

**PRELIMINARY SUMMARY OF APPLICATIONS FOR BOARD APPROVAL**

To: Board of Health  
From: Jim Diamond  
Date: May 12, 2022  
Re: Summary of applications presented for Board approval

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***There were no applications this month.***

**PRELIMINARY SUMMARY OF GRANTS & CONTRACTS FOR BOARD APPROVAL**

To: Board of Health  
From: Jim Diamond  
Date: May 12, 2022  
Re: Summary of grants & contracts presented for Board approval

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**1. TN Breast & Cervical Screening Program (TBCSP) grant (pp. 8-44)**

This grant from the Tennessee Department of Health seeks to improve health equity by increasing access to needed services including wellness exams, screenings, follow-ups, and referrals by providing client/patient navigation services that help clients overcome barriers and improve health literacy.

This is a new program.

Term: August 1, 2022 – June 30, 2023  
Amount: \$268,400  
Program Manager: Thoris Campbell  
Bureau: Laura Varnier

**2. STARS Epi grant amendment (pp. 45-47)**

This grant from STARS is to supply funding for an epidemiologist to collect data and report on an e-cigarette and substance abuse campaign directed at students.

Amendment #1 increases the funds and changes the funding strategy to specific amounts per year based on level of effort provided.

Term: December 16, 2020 – August 30, 2025  
Amount: \$36,000 (new total \$415,071)  
Program Manager: Rand Carpenter  
Bureau: Fonda Harris

**3. Partners in Care contract (pp. 48-56)**

A grant from MPHD to the Mental Health Cooperative to provide additional funding to the Co-Response Pilot program with Metro Nashville Police Department.

These funds will be used for clinicians to ride with MNPD officers in the Central Precinct and train MNPD officers on crisis intervention.

Term: April 1, 2022 – June 30, 2022  
Amount: \$82,384  
Program Manager: Angie Thompson  
Bureau: Fonda Harris

#### **4. Lipscomb University Affiliate agreement (pp. 57-65)**

This contract provides students enrolled in Lipscomb University in the various healthcare programs the opportunity to have a clinical/practicum training experience in MPH clinics and various other programs.

Term: July 1, 2022 – June 30, 2027  
Amount: NA  
Program Manager: Les Bowron  
Bureau: Jim Diamond

#### **5. Vanderbilt WIC Agreement (pp. 66-77)**

This agreement incorporates WIC eligibility screening into patient visits at the Pediatric Primary Care Clinic. In return, Metro shares non-identifying data about the patient with the Pediatric Primary Care Clinic for purposes of determining if this agreement is worth the effort.

This is a new initiative.

Term: Execution + 5 years  
Amount: NA  
Program Manager: Lauren Cromer  
Bureau: Tina Lester



## GOVERNMENTAL GRANT CONTRACT

(cost reimbursement grant contract with a federal or Tennessee local governmental entity or their agents and instrumentalities)

<b>Begin Date</b> August 1, 2022	<b>End Date</b> June 30, 2023	<b>Agency Tracking #</b> 34360-89823	<b>Edison ID</b>		
<b>Grantee Legal Entity Name</b> Metropolitan Government of Nashville and Davidson County				<b>Edison Vendor ID</b> 4	
<b>Subrecipient or Recipient</b> <input checked="" type="checkbox"/> Subrecipient <input type="checkbox"/> Recipient		<b>CFDA # 93.994 and 93.898</b>			
		<b>Grantee's fiscal year end June 30</b>			
<b>Service Caption</b> (one line only) TN Breast and Cervical Screening Program					
<b>Funding —</b>					
<b>FY</b>	<b>State</b>	<b>Federal</b>	<b>Interdepartmental</b>	<b>Other</b>	<b>TOTAL Grant Contract Amount</b>
2023	\$87,300	\$181,100			\$268,400
<b>TOTAL:</b>	<b>\$87,300</b>	<b>\$181,100</b>			<b>\$268,400</b>
<b>Grantee Selection Process Summary</b>					
<input type="checkbox"/> Competitive Selection					
<input checked="" type="checkbox"/> Non-competitive Selection		The Tennessee Breast and Cervical Screening Program contracts with the metropolitan health departments to provide services to the residents of the respective county. They are the only county based agency that can implement the program and provide access to TennCare in the respective county for treatment if a client is diagnosed with these cancers.			
<b>Budget Officer Confirmation:</b> There is a balance in the appropriation from which obligations hereunder are required to be paid that is not already encumbered to pay other obligations.			<i>CPO USE - GG</i>		
<i>Eric Buchholz</i>					
<b>Speed Chart</b> (optional) HL00006858 / HL00000778		<b>Account Code</b> (optional) 71301000			

**GRANT CONTRACT  
BETWEEN THE STATE OF TENNESSEE,  
DEPARTMENT OF HEALTH  
AND  
METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY**

This grant contract ("Grant Contract"), by and between the State of Tennessee, Department of Health, hereinafter referred to as the "State" or the "Grantor State Agency" and Grantee Metropolitan Government of Nashville and Davidson County, hereinafter referred to as the "Grantee," is for the provision of Tennessee Breast and Cervical Screening Program, as further defined in the "SCOPE OF SERVICES AND DELIVERABLES."

Grantee Edison Vendor ID # 4

**A. SCOPE OF SERVICES AND DELIVERABLES:**

A.1. The Grantee shall provide the scope of services and deliverables ("Scope") as required, described, and detailed in this Grant Contract.

A.2. Service Definitions

- a. "Accrual" is a charge for work that has been done but not yet invoiced, for which provision is made at the end of a financial period.
- b. "Barriers" are defined as circumstances, real or perceived, that would prevent a Client from obtaining services. These can include but are not limited to transportation, child or adult care, scheduling, and translation services.
- c. "Client/Patient navigation" is defined as individualized assistance provided to clients to facilitate timely access to quality care by helping overcome barriers. Navigation also includes education to help clients understand the medical system and improve health literacy.
- d. "Tennessee Breast and Cervical Screening Program", or "TBCSP", is the state-wide program that provides breast and cervical screening services to eligible individuals. These include but are not limited to mammograms, cytology paps, Human Papillomavirus (HPV) testing, colposcopy, biopsy, and wellness exams.
- e. "Family Planning Program", or "FP", is the state-wide program that provides a variety of reproductive health services to eligible individuals. These can include but are not limited to education and services relating to achieving and preventing pregnancy, and preventative health strategies.
- f. "Presumptive Eligibility", or "PE", is the state-wide program through TennCare that provides a special category of immediate coverage for eligible individuals who are pregnant or have been diagnosed with breast or cervical cancer or pre-cancerous conditions.
- g. "National Breast and Cervical Cancer Early Detection Program", or "NBCCEDP" is the federal program that provides funding to TBCSP and outlines the requirements of EBI activities.
- h. "Maternal Child Health", or "MCH", is the state-wide program
- i. "Health equity" is the opportunity for an individual to attain their full health potential and no one is disadvantaged from achieving this potential because of social position or other socially determined circumstances.

A.3. Service Goals.

The goal of this contract is to improve health equity by increasing access to needed services including wellness exams, screenings, follow-ups, and referrals by providing client/patient navigation services that help clients overcome barriers and improve health literacy.

A.4. Service Recipients.

Service recipients are individuals in need of navigation through the continuum of care for health services through Department of Health offered programs including but not limited to TBCSP, FP, and PE. Priority should be given to recipients that are uninsured or underinsured, are low-income, are facing significant barriers to care, and who may not receive services without navigation.

A.5. Service Description.

- a. The Grantee shall provide all service and deliverables as required, described, and detailed by this Scope of Services and shall meet all service and delivery timelines specified in the Scope of Services section or elsewhere in this Grant Contract. The Scope of Service may be subject to changes in accordance with NBCCEDP or other federal program requirements.
- b. The Grantee shall provide the following activities at a minimum related to client navigation:
  1. Assess client barriers to care
  2. Help resolve client barriers, including the provision of a language interpreter when needed
  3. Track and follow up with clients to monitor compliance with referrals, screenings, diagnostics, and/or treatment
  4. Provide education and support to clients
  5. Assess whether the client has a medical home for primary care services and document/refer as needed
  6. Document barriers, resolution of barriers, and any other assistance provided in client medical records
- c. The Grantee shall submit data on navigated clients as required/using the method specified by the state.
- d. Clients should be evaluated for program eligibility for TBCSP, FP, PE and other Department of Health offered services (including but not limited to WIC, QuitLine, breastfeeding, etc.) and referred or enrolled accordingly. Resources and referrals to other state agency programs will be provided when necessary.
- e. The Grantee shall be responsible for the training of all staff at their respective clinic(s)/organization on navigation and services available. This should include at least one (1) in-service training annually or more frequently as needed or requested by staff or as needed based on quality assurance activities.
- f. The Grantee shall submit a progress report that catalogs the activities taking place in the previous six (6) months and that details successes, challenges, and other requirements as specified by the State. The reports are due on or before December 31<sup>st</sup> and June 30<sup>th</sup> each year.

