

Metropolitan Board of Health of Nashville and Davidson County May 8, 2014 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
Henry Foster, MD, member
Carol Etherington, MSN, RN, Member
Samuel L. Felker, J.D., Member
William S. Paul, MD, MPH, FACP, Director of Health
Ashley Daugherty, JD, Deputy Director of Health
Stan Romine, MPH, Director of Finance and Administration Bureau
Keri Kozlowski, JD., MPH, Chief Performance Officer and Director, Office of
Quality Improvement
Laurel Creech, Mayor's Office
Josh Lee, JD, Metro Legal
Mark Naccarato, Service Employees International Union, Local 205

Approval of Grants and Contracts

Stan Romine referred to the Grants and Contracts Summary, which was submitted to Board members for their review. The grants and contracts were as follows:

1. Notice of Grant Award: U.S. Environmental Protection Agency. Compensation: \$3,429,062.00
2. Grant: State of Tennessee Department of Health Grant in Aid. Compensation: \$725,200.00
3. Grant Contract: Ryan White Grant Program Award Number H89HA11433-06-01. Compensation: \$4,662,269.00 Remainder of yearly award increase of \$272,712.00 from previous year.
4. Grant: State of Tennessee Department of Health Tuberculosis Control Grant. Compensation: \$1,531,300.00
5. Contract: Amendment 5 to the Cost Reimbursement Research Consortium Agreement with Vanderbilt University (TBTC). Compensation: \$34,226.00

Mr. Felker made a motion to approve the grants and contracts as written. Dr. Batson seconded the motion, which passed unanimously.

Approval of April 21, 2014 Meeting Minutes

Dr. Foster made a motion to approve the minutes of the April 21, 2014 meeting as written. Dr. Batson seconded the motion, which passed unanimously.

Report of Chair

Chairman Hance asked if construction of the new building was on schedule. Mr. Romine advised that construction is on schedule and would be essentially complete at the end of May. Mr. Romine also advised that the move would be executed in phases during July.

He also asked for an update on the status of the MACC complaint regarding dogfighting at Pewitt Road. Ashley Daugherty gave a brief update on the status.

He also advised that he would attend the Council Budget hearing on Tuesday, May 27, 2014, at 4:15 p.m. at the Courthouse.

Chairman Hance commended the Health Department on the swift and efficient action related to the dog fighting complaint.

Report of Director

Copies of the Director's Update to the Board were provided to Board members (Attachment I). Dr. Paul also reviewed the budget as proposed by the Mayor (Attachment II).

CIVIL SERVICE BOARD

Personnel Changes and Exit Interviews

Stan Romine presented the personnel changes and exit interviews, which were unremarkable.

Potential Revisions to the Civil Service Rules

Stan Romine explained that the Civil Service Rules will be reviewed over the next few months and invited the Board's input. Keri Kozlowski explained that several suggestions made by the Board would be included, and a public comment period would be required.

Approval of Layoff List

Stan Romine presented a layoff list for the Board's approval (Attachment III). Mr. Romine explained that the potential layoff was due to a change in the scope of services as determined by the state. He said the Department would seek positions for both of the employees on the list, and if positions were found, a layoff would not be necessary.

Dr. Foster made a motion to approve the layoff list as presented. Dr. Stewart seconded the motion, which passed unanimously.

Approval of Fiscal Year 2014-15 Pay Plan

Stan Romine presented a document with details regarding the FY2014-15 Pay Plan (Attachment IV). Mr. Romine noted that the final resolution was not yet available and he was asking the Board to authorize Chairman Hance to sign the resolution (Attachment V) when it became available.

Mr. Felker made a motion to approve the details of the Fiscal Year 2014-15 Pay Plan as presented, and to grant Chairman Hance the authority to sign the final resolution when it became available. Dr. Stewart seconded the motion, which passed unanimously.

Next Meeting

The next regular meeting of the Board of Health will be held at 4:00 p.m. on Thursday, June 12, 2014, in room 212 of the Lentz Public Health Center.

The meeting adjourned at 4:55 p.m.

Respectfully submitted,

William N. Hance, J.D.
Chair

Director's Update to the Board of Health

May 2014

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

Mayor's Field Day

The Health Department was well represented at the Third Annual Mayor's Field Day. Several of our staff were stationed at booths in the Fitness Fair area promoting Public Health Emergency Preparedness (PHEP), Fatherhood, TENNderCare, Back to Sleep, Metro Animal Care and Control, Oral Health, Pest Management, and Immunizations. There were more than 5,000 participants, which set an attendance record for the event. We look forward to participating again next year and hope the weather will be as nice as it was on Saturday.

