

<http://org2.salsalabs.com/dia/track.jsp?v=2&c=Ck8tVklCL9mqo6jeJb%2F2%2FncXqFtlqdyZM>

Children's Health and Well-being

MPHD is investigating the feasibility of a new WIC Nutrition facility in the Madison TN area of Nashville. The goal of this project is to provide better access to WIC services for clients living in the northeast section of the county.

Ensure cleaner air and a safer environment

MACC

Our first Black Friday adoption event at MACC was a pleasant success, with a total of 34 animals adopted: 21 dogs, 11 cats and two guinea pigs.

Also we now have four staff members certified to do SAFER assessments (the behavioral assessments that have allowed us to move away from breed-specific adoption policies), and are awaiting certification for two others.

Prevent, detect and alleviate outbreaks and emergencies

The 2013 Davidson County/Mid Cumberland Severe Weather Exercise was conducted last month. James Tabor, our Public Health Emergency Preparedness Hospital Coordinator, was lead coordinator for a large and complex exercise. More than 30 healthcare and first response agencies participated, including TEMA, the National Weather Service, the Mayor's Office of Emergency Management, hospitals, EMS, the Davidson County Sheriff's Office, the Tennessee Department of Health, the Mid Cumberland Public Health Region, Regional Medical

Communications Center and us. The scenario was for a devastating storm over a large area of Middle Tennessee. The purpose of this exercise was to provide a platform for hospitals to work together and test plans for receiving and treating patients, and to ensure efficient use of overburdened resources in such an event.

Management and accountability

New Building

The new building is 60 percent to 65 percent complete and is on schedule to be finished in June, 2014. Several program-area personnel have walked through to observe the progress. A public art project has been selected and contracted to enhance the atrium beyond the main entrance. Building orientation and transition meetings for employees who will be relocated to the new building will begin early next year.

Exit Interviews

The Board asked for a review of our exit interview processes. We have researched what other Metro departments do and found a range of approaches. Research suggests the best practice is to use online exit interviews, which have a response rate nearly double that for written exit interviews. The research further suggests anonymity yields the best input. Whatever the process, the question posed by the Board is how the information should be used to better the organization. Our HR department has recommended using online exit interviews, but cautions the small sample sizes we usually see on a monthly basis would undermine anonymity. Therefore HR has suggested monitoring exit interviews in real time for issues requiring immediate action (e.g., allegations of discrimination or harassment) with other references (pay, benefits, work-life balance, etc.) to be monitored annually or semi-annually to increase the sample size reviewed and assess for trends.

Dr. Wyche-Etheridge

It is with sadness I note Dr. Kim's announcement that she is moving on to other pursuits. I am thankful for her years of leadership and service to MPH and personally will miss her creativity, passion for public health, vision for a healthier and more equitable community, and dedication to bringing up the next generation of public health professionals. Nashville will continue to benefit from her work, and I wish Dr. Kim and her family all the best.

Classification-Compensation contract

Metro has contracted with Deloitte Consulting LLP to study "the competitiveness of Metro's comprehensive benefits package" which will include assessments within MPH. We will have a presentation on this process for you at next month's board meeting.

East Renovation

Construction at the East clinic is on schedule and expected to be completed by next week. No re-opening date has been established as yet.

Audit Results

Per your request we have attached to your packet is a spreadsheet of 43 grants we receive from various sources with dates of the most recent audit and the audit findings, if any. We will provide an update on new audit results each month as they occur.

Monthly MACC Metrics

Report prepared by Brent Hager

Report Covers Month of: Nov-13

	Program/Service	Current Month	Same Month Previous Year	% Difference	YTD	YTD Previous Year	% Difference
1	INTAKE	519	562	-8%	4019	3889	3%
	Dogs	329	337	-2%	2035	2059	-1%
	Cats	190	225	-16%	1984	1830	8%
2	ADOPTIONS	143	91	57%	676	452	50%
	Dogs	102	67	52%	446	343	30%
	Cats	41	24	71%	230	109	111%
3	RESCUE/TRANSFER	7	5	40%	169	21	705%
	Dogs	6	4	50%	123	20	515%
	Cats	1	1	0%	46	1	100%
4	EUTHANIZED	312	407	-23%	2880	3234	-11%
	Dogs	161	212	-24%	1242	1482	-16%
	Cats	151	195	-23%	1638	1752	-7%
5	SPAY/NEUTER @ MACC	94	66	42%	513	387	33%
	Dogs	78	43	81%	348	268	30%
	Cats	16	23	-30%	165	119	39%
6	ROVER SPAY/NEUTER @ MACC	33	0	100%	355	0	100%
	Dogs	17	0	100%	175	0	100%
	Cats	16	0	100%	180	0	100%
7	SPAY/NEUTER @ OUTSIDE VETS	1	1	0%	51	58	-12%
	Dogs	0	1	-100%	29	57	-49%
	Cats	1	0	100%	22	1	2100%
8	SERVICE REQUESTS/COMPLAINTS	893	1072	-17%	5435	6522	-17%