- g. The Grantee shall perform at least one (1) evidence-based outreach activity per quarter in the form of active enrollment and engagement activities as required by the State.
    - 1. Outreach must specifically involve client interaction, screening, and/or enrollment into applicable programs. Outreach activities should not include passive participation in health fairs or the dropping off of materials at any site.
  - h. The Grantee shall provide annual Accrual data to the appropriate Program Directors by June 15<sup>th</sup> of each grant contract year in a format provided by the State.
  - i. The Grantee shall attend all monthly meetings and/or trainings related to TBCSP, FP, PE, and others as required by the state.
  - j. The Grantee shall perform designated TBCSP activities, which in addition to the above-mentioned items, also include at a minimum:
    - 1. Participate in quality assurance activities as outlined in the TBCSP Manual or as otherwise designated by the state. This includes but is not limited to:
      - i. Monitoring of screening and referral providers for compliance with TBCSP requirements
      - ii. Reviewing monthly incomplete and pending and data quality improvement reports, using this information to inform patient navigation services and making data updates/corrections as needed
      - iii. Reviewing biannual Minimum Data Element (MDE) reports and making corrections as needed within timeframes specified by the state
    - 2. Participate in the appropriate regional Tennessee Cancer Coalition (TC2) by attending all scheduled meetings. Participation should include the contribution of knowledge and local expertise of TBCSP, gathering of available resources to share, and supporting state cancer plan development and implementation.
- A.7. Inspection and Acceptance. Acceptance of the work outlined above will be made by the Grantor State Agency or its authorized representatives through reports, teleconference, site visits and/or other periodic reviews. The Grantor State Agency will make the final determination in terms of acceptance of the work being performed under this Contract.
- A.8. Audit Requirements. In the event that the Grantee is subject to an audit in accordance with Section D.19 hereunder, the Grantee shall submit to the State contact listed in D.8. a copy of the audit report and Notice of Audit Report.
- A.9. Incorporation of Federal Award Identification Worksheet. The federal award identification worksheet, which appears as Attachment 1, is incorporated in this Grant Contract.
- A.10. No funds awarded under this Grant Contract shall be used for lobbying federal, state, or local officials.
- B. TERM OF GRANT CONTRACT:**
- B.1. This Grant Contract shall be effective for the period beginning on August 1, 2022 ("Effective Date") and ending on June 30, 2023, ("Term"). The State shall have no obligation to the Grantee for fulfillment of the Scope outside the Term.
- B.2. Term Extension. It is understood and agreed that the State may extend the Term an additional period of time, not to exceed one hundred-eighty (180) days beyond the expiration date of this

Grant Contract, under the same terms and conditions. In no event, however, shall the maximum Term, including all extensions or renewals, exceed a total of sixty (60) months.

**C. PAYMENT TERMS AND CONDITIONS:**

- C.1. Maximum Liability. In no event shall the maximum liability of the State under this Grant Contract exceed Two Hundred Sixty Eight Thousand Four Hundred Dollars (\$268,400.00) ("Maximum Liability"). The Grant Budget, attached and incorporated as Attachment 2 is the maximum amount due the Grantee under this Grant Contract. The Grant Budget line-items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct and indirect costs incurred or to be incurred by the Grantee.
- C.2. Compensation Firm. The Maximum Liability of the State is not subject to escalation for any reason unless amended. The Grant Budget amounts are firm for the duration of the Grant Contract and are not subject to escalation for any reason unless amended, except as provided in Section C.6.
- C.3. Payment Methodology. The Grantee shall be reimbursed for actual, reasonable, and necessary costs based upon the Grant Budget, not to exceed the Maximum Liability established in Section C.1. Upon progress toward the completion of the Scope, as described in Section A of this Grant Contract, the Grantee shall submit invoices (Attachment 3) prior to any reimbursement of allowable costs.
- C.4. Travel Compensation. Reimbursement to the Grantee for travel, meals, or lodging shall be subject to amounts and limitations specified in the "State Comprehensive Travel Regulations," as they are amended from time to time, and shall be contingent upon and limited by the Grant Budget funding for said reimbursement.
- C.5. Invoice Requirements. The Grantee shall invoice the State no more often than monthly, with all necessary supporting documentation, and present such to:

By email: Elizabeth.berardi@tn.gov

Or by mail:

Elizabeth Berardi, Program Director, TN Breast and Cervical Screening Program  
Tennessee Department of Health  
Division of Family Health and Wellness  
Tennessee Department of Health  
8<sup>th</sup> Floor, Andrew Johnson Tower  
710 James Robertson Parkway  
Nashville, Tennessee 37243

Each invoice shall clearly and accurately detail all of the following required information (calculations must be extended and totaled correctly).

- (1) Invoice/Reference Number (assigned by the Grantee).
- (2) Invoice Date.
- (3) Invoice Period (to which the reimbursement request is applicable).
- (4) Grant Contract Number (assigned by the State).
- (5) Grantor: TN Department of Health, Division of Family Health and Wellness.
- (6) Grantor Number (assigned by the Grantee to the above-referenced Grantor).
- (7) Grantee Name.
- (8) Grantee Tennessee Edison Registration ID Number Referenced in Preamble of this Grant Contract.
- (9) Grantee Remittance Address.
- (10) Grantee Contact for Invoice Questions (name, phone, or fax).
- (11) Itemization of Reimbursement Requested for the Invoice Period— it must detail, at minimum, all of the following:



- i. The amount requested by Grant Budget line-item (including any travel expenditure reimbursement requested and for which documentation and receipts, as required by "State Comprehensive Travel Regulations," are attached to the invoice).
    - ii. The amount reimbursed by Grant Budget line-item to date.
    - iii. The total amount reimbursed under the Grant Contract to date.
    - iv. The total amount requested (all line-items) for the Invoice Period.
  - b. The Grantee understands and agrees to all of the following.
    - (1) An invoice under this Grant Contract shall include only reimbursement requests for actual, reasonable, and necessary expenditures required in the delivery of service described by this Grant Contract and shall be subject to the Grant Budget and any other provision of this Grant Contract relating to allowable reimbursements.
    - (2) An invoice under this Grant Contract shall not include any reimbursement request for future expenditures.
    - (3) An invoice under this Grant Contract shall initiate the timeframe for reimbursement only when the State is in receipt of the invoice, and the invoice meets the minimum requirements of this section C.5.
    - (4) An invoice under this Grant Contract shall be presented to the State within thirty (30) days after the end of the calendar month in which the subject costs were incurred or services were rendered by the Grantee. An invoice submitted more than thirty (30) days after such date will NOT be paid. The State will not deem such Grantee costs to be allowable and reimbursable by the State unless, at the sole discretion of the State, the failure to submit a timely invoice is warranted. The Grantee shall submit a special, written request for reimbursement with any such untimely invoice. The request must detail the reason the invoice is untimely as well as the Grantee's plan for submitting future invoices as required, and it must be signed by a Grantee agent that would be authorized to sign this Grant Contract.
- C.6. Budget Line-items. Expenditures, reimbursements, and payments under this Grant Contract shall adhere to the Grant Budget. The Grantee may vary from a Grant Budget line-item amount by up to one percent (20%) of the line-item amount, provided that any increase is off-set by an equal reduction of other line-item amount(s) such that the net result of variances shall not increase the total Grant Contract amount detailed by the Grant Budget. Any increase in the Grant Budget, grand total amounts shall require an amendment of this Grant Contract.
- C.7. Disbursement Reconciliation and Close Out. The Grantee shall submit a grant disbursement reconciliation report within thirty (30) days following the end of each quarter and a final invoice and final grant disbursement reconciliation report within forty-five (45) days of the Grant Contract end date and in form and substance acceptable to the State (Attachment 4).
- a. If total disbursements by the State pursuant to this Grant Contract exceed the amounts permitted by the section C, payment terms and conditions of this Grant Contract, the Grantee shall refund the difference to the State. The Grantee shall submit the refund with the final grant disbursement reconciliation report.
  - b. The State shall not be responsible for the payment of any invoice submitted to the State after the grant disbursement reconciliation report. The State will not deem any Grantee costs submitted for reimbursement after the grant disbursement reconciliation report to be allowable and reimbursable by the State, and such invoices will NOT be paid.
  - c. The Grantee's failure to provide a final grant disbursement reconciliation report to the State as required by this Grant Contract shall result in the Grantee being deemed ineligible for reimbursement under this Grant Contract, and the Grantee shall be required to refund any and all payments by the State pursuant to this Grant Contract.

- d. The Grantee must close out its accounting records at the end of the Term in such a way that reimbursable expenditures and revenue collections are NOT carried forward.
- C.8. Indirect Cost. Should the Grantee request reimbursement for indirect costs, the Grantee must submit to the State a copy of the indirect cost rate approved by the cognizant federal agency or the cognizant state agency, as applicable. The Grantee will be reimbursed for indirect costs in accordance with the approved indirect cost rate and amounts and limitations specified in the attached Grant Budget. Once the Grantee makes an election and treats a given cost as direct or indirect, it must apply that treatment consistently and may not change during the Term. Any changes in the approved indirect cost rate must have prior approval of the cognizant federal agency or the cognizant state agency, as applicable. If the indirect cost rate is provisional during the Term, once the rate becomes final, the Grantee agrees to remit any overpayment of funds to the State, and subject to the availability of funds the State agrees to remit any underpayment to the Grantee.
- C.9. Cost Allocation. If any part of the costs to be reimbursed under this Grant Contract are joint costs involving allocation to more than one program or activity, such costs shall be allocated and reported in accordance with the provisions of Department of Finance and Administration Policy Statement 03 or any amendments or revisions made to this policy statement during the Term.
- C.10. Payment of Invoice. A payment by the State shall not prejudice the State's right to object to or question any reimbursement, invoice, or related matter. A payment by the State shall not be construed as acceptance of any part of the work or service provided or as approval of any amount as an allowable cost.
- C.11. Non-allowable Costs. Any amounts payable to the Grantee shall be subject to reduction for amounts included in any invoice or payment that are determined by the State, on the basis of audits or monitoring conducted in accordance with the terms of this Grant Contract, to constitute unallowable costs.
- C.12. State's Right to Set Off. The State reserves the right to set off or deduct from amounts that are or shall become due and payable to the Grantee under this Grant Contract or under any other agreement between the Grantee and the State of Tennessee under which the Grantee has a right to receive payment from the State.
- C.13. Prerequisite Documentation. The Grantee shall not invoice the State under this Grant Contract until the State has received the following, properly completed documentation.
- a. The Grantee shall complete, sign, and return to the State an "Authorization Agreement for Automatic Deposit (ACH Credits) Form" provided by the State. By doing so, the Grantee acknowledges and agrees that, once this form is received by the State, all payments to the Grantee under this or any other grant contract will be made by automated clearing house ("ACH").
  - b. The Grantee shall complete, sign, and return to the State the State-provided W-9 form. The taxpayer identification number on the W-9 form must be the same as the Grantee's Federal Employer Identification Number or Social Security Number referenced in the Grantee's Edison registration information.