Ensure cleaner air and a safer environment

Radon

The Metro Public Health Department began radon tests in charter schools last week. Two schools have been tested and we are working to schedule tests in the remaining schools. MPH is conducting the tests at no cost to the schools.

Metro Animal Care and Control

As you know, the Health Department asked Metro Internal Audit to investigate MACC's handling of previous animal-fighting complaints. That investigation is ongoing. We do not have a date certain for issuance of the report, but it may be issued as soon as next week.

Public Facilities

There are typically about five public swimming pools under construction in Davidson County at any given time. Right now there are 27. This is a gauge of development in Nashville as most new hotels and residential developments, such as condominiums or apartments, want pools. This construction trend does not appear to be slowing down as we continue to have discussions with architects and developers concerning new projects.

Illegal Landfill

The state Department of Environment and Conservation has agreed to fund clean-up of the illegal dump at 2121 26th Ave. North (River Village Apartments), an issue we have been pursuing vigorously through legal channels for a year now. We requested and Metro Public Works has sent a letter to TDEC waiving the Metro portion of the tipping (dumping) fees

charged at the landfill. The cleanup is expected to start in mid-month, with completion by mid-June.

Prevent, detect and alleviate outbreaks and emergencies

Public Health Emergency Preparedness

The PHEP Team scored a 99 on its most recent Technical Assistance Review by CDC's Office of Public Health Preparedness and Response, Division of Strategic National Stockpile. This is a notable accomplishment for any PHEP Team, and an affirmation of the hard work the team has put in since we scored a 56 a few years ago. James Woulfe, Rachel Majors, Todd Baker, James Tabor, and Cynthia Woodard have done an outstanding job working with our Cities Readiness Initiative, and as a result our CRI was the highest scoring in the state on the review. Please note this quote from Bureau Director Nancy Horner: "I cannot say enough good things about the PHEP Team. They are hard-working; they are innovative; they are collaborative with our CRI partners and with our community in general; they are respected statewide as examples of excellence in emergency preparedness; they are leaders; they are GREAT—both as individuals and as a Team."

Backyard Inspection Day

The Metro Public Health Department kicked off 2014 mosquito season with the 10th annual Backyard Inspection Day on April 26. The event reminds people to keep mosquito populations down in their yards by reducing breeding sites, and to protect themselves against mosquito bites. MPH employees and volunteers went door to door offering homeowners in the Nashboro Woods area backyard inspections to identify and treat mosquito breeding sites. A total of 332 homes were inspected and/or offered educational brochures.

In addition to the inspections, residents came to Lakeview Elementary school to participate in family activities where Health Department employees and volunteers provided information on how to reduce mosquito breeding sites and to protect themselves. "Fight the Bite" brochures were provided to adults and a tailored brochure for children was provided to them.

Citizens can call 340-5660 to request information or schedule an inspection of their property. We can also send them a checklist to use as a guide to inspect their yards and call us if they have any questions. The checklist also contains information on how to correct identified problems.

Improve access to preventive, medical and behavioral health services

Affordable Care Act

The Department of Health and Human Services last week released a fairly detailed look at the enrollment in Marketplace insurance plans under the Affordable Care Act. The state-level numbers are available at:

http://aspe.hhs.gov/health/reports/2014/MarketPlaceEnrollment/Apr2014/Marketplace_State_Sum.cfm

We will provide Davidson County-specific numbers when they become available.

Management and accountability

Budget

Dr. Paul will provide separately an update on the Mayor's budget submission.

Grants

MPHD was released from corrective action by the Office of Family Assistance on April 16.

New Building

Plans for building completion, moving, and ribbon cutting will be shared as they become available.