**D. STANDARD TERMS AND CONDITIONS:**

- D.1. Required Approvals. The State is not bound by this Grant Contract until it is signed by the parties and approved by appropriate officials in accordance with applicable Tennessee laws and regulations (depending upon the specifics of this Grant Contract, the officials may include, but are not limited to, the Commissioner of Finance and Administration, the Commissioner of Human Resources, and the Comptroller of the Treasury).

- D.2. Modification and Amendment. This Grant Contract may be modified only by a written amendment signed by all parties and approved by the officials who approved the Grant Contract and, depending upon the specifics of the Grant Contract as amended, any additional officials required by Tennessee laws and regulations (the officials may include, but are not limited to, the Commissioner of Finance and Administration, the Commissioner of Human Resources, and the Comptroller of the Treasury).
- D.3. Termination for Convenience. The State may terminate this Grant Contract without cause for any reason. A termination for convenience shall not be a breach of this Grant Contract by the State. The State shall give the Grantee at least thirty (30) days written notice before the effective termination date. The Grantee shall be entitled to compensation for authorized expenditures and satisfactory services completed as of the termination date, but in no event shall the State be liable to the Grantee for compensation for any service that has not been rendered. The final decision as to the amount for which the State is liable shall be determined by the State. The Grantee shall not have any right to any actual general, special, incidental, consequential, or any other damages whatsoever of any description or amount for the State's exercise of its right to terminate for convenience.
- D.4. Termination for Cause. If the Grantee fails to properly perform its obligations under this Grant Contract, or if the Grantee violates any terms of this Grant Contract, the State shall have the right to immediately terminate this Grant Contract and withhold payments in excess of fair compensation for completed services. Notwithstanding the exercise of the State's right to terminate this Grant Contract for cause, the Grantee shall not be relieved of liability to the State for damages sustained by virtue of any breach of this Grant Contract by the Grantee.
- D.5. Subcontracting. The Grantee shall not assign this Grant Contract or enter into a subcontract for any of the services performed under this Grant Contract without obtaining the prior written approval of the State. If such subcontracts are approved by the State, each shall contain, at a minimum, sections of this Grant Contract pertaining to "Conflicts of Interest," "Lobbying," "Nondiscrimination," "Public Accountability," "Public Notice," and "Records" (as identified by the section headings). Notwithstanding any use of approved subcontractors, the Grantee shall remain responsible for all work performed.
- D.6. Conflicts of Interest. The Grantee warrants that no part of the total Grant Contract Amount shall be paid directly or indirectly to an employee or official of the State of Tennessee as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Grantee in connection with any work contemplated or performed relative to this Grant Contract.
- D.7. Lobbying. The Grantee certifies, to the best of its knowledge and belief, that:
- a. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
  - b. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this contract, grant, loan, or cooperative agreement, the Grantee shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
  - c. The Grantee shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and

contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into and is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352.

- D.8. Communications and Contacts. All instructions, notices, consents, demands, or other communications required or contemplated by this Grant Contract shall be in writing and shall be made by certified, first class mail, return receipt requested and postage prepaid, by overnight courier service with an asset tracking system, or by email or facsimile transmission with recipient confirmation. All communications, regardless of method of transmission, shall be addressed to the respective party as set out below:

The State:

Elizabeth Berardi, Program Director, TN Breast and Cervical Screening Program  
Tennessee Department of Health  
Division of Family Health and Wellness  
Tennessee Department of Health  
8<sup>th</sup> Floor, Andrew Johnson Tower  
710 James Robertson Parkway  
Nashville, Tennessee 37243  
615-532-8480  
[Elizabeth.Berardi@tn.gov](mailto:Elizabeth.Berardi@tn.gov)

The Grantee:

Gill Wright, Director of Health  
Metropolitan Government of Nashville and Davidson County  
2500 Charlotte Ave  
Nashville, TN 37209-4129  
Email: Gill.Wright@Nashville.gov  
Telephone #: 615-340-0410

A change to the above contact information requires written notice to the person designated by the other party to receive notice.

All instructions, notices, consents, demands, or other communications shall be considered effectively given upon receipt or recipient confirmation as may be required.

- D.9. Subject to Funds Availability. This Grant Contract is subject to the appropriation and availability of State or Federal funds. In the event that the funds are not appropriated or are otherwise unavailable, the State reserves the right to terminate this Grant Contract upon written notice to the Grantee. The State's right to terminate this Grant Contract due to lack of funds is not a breach of this Grant Contract by the State. Upon receipt of the written notice, the Grantee shall cease all work associated with the Grant Contract. Should such an event occur, the Grantee shall be entitled to compensation for all satisfactory and authorized services completed as of the termination date. Upon such termination, the Grantee shall have no right to recover from the State any actual, general, special, incidental, consequential, or any other damages whatsoever of any description or amount.
- D.10. Nondiscrimination. The Grantee hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Grant Contract or in the employment practices of the Grantee on the grounds of handicap or disability, age, race, color, religion, sex, national origin, or any other classification protected by federal, Tennessee state constitutional, or statutory law. The Grantee

shall, upon request, show proof of nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.

- D.11. HIPAA Compliance. The State and the Grantee shall comply with obligations under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Health Information Technology for Economic and Clinical Health Act (HITECH) and any other relevant laws and regulations regarding privacy (collectively the "Privacy Rules"). The obligations set forth in this Section shall survive the termination of this Grant Contract.
- a. The Grantee warrants to the State that it is familiar with the requirements of the Privacy Rules and will comply with all applicable HIPAA requirements in the course of this Grant Contract.
  - b. The Grantee warrants that it will cooperate with the State, including cooperation and coordination with State privacy officials and other compliance officers required by the Privacy Rules, in the course of performance of this Grant Contract so that both parties will be in compliance with the Privacy Rules.
  - c. The State and the Grantee will sign documents, including but not limited to business associate agreements, as required by the Privacy Rules and that are reasonably necessary to keep the State and the Grantee in compliance with the Privacy Rules. This provision shall not apply if information received by the State under this Grant Contract is NOT "protected health information" as defined by the Privacy Rules, or if the Privacy Rules permit the State to receive such information without entering into a business associate agreement or signing another such document.
- D.12. Public Accountability. If the Grantee is subject to Tenn. Code Ann. § 8-4-401 *et seq.*, or if this Grant Contract involves the provision of services to citizens by the Grantee on behalf of the State, the Grantee agrees to establish a system through which recipients of services may present grievances about the operation of the service program. The Grantee shall also display in a prominent place, located near the passageway through which the public enters in order to receive Grant supported services, a sign at least eleven inches (11") in height and seventeen inches (17") in width stating:
- NOTICE: THIS AGENCY IS A RECIPIENT OF TAXPAYER FUNDING. IF YOU OBSERVE AN AGENCY DIRECTOR OR EMPLOYEE ENGAGING IN ANY ACTIVITY WHICH YOU CONSIDER TO BE ILLEGAL, IMPROPER, OR WASTEFUL, PLEASE CALL THE STATE COMPTROLLER'S TOLL-FREE HOTLINE: 1-800-232-5454.
- The sign shall be on the form prescribed by the Comptroller of the Treasury. The Grantor State Agency shall obtain copies of the sign from the Comptroller of the Treasury, and upon request from the Grantee, provide Grantee with any necessary signs.
- D.13. Public Notice. All notices, informational pamphlets, press releases, research reports, signs, and similar public notices prepared and released by the Grantee in relation to this Grant Contract shall include the statement, "This project is funded under a grant contract with the State of Tennessee." All notices by the Grantee in relation to this Grant Contract shall be approved by the State.
- D.14. Licensure. The Grantee, its employees, and any approved subcontractor shall be licensed pursuant to all applicable federal, state, and local laws, ordinances, rules, and regulations and shall upon request provide proof of all licenses.
- D.15. Records. The Grantee and any approved subcontractor shall maintain documentation for all charges under this Grant Contract. The books, records, and documents of the Grantee and any approved subcontractor, insofar as they relate to work performed or money received under this Grant Contract, shall be maintained in accordance with applicable Tennessee law. In no case shall the records be maintained for a period of less than five (5) full years from the date of the final payment. The Grantee's records shall be subject to audit at any reasonable time and upon

reasonable notice by the Grantor State Agency, the Comptroller of the Treasury, or their duly appointed representatives.

The records shall be maintained in accordance with Governmental Accounting Standards Board (GASB) Accounting Standards or the Financial Accounting Standards Board (FASB) Accounting Standards Codification, as applicable, and any related AICPA Industry Audit and Accounting guides.

In addition, documentation of grant applications, budgets, reports, awards, and expenditures will be maintained in accordance with U.S. Office of Management and Budget's *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

Grant expenditures shall be made in accordance with local government purchasing policies and procedures and purchasing procedures for local governments authorized under state law.

The Grantee shall also comply with any recordkeeping and reporting requirements prescribed by the Tennessee Comptroller of the Treasury.

The Grantee shall establish a system of internal controls that utilize the COSO Internal Control - Integrated Framework model as the basic foundation for the internal control system. The Grantee shall incorporate any additional Comptroller of the Treasury directives into its internal control system.

Any other required records or reports which are not contemplated in the above standards shall follow the format designated by the head of the Grantor State Agency, the Central Procurement Office, or the Commissioner of Finance and Administration of the State of Tennessee.

- D.16. Monitoring. The Grantee's activities conducted and records maintained pursuant to this Grant Contract shall be subject to monitoring and evaluation by the State, the Comptroller of the Treasury, or their duly appointed representatives.
- D.17. Progress Reports. The Grantee shall submit brief, periodic, progress reports to the State as requested.
- D.18. Annual and Final Reports. The Grantee shall submit, within three (3) months of the conclusion of each year of the Term, an annual report. For grant contracts with a term of less than one (1) year, the Grantee shall submit a final report within three (3) months of the conclusion of the Term. For grant contracts with multiyear terms, the final report will take the place of the annual report for the final year of the Term. The Grantee shall submit annual and final reports to the Grantor State Agency. At minimum, annual and final reports shall include: (a) the Grantee's name; (b) the Grant Contract's Edison identification number, Term, and total amount; (c) a narrative section that describes the program's goals, outcomes, successes and setbacks, whether the Grantee used benchmarks or indicators to determine progress, and whether any proposed activities were not completed; and (d) other relevant details requested by the Grantor State Agency. Annual and final report documents to be completed by the Grantee shall appear on the Grantor State Agency's website or as an attachment (Attachment 5) to the Grant Contract.
- D.19. Audit Report. For purposes of this Section, pass-through entity means a non-federal entity that provides a subaward to a subrecipient to carry out part of a federal program.

The Grantee shall provide audited financial statements to the Tennessee Comptroller of the Treasury ("Comptroller") if during the Grantee's fiscal year, the Grantee: (1) expends seven hundred fifty thousand dollars (\$750,000) or more in direct and indirect federal financial assistance and the State is a pass-through entity; (2) expends seven hundred fifty thousand dollars (\$750,000) or more in state funds from the State; or (3) expends seven hundred fifty thousand dollars (\$750,000) or more in federal financial assistance and state funds from the State, and the State is a pass-through entity. At least ninety (90) days before the end of its fiscal year, the Grantee shall complete Attachment 6 to notify the State whether or not Grantee is subject to an audit. The Grantee should submit only one, completed Notice of Audit Report document during the Grantee's fiscal year. Any Grantee that is subject to an audit and so indicates on Attachment 6 shall complete Attachment 7. If the Grantee is subject to an audit, Grantee shall obtain the Comptroller's approval before engaging a licensed, independent public

accountant to perform the audit. The Grantee may contact the Comptroller for assistance identifying auditors.

All audits shall be performed in accordance with the Comptroller's requirements, as posted on its web site. When a federal single audit is required, the audit shall be performed in accordance with U.S. Office of Management and Budget's *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

A copy of the audit report shall be provided to the Comptroller by the licensed, independent public accountant. Audit reports shall be made available to the public.

The audit contract between the Grantee and the Auditor shall be on a contract form prescribed by the Comptroller. The Grantee shall be responsible for payment of fees for an audit prepared by a licensed, independent public accountant. Payment of the audit fees by the Grantee shall be subject to the provision relating to such fees contained within this Grant Contract. The Grantee shall be responsible for reimbursing the Comptroller for any costs of an audit prepared by the Comptroller.

- D.20. Procurement. If other terms of this Grant Contract allow reimbursement for the cost of goods, materials, supplies, equipment, or contracted services, such procurement shall be made on a competitive basis, including the use of competitive bidding procedures, where practical. The Grantee shall maintain documentation for the basis of each procurement for which reimbursement is paid pursuant to this Grant Contract. In each instance where it is determined that use of a competitive procurement method is not practical, supporting documentation shall include a written justification for the decision and for use of a non-competitive procurement. If the Grantee is a subrecipient, the Grantee shall comply with 2 C.F.R. §§ 200.317—200.326 when procuring property and services under a federal award.

The Grantee shall obtain prior approval from the State before purchasing any equipment under this Grant Contract.

For purposes of this Grant Contract, the term "equipment" shall include any article of nonexpendable, tangible, personal property having a useful life of more than one year and an acquisition cost which equals or exceeds five thousand dollars (\$5,000.00).

- D.21. Strict Performance. Failure by any party to this Grant Contract to insist in any one or more cases upon the strict performance of any of the terms, covenants, conditions, or provisions of this Grant Contract is not a waiver or relinquishment of any term, covenant, condition, or provision. No term or condition of this Grant Contract shall be held to be waived, modified, or deleted except by a written amendment signed by the parties.
- D.22. Independent Contractor. The parties shall not act as employees, partners, joint venturers, or associates of one another in the performance of this Grant Contract. The parties acknowledge that they are independent contracting entities and that nothing in this Grant Contract shall be construed to create a principal/agent relationship or to allow either to exercise control or direction over the manner or method by which the other transacts its business affairs or provides its usual services. The employees or agents of one party shall not be deemed or construed to be the employees or agents of the other party for any purpose whatsoever.
- D.23. Limitation of State's Liability. The State shall have no liability except as specifically provided in this Grant Contract. In no event will the State be liable to the Grantee or any other party for any lost revenues, lost profits, loss of business, loss of grant funding, decrease in the value of any securities or cash position, time, money, goodwill, or any indirect, special, incidental, punitive, exemplary or consequential damages of any nature, whether based on warranty, contract, statute, regulation, tort (including but not limited to negligence), or any other legal theory that may arise under this Grant Contract or otherwise. The State's total liability under this Grant Contract (including any exhibits, schedules, amendments or other attachments to the Contract) or otherwise shall under no circumstances exceed the Maximum Liability originally established in Section C.1 of this Grant Contract. This limitation of liability is cumulative and not per incident.

- D.24. Force Majeure. “Force Majeure Event” means fire, flood, earthquake, elements of nature or acts of God, wars, riots, civil disorders, rebellions or revolutions, acts of terrorism or any other similar cause beyond the reasonable control of the party except to the extent that the non-performing party is at fault in failing to prevent or causing the default or delay, and provided that the default or delay cannot reasonably be circumvented by the non-performing party through the use of alternate sources, workaround plans or other means. A strike, lockout or labor dispute shall not excuse either party from its obligations under this Grant Contract. Except as set forth in this Section, any failure or delay by a party in the performance of its obligations under this Grant Contract arising from a Force Majeure Event is not a default under this Grant Contract or grounds for termination. The non-performing party will be excused from performing those obligations directly affected by the Force Majeure Event, and only for as long as the Force Majeure Event continues, provided that the party continues to use diligent, good faith efforts to resume performance without delay. The occurrence of a Force Majeure Event affecting Grantee’s representatives, suppliers, subcontractors, customers or business apart from this Grant Contract is not a Force Majeure Event under this Grant Contract. Grantee will promptly notify the State of any delay caused by a Force Majeure Event (to be confirmed in a written notice to the State within one (1) day of the inception of the delay) that a Force Majeure Event has occurred, and will describe in reasonable detail the nature of the Force Majeure Event. If any Force Majeure Event results in a delay in Grantee’s performance longer than forty-eight (48) hours, the State may, upon notice to Grantee: (a) cease payment of the fees until Grantee resumes performance of the affected obligations; or (b) immediately terminate this Grant Contract or any purchase order, in whole or in part, without further payment except for fees then due and payable. Grantee will not increase its charges under this Grant Contract or charge the State any fees other than those provided for in this Grant Contract as the result of a Force Majeure Event.
- D.25. Tennessee Department of Revenue Registration. The Grantee shall comply with all applicable registration requirements contained in Tenn. Code Ann. §§ 67-6-601 – 608. Compliance with applicable registration requirements is a material requirement of this Grant Contract.
- D.26. Charges to Service Recipients Prohibited. The Grantee shall not collect any amount in the form of fees or reimbursements from the recipients of any service provided pursuant to this Grant Contract.
- D.27. No Acquisition of Equipment or Motor Vehicles. This Grant Contract does not involve the acquisition and disposition of equipment or motor vehicles acquired with funds provided under this Grant Contract.
- D.28. State and Federal Compliance. The Grantee shall comply with all applicable state and federal laws and regulations in the performance of this Grant Contract. The U.S. Office of Management and Budget’s Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards is available here: [http://www.ecfr.gov/cgi-bin/text-idx?SID=c6b2f053952359ba94470ad3a7c1a975&tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?SID=c6b2f053952359ba94470ad3a7c1a975&tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)
- D.29. Governing Law. This Grant Contract shall be governed by and construed in accordance with the laws of the State of Tennessee, without regard to its conflict or choice of law rules. The Grantee agrees that it will be subject to the exclusive jurisdiction of the courts of the State of Tennessee in actions that may arise under this Grant Contract. The Grantee acknowledges and agrees that any rights or claims against the State of Tennessee or its employees hereunder, and any remedies arising there from, shall be subject to and limited to those rights and remedies, if any, available under Tenn. Code Ann. §§ 9-8-101 through 9-8-408.
- D.30. Completeness. This Grant Contract is complete and contains the entire understanding between the parties relating to the subject matter contained herein, including all the terms and conditions agreed to by the parties. This Grant Contract supersedes any and all prior understandings, representations, negotiations, or agreements between the parties, whether written or oral.
- D.31. Severability. If any terms and conditions of this Grant Contract are held to be invalid or unenforceable as a matter of law, the other terms and conditions shall not be affected and shall



remain in full force and effect. To this end, the terms and conditions of this Grant Contract are declared severable.

- D.32. Headings. Section headings are for reference purposes only and shall not be construed as part of this Grant Contract.
- D.33. Iran Divestment Act. The requirements of Tenn. Code Ann. § 12-12-101, *et seq.*, addressing contracting with persons as defined at Tenn. Code Ann. §12-12-103(5) that engage in investment activities in Iran, shall be a material provision of this Grant Contract. The Grantee certifies, under penalty of perjury, that to the best of its knowledge and belief that it is not on the list created pursuant to Tenn. Code Ann. § 12-12-106.
- D.34. Debarment and Suspension. The Grantee certifies, to the best of its knowledge and belief, that it, its current and future principals, its current and future subcontractors and their principals:
- a. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal or state department or agency;
  - b. have not within a three (3) year period preceding this Grant Contract been convicted of, or had a civil judgment rendered against them from commission of fraud, or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or grant under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;
  - c. are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses detailed in section b. of this certification; and
  - d. have not within a three (3) year period preceding this Grant Contract had one or more public transactions (federal, state, or local) terminated for cause or default.