FY15: MAYOR'S PROPOSED BUDGET, HEALTH DEPARTMENT

| Item | | Result |
|---|---------------------------------------|---|
| 1.Reclass Med. Servs. Director to Bureau Director | Cut taken. (- \$ 121,000) | Need pediatric consultant |
| 2. Below-the-line (non-personnel) | Cut taken (-\$ 45,000) | Host/Hostess \$ cut Professional Privilege tax will no longer be paid by MPHD |
| 3. UNHS Contract (Health Care for the Homeless) | <i>Cut not taken</i> | <i>Status Quo</i> |
| 4. Dentist hours | <i>Cut not taken</i> | <i>Dentist remains at 60%</i> |
| 5. 2 Clerical positions: 1 vacant, 1 to grant | <i>Cut not taken</i> | |
| 6. PS2: Communications | Cut taken (- \$ 55,600) | Will need to repurpose another position to fill this need |
| 7. PS3: Teen Pregnancy Prevention | <i>Cut not taken</i> | Position to be filled. |
| 8.MAA3: Maternal-Child Health / FYI Division Director | <i>Cut not taken</i> | Position to be filled. |
| Improvement Requests | | |
| 11. Part-time M.D. | <i>not included in Mayor's Budget</i> | (A) Seek M.D. for Bureau Director or Maternal Health Dir. (Or) (B) contract part time pediatrician |
| 12. Accreditation Fee (\$12,800) | <i>not included in Mayor's Budget</i> | Identify another source of funds. |
| 13. Grant and Contract Coordinator (\$77,000) | Included in Mayor's Budget | |
| 14. Communicable Disease Nurse (\$69,100) | <i>not included in Mayor's Budget</i> | TBD |
| 15. Asthma Pilot: School Nurse (\$52,100) | <i>not included in Mayor's Budget</i> | TBD |
| 16. SOAR: 0.5 Epi Staff (\$ 54,000) | Included in Mayor's Budget | Improvement pending council approval |

Net add 0.5 FTE

Net Reduction \$262,500 (excludes \$555,700 being transferred to General Services for managing the new Lentz Health Center)

Metro Public Health Department

Proposed Employee Layoffs Effective June 30, 2014

Presented for Review - May 8, 2014

In compliance with Section 2.8 of the Civil Service Rules and Regulations of the Metro Public Health Department and the related Layoff Policy #2.8 I, the following list of current Civil Service employees is hereby presented to the Board of Health for approval to proceed with the layoff process. These layoff actions are necessary because the grant funding for the positions will be terminated on June 30, 2014.

| <u>Name</u> | <u>Classification</u> | <u>Program</u> |
|--------------------|-------------------------------|-----------------------------------|
| Ralph, Luana | Speech / Language Pathologist | Children's Special Services - TDH |
| Hollahan, Kimberly | Speech / Language Pathologist | Children's Special Services - TDH |

APPROVED: _____



William N. Hance, J.D., Chairman - Metro Board of Health

DATE: May 8, 2014

Metro Public Health Department
FY-15 Pay Plan Proposal to the Board of Health
Presented for Review - May 8, 2014

For FY-15, the Mayor's proposed budget includes funding for a pay plan which will be implemented with three primary elements. All salary adjustments will be effective January 1, 2015.

1.) A 1% Across the board salary increase for all salary ranges will be implemented.

- > The minimum and maximum salary for all salary ranges in the Metro Public Health Department pay plans will be increased by 1%.
- > All MPH D employees whose salary is within the salary range for their classification will receive a 1% salary increase.
- > All part-time / seasonal /temporary employee salaries will be increased by 1%.

2.) A pool of funds equivalent to 2% of salaries is provided for open range salary adjustments.

- > The department will develop a plan for distribution of these funds to provide salary improvements.
- > No salary adjustment will result in an employee being paid above the salary range for their classification.

3.) Certain classifications identified in the Deloitte classification and compensation study as being more than 20 % below the market rate will receive a 3% salary adjustment.

- > Approximately 19 employees in three classifications within the Metro Public Health Department will receive this additional salary increase.
- > The classifications are Public Health Nurse Practitioner, Communicable Disease Investigator and Human Resources Analyst 1.

Note: *The resolution that will be presented to the Metro Council to approve the FY-15 pay plan is not completed at this time. By approving this proposal the Board of Health is giving the Board Chair authorization to sign the actual FY-15 pay plan resolution.*

APPROVED: _____



William N. Hance, J.D.
Chair, Board of Health

DATE: May 8, 2014

RESOLUTION NO. _____

A resolution adopting a new pay plan for employees of The Metropolitan Board of Health, effective January 1, 2015.