The Grantee shall provide immediate written notice to the State if at any time it learns that there was an earlier failure to disclose information or that due to changed circumstances, its principals or the principals of its subcontractors are excluded or disqualified, or presently fall under any of the prohibitions of sections a-d.

- D.35. Confidentiality of Records. Strict standards of confidentiality of records and information shall be maintained in accordance with applicable state and federal law. All material and information, regardless of form, medium or method of communication, provided to the Grantee by the State or acquired by the Grantee on behalf of the State that is regarded as confidential under state or federal law shall be regarded as "Confidential Information." Nothing in this Section shall permit Grantee to disclose any Confidential Information, regardless of whether it has been disclosed or made available to the Grantee due to intentional or negligent actions or inactions of agents of the State or third parties. Confidential Information shall not be disclosed except as required or permitted under state or federal law. Grantee shall take all necessary steps to safeguard the confidentiality of such material or information in conformance with applicable state and federal law.

The obligations set forth in this Section shall survive the termination of this Grant Contract.

## **E. SPECIAL TERMS AND CONDITIONS:**

- E.1. Conflicting Terms and Conditions. Should any of these special terms and conditions conflict with any other terms and conditions of this Grant Contract, the special terms and conditions shall be subordinate to the Grant Contract's other terms and conditions.

- E.2. Printing Authorization. The Grantee agrees that no publication coming within the jurisdiction of Tenn. Code Ann. §§ 12-7-101, *et seq.*, shall be printed pursuant to this Grant Contract unless a printing authorization number has been obtained and affixed as required by Tenn. Code Ann. § 12-7-103(d).
- E.3. Work Papers Subject to Review. The Grantee shall make all audit, accounting, or financial analysis work papers, notes, and other documents available for review by the Comptroller of the Treasury or his representatives, upon request, during normal working hours either while the analysis is in progress or subsequent to the completion of this Grant Contract.
- E.4. Prohibited Advertising. The Grantee shall not refer to this Grant Contract or the Grantee's relationship with the State under this Grant Contract in commercial advertising in such a manner as to state or imply that the Grantee or the Grantee's goods or services are endorsed. The obligations set forth in this Section shall survive the termination of this Grant Contract.
- E.5. Environmental Tobacco Smoke. Pursuant to the provisions of the federal "Pro-Children Act of 1994" and the "Children's Act for Clean Indoor Air of 1995," Tenn. Code Ann. §§ 39-17-1601 through 1606, the Grantee shall prohibit smoking of tobacco products within any indoor premises in which services are provided to individuals under the age of eighteen (18) years. The Grantee shall post "no smoking" signs in appropriate, permanent sites within such premises. This prohibition shall be applicable during all hours, not just the hours in which children are present. Violators of the prohibition may be subject to civil penalties and fines. This prohibition shall apply to and be made part of any subcontract related to this Grant Contract.
- E.6. Federal Funding Accountability and Transparency Act (FFATA).

This Grant Contract requires the Grantee to provide supplies or services that are funded in whole or in part by federal funds that are subject to FFATA. The Grantee is responsible for ensuring that all applicable FFATA requirements, including but not limited to those below, are met and that the Grantee provides information to the State as required.

The Grantee shall comply with the following:

- a. Reporting of Total Compensation of the Grantee's Executives.
- (1) The Grantee shall report the names and total compensation of each of its five most highly compensated executives for the Grantee's preceding completed fiscal year, if in the Grantee's preceding fiscal year it received:
    - i. 80 percent or more of the Grantee's annual gross revenues from Federal procurement contracts and federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and sub awards); and
    - ii. \$25,000,000 or more in annual gross revenues from federal procurement contracts (and subcontracts), and federal financial assistance subject to the Transparency Act (and sub awards); and
    - iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. § 78m(a), 78o(d)) or § 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>).

As defined in 2 C.F.R. § 170.315, "Executive" means officers, managing partners, or any other employees in management positions.
  - (2) Total compensation means the cash and noncash dollar value earned by the executive during the Grantee's preceding fiscal year and includes the following (for more information see 17 CFR § 229.402(c)(2)):

- i. Salary and bonus.
  - ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
  - iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
  - iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
  - v. Above-market earnings on deferred compensation which is not tax qualified.
  - vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.
- b. The Grantee must report executive total compensation described above to the State by the end of the month during which this Grant Contract is established.
  - c. If this Grant Contract is amended to extend its term, the Grantee must submit an executive total compensation report to the State by the end of the month in which the amendment to this Grant Contract becomes effective.
  - d. The Grantee will obtain a Unique Entity Identifier (SAM) and maintain its number for the term of this Grant Contract. More information about obtaining a Unique Entity Identifier can be found at: <https://www.gsa.gov>.

The Grantee's failure to comply with the above requirements is a material breach of this Grant Contract for which the State may terminate this Grant Contract for cause. The State will not be obligated to pay any outstanding invoice received from the Grantee unless and until the Grantee is in full compliance with the above requirements.

- E. 7. Healthy Eating Requirements. Grant recipients who purchase or serve snacks or meals in conjunction with their performance under this Grant Contract shall provide only healthy foods. No high sugar beverage shall be served at any time. Fruits and vegetables shall be given preference in menu selections.
- E. 8. CFDA Number(s) When applicable, the Grantee shall inform its licensed independent public accountant of the federal regulations that are to be complied within the performance of an audit. This information shall consist of the following Catalog of Federal Domestic Assistance Numbers: 93.994 – Maternal and Child Health Services Block Grant to the States  
93.898 Cancer Prevention and Control Programs for State, Territorial and Tribal Organizations

IN WITNESS WHEREOF, the parties have by their duly authorized representatives set their signatures.

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY**

\_\_\_\_\_  
Director  
Metro Public Health Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, Board of Health

\_\_\_\_\_  
Date

APPROVED AS TO AVAILABILITY OF FUNDS:

\_\_\_\_\_  
Director, Department of Finance

\_\_\_\_\_  
Date

APPROVED AS TO RISK AND INSURANCE:

\_\_\_\_\_  
Director of Risk Management Services

\_\_\_\_\_  
Date

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
Metropolitan Attorney

\_\_\_\_\_  
Date

\_\_\_\_\_  
Metropolitan Mayor

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Metropolitan Clerk

\_\_\_\_\_  
Date

**DEPARTMENT OF HEALTH:**

\_\_\_\_\_  
Lisa Piercey, MD, MBA, FAAP  
Commissioner

\_\_\_\_\_  
Date

**Federal Award Identification Worksheet**

Subrecipient's name (must match name associated with its Unique Entity Identifier (SAM))	County of Davidson
Subrecipient's Unique Entity Identifier (SAM)	LGZLHP6ZHM55
Federal Award Identification Number (FAIN)	NU58DP006307
Federal award date	09/20/2021
Subaward Period of Performance Start and End Date	06/30/17 – 06/29/22
Subaward Budget Period Start and End Date	06/30/17 – 06/29/22
Assistance Listing number (formerly known as the CFDA number) and Assistance Listing program title.	93.898 – Cancer Prevention and Control Programs for State, Territorial and Tribal Organizations
Grant contract's begin date	08/01/2022
Grant contract's end date	06/30/2023
Amount of federal funds obligated by this grant contract	\$65,100.00
Total amount of federal funds obligated to the subrecipient	
Total amount of the federal award to the pass-through entity (Grantor State Agency)	\$3,767,516.00
Federal award project description (as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA))	Tennessee Department of Health Cancer Prevention & Control Programs
Name of federal awarding agency	Department of Health and Human Services
Name and contact information for the federal awarding official	Valerie Richmond-Reese Public Health Advisor/Project Officer var1@cdc.gov 770-488-3694
Name of pass-through entity	Tennessee Department of Health
Name and contact information for the pass-through entity awarding official	Dr. Martin Whiteside Director, Office of Cancer Surveillance martin.whiteside@tn.gov 615-532-7903
Is the federal award for research and development?	No
Indirect cost rate for the federal award (See 2 C.F.R. §200.331 for information on type of indirect cost rate)	15.9%

**Federal Award Identification Worksheet**

Subrecipient's name (must match name associated with its Unique Entity Identifier (SAM))	County of Davidson
Subrecipient's Unique Entity Identifier (SAM)	LGZLHP6ZHM55
Federal Award Identification Number (FAIN)	B0445245
Federal award date	01/24/2022
Subaward Period of Performance Start and End Date	10/01/21 – 09/30/23
Subaward Budget Period Start and End Date	10/01/21 – 09/30/23
Assistance Listing number (formerly known as the CFDA number) and Assistance Listing program title.	93.994 – Maternal and Child Health Services Block Grant to the States
Grant contract's begin date	08/01/2022
Grant contract's end date	06/30/2023
Amount of federal funds obligated by this grant contract	\$116,000.00
Total amount of federal funds obligated to the subrecipient	
Total amount of the federal award to the pass-through entity (Grantor State Agency)	\$2,532,852.00
Federal award project description (as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA))	Maternal and Child Health Services
Name of federal awarding agency	Department of Health and Human Services
Name and contact information for the federal awarding official	Nelson Pinto Grants Management Specialist Office of Federal Assistance Management (OFAM) NPinto@hrsa.gov (301) 443-8899
Name of pass-through entity	Tennessee Department of Health
Name and contact information for the pass-through entity awarding official	Morgan McDonald Deputy Commissioner morgan.mcdonald@tn.gov (615)532-8672
Is the federal award for research and development?	No
Indirect cost rate for the federal award (See 2 C.F.R. §200.331 for information on type of indirect cost rate)	N/A

**ATTACHMENT 2**  
**GRANT BUDGET**  
**(BUDGET PAGE 1)**

<b>Metropolitan Government of Nashville and Davdison County</b>				
<b>APPLICABLE PERIOD: The grant budget line-item amounts below shall be applicable only to expense incurred during the period beginning 08/01/22, and ending 06/30/23.</b>				
<b>POLICY 03 Object Line-item Reference</b>	<b>EXPENSE OBJECT LINE-ITEM CATEGORY <sup>1</sup> (detail schedule(s) attached as applicable)</b>	<b>GRANT CONTRACT</b>	<b>GRANTEE PARTICIPATION</b>	<b>TOTAL PROJECT</b>
1	Salaries <sup>2</sup>	\$151,600.00	\$0.00	\$151,600.00
2	Benefits & Taxes	\$63,600.00	\$0.00	\$63,600.00
4, 15	Professional Fee/ Grant & Award <sup>2</sup>	\$0.00	\$0.00	\$0.00
5	Supplies	\$5,000.00	\$0.00	\$5,000.00
6	Telephone	\$1,500.00	\$0.00	\$1,500.00
7	Postage & Shipping	\$0.00	\$0.00	\$0.00
8	Occupancy	\$0.00	\$0.00	\$0.00
9	Equipment Rental & Maintenance	\$0.00	\$0.00	\$0.00
10	Printing & Publications	\$0.00	\$0.00	\$0.00
11, 12	Travel/ Conferences & Meetings <sup>2</sup>	\$2,000.00	\$0.00	\$2,000.00
13	Interest <sup>2</sup>	\$0.00	\$0.00	\$0.00
14	Insurance	\$0.00	\$0.00	\$0.00
16	Specific Assistance To Individuals <sup>2</sup>	\$0.00	\$0.00	\$0.00
17	Depreciation <sup>2</sup>	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel <sup>2</sup>	\$0.00	\$0.00	\$0.00
20	Capital Purchase <sup>2</sup>	\$0.00	\$0.00	\$0.00
22	Indirect Cost (20% of total)	\$44,700.00	\$0.00	\$44,700.00
24	In-Kind Expense	\$0.00	\$0.00	\$0.00
25	<b>GRAND TOTAL</b>	<b>\$268,400.00</b>	<b>\$0.00</b>	<b>\$268,400.00</b>

<sup>1</sup> Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A. (posted on the Internet at: <https://www.tn.gov/assets/entities/finance/attachments/policy3.pdf>).

<sup>2</sup> Applicable detail follows this page if line-item is funded.

**ATTACHMENT 2 (continued)**  
**GRANT BUDGET LINE-ITEM DETAIL**  
**(BUDGET PAGE 2)**

SALARIES								AMOUNT
Thoris Campbell, Public Health Nurse	6,181.54	x	11	x	100%	+	935	\$68,931.94
Vacant, Public Health Nurse	4,755.32	x	11	x	100%			\$52,308.52
Vacant, Office Support Representative Senior	2,764.38	x	11	x	100%			\$30,408.18
ROUNDED TOTAL								\$151,600.00

TRAVEL/ CONFERENCES & MEETINGS	AMOUNT
Local mileage and parking	\$2,000.00
TOTAL	\$2,000.00



STATE OF TENNESSEE  
INVOICE FOR REIMBURSEMENT

For ACCOUNTS MANAGEMENT OFFICE USE ONLY			
PO#	LINE#	RECEIPT #	TDOH AGENCY INVOICE #
EDISON CONTRACT #			
EDISON VENDOR #		EDISON ADDRESS LINE #	VOUCHER #

NAME AND REMITTANCE ADDRESS OF CONTRACTOR/GRANTEE	INVOICE NUMBER
	INVOICE DATE
	INVOICE PERIOD
	FROM <span style="float: right;">TO</span>
Edison Vendor #	CONTRACT PERIOD
	FROM <span style="float: right;">TO</span>
CONTRACTING STATE AGENCY <span style="float: right;">Tennessee Department of Health</span>	CONTACT PERSON/TELEPHONE NO.
PROGRAM AREA	
OCR CONTRACT NUMBER	

BUDGET LINE ITEMS	(A) TOTAL CONTRACT BUDGET	(B) AMOUNT BILLED YTD  (MO./DAY/YR.)	(C) MONTHLY EXPENDITURES DUE	FOR CENTRAL OFFICE USE ONLY
				SPEEDCHART NUMBER:
				USERCODE:
				PROJECT ID:
				AMOUNT:
Salaries	\$0.00	\$0.00	\$0.00	
Benefits	\$0.00	\$0.00	\$0.00	SPEEDCHART NUMBER:
Professional Fee/Grant & Award	\$0.00	\$0.00	\$0.00	USERCODE:
Supplies	\$0.00	\$0.00	\$0.00	PROJECT ID:
Telephone	\$0.00	\$0.00	\$0.00	AMOUNT:
Postage & Shipping	\$0.00	\$0.00	\$0.00	
Occupancy	\$0.00	\$0.00	\$0.00	SPEEDCHART NUMBER:
Equipment Rental & Maintenance	\$0.00	\$0.00	\$0.00	USERCODE:
Printing & Publications	\$0.00	\$0.00	\$0.00	PROJECT ID:
Travel/Conferences & Meetings	\$0.00	\$0.00	\$0.00	AMOUNT:
Interest	\$0.00	\$0.00	\$0.00	
Insurance	\$0.00	\$0.00	\$0.00	SPEEDCHART NUMBER:
Specific Assistance to Individuals	\$0.00	\$0.00	\$0.00	USERCODE:
Depreciation	\$0.00	\$0.00	\$0.00	PROJECT ID:
Other Non Personnel	\$0.00	\$0.00	\$0.00	AMOUNT:
Capital Purchase	\$0.00	\$0.00	\$0.00	
Indirect Cost	\$0.00	\$0.00	\$0.00	
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

I certify to the best of my knowledge and belief that the data above are correct, that all expenditures were made in accordance with the contract conditions, and that payment is due and has not been previously requested.

Please check one of the following boxes  
 These services are for  medical services  
 non-medical services

RECOMMENDED FOR PAYMENT

CONTRACTOR'S/GRANTEE'S AUTHORIZED SIGNATURE

PROGRAM APPROVAL AUTHORIZED SIGNATURE

CONTRACTING STATE AGENCY'S AUTHORIZED CERTIFICATION  
FOR FISCAL USE ONLY

\_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

\_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

\_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

ATTACHMENT:

## Instructions & Hints

# Do not send a worksheet that is linked to another file

Line by line instructions are on the "line by line info" tab

Retain this file in blank form

Use "File Save As" to save information for a specific contract or reporting period

**File Names:** Please use the following format when naming files.

**name of agency REPORTING PERIOD END.xls**

**do not abbreviate the agency name**

example: davidson county health MARCH 02.xls

Reporting period - the start and end dates of the quarter being reported

Reporting periods are based on the Agency's fiscal year

Grant period - the start and end dates of the contract being reported

Send a report for every quarter even if there is no activity for that quarter

Abbreviations - do not abbreviate the Agency name

Number pages using the "page\_\_\_\_of \_\_\_\_ pages" format

## THE WORKSHEET IS NOT PROTECTED

**do not overwrite formulas (identified by yellow shading and "0" ) or change formats**

**do not overwrite/edit shaded areas (move to the cell beyond the shading for input)**

**do not add (insert) lines do not change shaded areas**

Expense and Revenue pages can show information for 2 contracts

Use separate Schedules A & B to report contracts for each granting State agency

Use additional expense and revenue pages for more than 2 contracts

copy all lines & fields to the first blank line below the last line in column A

with the cursor at the start of the added page, use "insert" "page break" for print purposes

reset print range to cover the added page(s) and correct the page numbers

Contract Number is the State Contract Number, NOT the agency program number

Report by program within the State Contract Number within State Department

Summarize programs into totals by State Contract Number and State Department totals

Do not combine State Contract Numbers

One Funding Information Summary and one Schedule C are required from each contractor submitting reports

Review Section C in all contracts for reporting requirements

## ALLOCATION OF ADMINISTRATIVE COSTS

Requires completion of all attached sheets

**NOTE** If files are not properly named and print ranges not set, the report will be returned for correction

Do not send invoices with expense reports

**If a refund is due, mail reports with check or send note with e-mail that check in the mail.**

e-mail completed files to: [Policy3.AMO.Health@tn.gov](mailto:Policy3.AMO.Health@tn.gov)

e-mail filing replaces mailing forms

or mailing Address:

Monaliz Hana

Telephone: 615-253-3406

Tennessee Department of Health

Fiscal Services

6th Floor Andrew Johnson Tower

710 James Robertson Parkway

Nashville, TN 37243

## **PROGRAM EXPENSE REPORT (Excerpted from Policy 3 statement)**

### **SCHEDULE A**

#### **EXPENSE BY OBJECT LINE-ITEMS**

There are seventeen specific object expense categories; two subtotals (Line 3, Total Personnel Expenses, and Line 19, Total Non-personnel Expenses); and Reimbursable Capital Purchases (Line 20), above Line 21, Total Direct Program Expenses. All expenses should be included in one or more of the specific categories, or in an additional expense category entered under Line 18, Other Non-personnel Expenses. The contracting state agency may determine these requirements.

With the exception of depreciation, everything reported in Lines 1 through 21 must represent an actual cash disbursement or accrual as defined in the Basis For Reporting Expenses/Expenditures section on page 13.

#### **THE YEAR-TO-DATE EXPENSES MUST BE TRACEABLE TO THE REPORTING AGENCY'S GENERAL LEDGER**

##### **Line 1 Salaries And Wages**

On this line, enter compensation, fees, salaries, and wages paid to officers, directors, trustees, and employees. An attached schedule may be required showing client wages or other included in the aggregations.

##### **Line 2 Employee Benefits & Payroll Taxes**

Enter (a) the organization's contributions to pension plans and to employee benefit programs such as health, life, and disability insurance; and (b) the organization's portion of payroll taxes such as social security and Medicare taxes and unemployment and workers' compensation insurance. An attached schedule may be required showing client benefits and taxes or other included in the aggregations.