WHEREAS, the Metropolitan Board of Health, acting in its official capacity as a Civil Service Commission, has, pursuant to Sections 12.09 and 12.10 of the Metropolitan Charter, assigned each employment classification to a salary grade as of January 1, 2015, with such assignments being equitably related to each other; and,

WHEREAS, the Board of Health's Civil Service Commission has adopted the salary ranges for each grade; and,

WHEREAS, the Director of Personnel for the Board of Health has recommended, after the Commission's approval, desirable salary ranges for each grade to the Director of Finance; and,

WHEREAS, pursuant to RS2013-712, a new pay plan was approved by the Metropolitan Council to go into effect on January 1, 2014; and,

WHEREAS, it is the desire that employees, who are paid pursuant to open pay ranges, be eligible, at the discretion of the employee's Appointing Authority, to receive merit pay increases; and,

WHEREAS, the Board of Health's Civil Service Commission has recommended that the pay plan approved under RS2013-712 be amended to increase the minimum and maximum salary for all classifications by one (1%) percent; and,

WHEREAS, The Board of Health's Civil Service Commission further recommends that any employee of the Metropolitan Health Department whose salary falls under the maximum salary range of his/her classification should receive a one (1%) salary increase, with such increase becoming effective as of January 1, 2015; and,

WHEREAS, the Metropolitan Civil Service Commission, through the Metropolitan Department of Human Resources, conducted a salary structure survey study during FY14 to determine if changes needed to be made to the current salary structure used by the Metropolitan Government, including determining the relationship of pay assigned to Metropolitan Government employee classifications compared to similar positions in the market and with comparable governmental entities; and,

WHEREAS, the salary survey revealed various pay issues that need to be addressed both now and in the future; and,

WHEREAS, the Metropolitan Civil Service Commission determined, and the Board of Health's Civil Service Commission agreed, that there is an immediate need to address specific job classifications which are greater than twenty (20%) percent below median market rates when compared to similar positions in the market and with comparable governmental entities; and,

WHEREAS, the Director of Finance has approved the recommendations of the Board of Health's Civil Service Commission and forwarded the same with a statement of full budgetary implications to the Mayor for his approval; and,

WHEREAS, the Mayor has approved the plan and recommends its adoption by the Metropolitan County Council.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY:

Section 1: The pay plan adopted pursuant to RS2013-712 and which went into effect on January 1, 2014, for all employees of the Metropolitan Board of Health, from and after January 1, 2015, shall be as provided in Exhibit A. Exhibit A reflects a one (1%) percent increase in the minimum and maximum salary for all classifications. Any employee of the Metropolitan Health Department whose salary falls under the maximum salary range of his/her classification shall receive a one (1%) salary increase, with such increase becoming effective as of January 1, 2015. Exhibit A is incorporated into this Resolution as if fully set out herein.

Section 2: Additional funding shall be provided to the Metropolitan Health Department in the amount of two (2.0%) percent of that department's total annual open range salary budget so that employees in open range pay classifications will have the opportunity to receive merit based salary increases, at the discretion of the Appointing Authority, as reflected in Exhibit A. Open range salary increases for FY15 will be effective as of January 1, 2015.

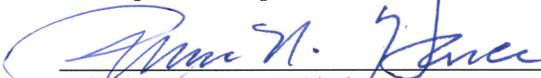
Section 3: Employees in the classifications identified by the salary survey as being greater than twenty (20%) percent below median market rates when compared to similar positions in the market and comparable governmental entities shall be given a three (3.0%) percent salary increase as of January 1, 2015. These classifications, as approved by the Metropolitan Civil Service Commission and the Board of Health's Civil Service Commission, are reflected in Exhibit B which is incorporated into this Resolution as if fully set out herein.

Section 4: This Resolution shall take effect on July 1, 2014, the welfare of The Metropolitan Government of Nashville and Davidson County requiring it.

RECOMMENDED BY:

INTRODUCED BY:

Veronica Frazier, Acting Director
Metropolitan Department of Human Resources



William N. Hance, Chairman
Metropolitan Board of Health

Members of Council

APPROVED AS TO AVAILABILITY OF FUNDS:

Richard M. Riebeling, Director
Metropolitan Department of Finance

APPROVED AS TO FORM
AND LEGALITY:

Metropolitan Attorney

APPROVED AND RECOMMENDED TO THE
METROPOLITAN COUNTY COUNCIL FOR
ADOPTION:

Karl Dean,
Mayor