##### **Line 3 Total Personnel Expenses**

Add lines 1 and 2.

##### **Line 4 Professional Fees**

Enter the organization's fees to outside professionals, consultants, and personal-service contractors. Include legal, accounting, and auditing fees. An attached schedule may be required showing the details in the aggregation of professional fees.

##### **Line 5 Supplies**

Enter the organization's expenses for office supplies, housekeeping supplies, food and beverages, and other supplies. An attached schedule may be required showing food expenses or other details included in the aggregations.

##### **Line 6 Telephone**

Enter the organization's expenses for telephone, cellular phones, beepers, telegram, FAX, E-mail, telephone equipment maintenance, and other related expenses.

##### **Line 7 Postage And Shipping**

Enter the organization's expenses for postage, messenger services, overnight delivery, outside mailing service fees, freight and trucking, and maintenance of delivery and

shipping vehicles. Include vehicle insurance here or on line 14.

**Line 8 Occupancy**

Enter the organization's expenses for use of office space and other facilities, heat, light, power, other utilities, outside janitorial services, mortgage interest, real estate taxes, and similar expenses. Include property insurance here or on line 14.

**Line 9 Equipment Rental And Maintenance**

Enter the organization's expenses for renting and maintaining computers, copiers, postage meters, other office equipment, and other equipment, except for telephone, truck, and automobile expenses, reportable on lines 6, 7, and 11, respectively.

**Line 10 Printing And Publications**

Enter the organization's expenses for producing printed materials, purchasing books and publications, and buying subscriptions to publications.

**Line 11 Travel**

Enter the organization's expenses for travel, including transportation, meals and lodging, and per diem payments. Include gas and oil, repairs, licenses and permits, and leasing costs for company vehicles. Include travel expenses for meetings and conferences. Include vehicle insurance here or on line 14.

**Line 12 Conferences And Meetings**

Enter the organization's expenses for conducting or attending meetings, conferences, and conventions. Include rental of facilities, speakers' fees and expenses, printed materials, and registration fees (but not travel).

**Line 13 Interest**

Enter the organization's interest expense for loans and capital leases on equipment, trucks and automobiles, and other notes and loans. Do not include mortgage interest reportable on line 8.

**Line 14 Insurance**

Enter the organization's expenses for liability insurance, fidelity bonds, and other insurance. Do not include employee-related insurance reportable on line 2. Do not include property and vehicle insurance if reported on lines 7, 8, or 11.

**Line 15 Grants And Awards**

Enter the organization's awards, grants, subsidies, and other pass-through expenditures to individuals and to other organizations. Include allocations to affiliated organizations. Include in-kind grants to individuals and organizations. Include scholarships, tuition payments, travel allowances, and equipment allowances to clients and individual beneficiaries. Pass-through funds are not included when computing administrative expenses reported on Line 22.

**Line 16 Specific Assistance to Individuals**

Enter the organization's direct payment of expenses of clients, patients, and individual beneficiaries. Include such expenses as medicines, medical and dental fees, children's board, food and homemaker services, clothing, transportation, insurance coverage, and wage supplements.

**Line 17 Depreciation**

Enter the expenses the organization records for depreciation of equipment, buildings, leasehold improvements, and other depreciable fixed assets.

**Line 18 Other Non-personnel Expenses**

NOTE: Expenses reportable on lines 1 through 17 should not be reported in an additional expense category on line 18. A description should be attached for each additional category entered on line 18. The contracting state agency may determine these requirements.

Enter the organization's allowable expenses for advertising (1), bad debts (2), contingency provisions (7), fines and penalties (14), independent research and development (reserved) (17), organization (27), page charges in professional journals (29), rearrangement and alteration (39), recruiting (41), and taxes (47). Include the organization's and employees' membership dues in associations and professional societies (26). Include other fees for the organization's licenses, permits, registrations, etc.

**Line 19 Total Non-personnel Expenses**

Add lines 4 through 18.

**Line 20 Reimbursable Capital Purchases**

Enter the organization's purchases of fixed assets. Include land, equipment, buildings, leasehold improvements, and other fixed assets. An attached schedule may be required showing the details for each such purchase.

**Line 21 Total Direct Program Expenses**

Add lines 3, 19, and 20.

Includes direct and allocated direct program expenses.

**Line 22 Administrative Expenses**

The distribution will be made in accordance with an allocation plan approved by your cognizant state agency.

**Line 23 Total Direct And Administrative Expenses**

Line 23 is the total of Line 21, Total Direct Program Expenses, and Line 22, Administrative Expenses. Line 23, Total Direct and Administrative Expenses Year-to-Date should agree with the Total of Column B, Year-to-Date Actual Expenditures of the *Invoice for Reimbursement*.

**Line 24 In-Kind Expenses**

In-kind Expenses (Line 24) is for reporting the value of contributed resources applied to the program. Approval and reporting guidelines for in-kind contributions will be specified by those contracting state agencies who allow their use toward earning grant funds.

Carry forward to Schedule B, Line 38.

**Line 25 Total Expenses**

The sum of Line 23, Total Direct and Administrative Expenses, and Line 24, In-kind Expenses, goes on this line.

## **SOURCES OF REVENUE**

The revenue page is intended to be an extension of the total expenses page, in that the columns should match up by contract/attachment number and program title. There are ten revenue sources (Schedule B, Part 1) and three subtotals (Lines 33, 41, and 43). Additional supplemental schedules for one or more of the line items may be attached, if needed. Each revenue column should be aligned with its corresponding expense column from Schedule A.

### **Reimbursable Program Funds**

#### **Line 31 Reimbursable Federal Program Funds**

Enter the portion of Total Direct & Administrative Expenses reported on Line 23, Schedule A, that is reimbursable from federal program funds. The state funding agency may require an attached detail listing and reconciliation schedule.

#### **Line 32 Reimbursable State Program Funds**

Enter the portion of Total Direct & Administrative Expenses reported on Line 23, Schedule A, that is reimbursable from state program funds. The state funding agency may require an attached detail listing and reconciliation schedule.

#### **Line 33 Total Reimbursable Program Funds (Equals Schedule B, Line 55)**

Add lines 31 and 32.

### **Matching Revenue Funds**

#### **Line 34 Other Federal Funds**

Enter the portion of matching revenues reported on Line 54, Subtract Matching Expenses (Equals Line 41), that is from other federal funds. The state funding agency may require an attached detail listing and reconciliation schedule.

#### **Line 35 Other State Funds**

Enter the portion of matching revenues reported on Line 54, Subtract Matching Expenses (Equals Line 41), that is from other state funds. The state funding agency may require an attached detail listing and reconciliation schedule.

#### **Line 36 Other Government Funds**

Enter the portion of matching revenues reported on Line 54, Subtract Matching Expenses (Equals Line 41), that is from other government funds. The state funding agency may require an attached detail listing and reconciliation schedule.

#### **Line 37 Cash Contributions (Non-government)**

Enter the portion of matching revenues reported on Line 54, Subtract Matching Expenses (Equals Line 41), that is from such sources of cash contributions as corporations, foundations, trusts, individuals, United Ways, other not-for-profit organizations, and from affiliated organizations. The state funding agency may require an attached detail listing and reconciliation schedule.

#### **Line 38 In-Kind Contributions (Equals Schedule A, Line 24)**

Enter the portion of matching revenues reported on Line 54, Subtract Matching Expenses (Equals Line 41), that is from direct and administrative in-kind contributions. The state

funding agency may require an attached detail listing and reconciliation schedule. Approval and guidelines for valuation and reporting of in-kind contributions will be specified by those grantor agencies who allow their use toward earning grant funds.

**Line 39 Program Income**

Enter the portion of matching revenues reported on Line 54, Subtract Matching Expenses (Equals Line 41), that is from program income related to the program funded by the state agency. The state funding agency may require an attached detail listing.

**Line 40 Other Matching Revenue**

Enter the portion of matching revenues reported on Line 54, Subtract Matching Expenses (Equals Line 41), that is from other revenues not included in lines 34 through 39. The state funding agency may require an attached detail listing.

**Line 41 Total Matching Revenue Funds**

Add lines 34 through 40

**Line 42 Other Program Funds**

Enter program income related to the program funded by the state agency but not reported as matching revenue funds on Line 54.

**Line 43 Total Revenue**

Add lines 33, 41, and 42

**RECONCILIATION BETWEEN TOTAL EXPENSES  
AND REIMBURSABLE EXPENSES  
SCHEDULE B - (Lines 51 to 59)**

This section, at the bottom of Schedule B, is for subtracting non-reimbursable amounts included in Total Expenses (Line 25, Schedule A and Line 51, Schedule B).

The first line of this section, Line 51, Total Expenses, is brought forward from the last last line of the corresponding Schedule A Total Expense Page.

There are three categories of adjustments for which titled lines are provided:

**Line 52 OTHER UNALLOWABLE EXPENSES:**

Some program expenses may not be reimbursable under certain grants. This is a matter between the contracting parties, and will vary according to the state agency involved and the type of grant or contract. Consult your contract or the department that funds the program for guidelines.

**Line 53 EXCESS ADMINISTRATION:**

This adjustment line may be used to deduct allocated Administration and General expenses in excess of an allowable percentage specified in the grant contract. It may also be used to deduct an adjustment resulting from limitations on certain components of Administration and General expenses. Again, the specific guidelines of the department and grant involved are the controlling factor.

**Line 54 MATCHING EXPENSES (Equals Schedule B, Line 41)**

Since the goal is to arrive at a reimbursable amount, the expenses paid out of other sources

of funding, local support and program user fees for example, will have to be deducted. The amount left should be only that which is to be paid for by the contracting state agency.

**Line 55 REIMBURSABLE EXPENSES (Line 51 less Lines 52, 53, and 54)  
(Equals Schedule B, Line 33)**

This is the amount that the contracting state agency will pay for the quarter's operations of the program. The cumulative column is what the grant actually paid to date.

**Line 56 TOTAL REIMBURSEMENT-TO-DATE**

In the quarter-to-date column, this is the total received for this quarter from filing of the Invoice For Reimbursement. The cumulative column's amount is the total received for the grant year-to-date.

**Line 57 DIFFERENCE (Line 55 less Line 56)**

This is the portion of Reimbursable Expenses not yet paid.

**Line 58 ADVANCES**

Any advance payments for a grant should appear on this line.

**Line 59 THIS REIMBURSEMENT (Line 57 less Line 58)**

The remainder should be the amount due under the grant contract. Actual payments are made through the invoicing process and not through the filing of this report.



## POLICY 3 REPORTING REQUIREMENTS - SUMMARY

Policy 3 requires reporting the entire operation of the Grantee agency. This could include numerous programs and contracts. Policy 3 requirements are outlined in each contract and are available on line at: <http://www.state.tn.us/finance/act/policyb.html>

**The “Contractor/Grantee” is the agency receiving the state grant.**

**The “Contracting State Agency” is the state agency that gives the grant.**

Reports are normally due 30 days after the close of the Grantee's accounting quarter and year, which may/may not coincide with the State accounting quarter and year end. Exact requirements are in the contract.

Policy 3 reporting requires one report from each contracting agency consisting of Schedules A, B, and C and a Funding Information Summary. Schedules A and B detail each program added to a contract total. Schedules A and B are designed to show 2 programs per page and there would be only one Schedule C per grantee. On Schedules A and B, programs that are not state funded can be rolled into a single program category. The lines on Schedule A for year-to-date information add across all programs/contracts to the corresponding line on the Schedule C - Grant contracts in the first column and non-grant operations in the second column.

The third column of the Schedule C shows Administrative Expenses incurred by the Grantee. Administrative expenses are generally those that benefit programs but are not directly associated with the program/contract. These could include the Executive Director, office operation, accounting staff, and other similar expenses. This column will also show the allocation of Administrative Expenses to the various programs/contracts, if this is done by the Grantee. If allocated, a negative on line 22 is equal to the Administrative Expense allocated to the grant and non-grant programs/contracts. Administrative Expenses may include some items that are not subject to allocation so the amount allocated may/may not equal the total Administrative Expense reported. Allocation of Administrative Expenses requires an approved allocation plan.

The fourth column of the Schedule C shows the total operation of the reporting grantee for the year-to-date. The Policy 3 report should, in total, match the total operation of the Grantee.

The funding Information Summary shows the method of allocating Administrative Expenses. If there is no approved allocation plan and the grantee does not allocate Administrative Expenses, then there is no entry on Schedule C, line 22 and no allocation to the programs/contracts. This form must be submitted with every report.

Tennessee Department of Health  
Funding Information Summary



AGENCY NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY, STATE, ZIP \_\_\_\_\_

REPORTING PERIOD: (MM/DD/YY) FROM: \_\_\_\_\_ THRU: \_\_\_\_\_

AGENCY FISCAL YEAR END (MM/DD) \_\_\_\_\_

COST ALLOCATION: DOES YOUR ORGANIZATION HAVE AN APPROVED COST ALLOCATION PLAN?  
YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, Name of organization that approved the Plan: \_\_\_\_\_

IF COST ALLOCATION IS APPLIED, INDICATE THE METHOD OF ALLOCATION:

Ratio of direct program salaries to total direct salaries applied to administrative cost. \_\_\_\_\_

Ratio of direct program expenditure to total direct expenditures applied to administrative cost. \_\_\_\_\_

Cost step down. \_\_\_\_\_

Other (describe) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is your organization: \_\_\_\_\_ A private not-for-profit organization?  
\_\_\_\_\_ A state college or university, or part of a city government?

DIRECTOR \_\_\_\_\_ PHONE # \_\_\_\_\_

PREPARER OF REPORT \_\_\_\_\_ PHONE # \_\_\_\_\_

DATE COMPLETED \_\_\_\_\_



**CONTRACTOR/GRANTEE**

**FEDERAL ID #**

**CONTRACTING STATE AGENCY**

**REPORT PERIOD**

Program # \_\_\_\_\_  
 Contract Number \_\_\_\_\_  
 Grant Period \_\_\_\_\_  
 Program Name \_\_\_\_\_  
 Service Name \_\_\_\_\_

Schedule A

Item #	EXPENSE BY OBJECT:	QUARTER TO DATE	YEAR TO DATE	QUARTER TO DATE	YEAR TO DATE
1	Salaries and Wages				
2	Employee Benefits & Payroll Taxes				
3	Total Personnel Expenses (add lines 1 and 2)	0.00	0.00	0.00	0.00
4	Professional Fees				
5	Supplies				
6	Telephone				
7	Postage and Shipping				
8	Occupancy				
9	Equipment Rental and Maintenance				
10	Printing and Publications				
11	Travel				
12	Conferences and Meetings				
13	Interest				
14	Insurance				
15	Grants and Awards				
16	Specific Assistance to Individuals				
17	Depreciation				
18	Other Non-personnel Expenses (detail)				
a	_____				
b	_____				
c	_____				
d	_____				
19	Total Non-personnel Expenses (add lines 4 - 18)	0.00	0.00		0.00
20	Reimbursable Capital Purchases				
21	TOTAL DIRECT PROGRAM EXPENSES	0.00	0.00		0.00
22	Administrative Expenses				
23	TOTAL DIRECT AND ADMINISTRATIVE EXPENSES	0.00	0.00	0.00	0.00
24	In-Kind Expenses				
25	TOTAL EXPENSES	0.00	0.00	0.00	0.00

CONTRACTOR/GRANTEE \_\_\_\_\_ FEDERAL ID # \_\_\_\_\_

CONTRACTING STATE AGENCY \_\_\_\_\_ REPORT PERIOD \_\_\_\_\_

Program # \_\_\_\_\_  
 Contract Number \_\_\_\_\_  
 Grant Period \_\_\_\_\_  
 Program Name \_\_\_\_\_  
 Service Name \_\_\_\_\_

Schedule B

Item #	SOURCES OF REVENUE	QUARTER TO DATE	YEAR TO DATE	QUARTER TO DATE	YEAR TO DATE
<b>Reimbursable Program Funds</b>					
31	Reimbursable Federal Program Funds				
32	Reimbursable State Program Funds				
33	Total Reimbursable Program Funds (equals line 55)	0.00	0.00	0.00	0.00
<b>Matching Revenue Funds</b>					
34	Other Federal Funds				
35	Other State Funds				
36	Other Government Funds				
37	Cash Contributions (non-government)				
38	In-Kind Contributions (equals line 24)	0.00	0.00	0.00	0.00
39	Program Income				
40	Other Matching Revenue				
41	Total Matching Revenue Funds (lines 34 - 40)	0.00	0.00	0.00	0.00
42	Other Program Funds				
43	Total Revenue (lines 33, 41, & 42)	0.00	0.00	0.00	0.00
<b>Reconciliation Between Total and Reimbursable Expenses</b>					
51	Total Expenses (line 25)	0.00	0.00	0.00	0.00
52	Subtract Other Unallowable Expenses (contractual)				
53	Subtract Excess Administration Expenses (contractual)				
54	Subtract Matching Expenses (equals line 41)	0.00	0.00	0.00	0.00
55	Reimbursable Expenses (line 51 less lines 52,53,54)	0.00	0.00	0.00	0.00
56	Total Reimbursement To Date				
57	Difference (line 55 less line 56)	0.00	0.00	0.00	0.00
58	Advances	0.00	0.00	0.00	0.00
59	This reimbursement (line 57 less line 58)	0.00	0.00	0.00	0.00



CONTRACTOR/GRANTEE

FEDERAL ID #

CONTRACTING STATE AGENCY

REPORT PERIOD

		TOTAL DIRECT PROGRAM EXPENSES	TOTAL NONGRANT/ UNALLOWABLE EXPENSES	TOTAL ADMINISTRATIVE EXPENSES	GRAND TOTAL
Schedule A Year-To-Date Information		YEAR TO DATE	YEAR TO DATE	YEAR TO DATE	YEAR TO DATE
Item #	EXPENSE BY OBJECT:				
1	Salaries and Wages				0.00
2	Employee Benefits & Payroll Taxes				0.00
3	Total Personnel Expenses	0.00	0.00	0.00	0.00
4	Professional Fees				0.00
5	Supplies				0.00
6	Telephone				0.00
7	Postage and Shipping				0.00
8	Occupancy				0.00
9	Equipment Rental and Maintenance				0.00
10	Printing and Publications				0.00
11	Travel				0.00
12	Conferences and Meetings				0.00
13	Interest				0.00
14	Insurance				0.00
15	Grants and Awards				0.00
16	Specific Assistance to Individuals				0.00
17	Depreciation				0.00
18	Other Non-personnel Expenses (detail)				
a					0.00
b					0.00
c					0.00
d					0.00
19	Total Non-personnel Expenses	0.00	0.00	0.00	0.00
20	Reimbursable Capital Purchases				0.00
21	TOTAL DIRECT PROGRAM EXPENSES	0.00	0.00	0.00	0.00
22	Administrative Expenses				0.00
23	TOTAL DIRECT AND ADMINISTRATIVE EXPENSES	0.00	0.00	0.00	0.00
24	In-Kind Expenses				0.00
25	TOTAL EXPENSES	0.00	0.00	0.00	0.00

**Annual (Final) Report\***

1. **Grantee Name:**
2. **Grant Contract Edison Number:**
3. **Grant Term:**
4. **Grant Amount:**
5. **Narrative Performance Details:** *(Description of program goals, outcomes, successes and setbacks, benchmarks or indicators used to determine progress, any activities that were not completed)*

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**Submit one copy to:**

Elizabeth Berardi, [Elizanbeth.Berardi@tn.gov](mailto:Elizanbeth.Berardi@tn.gov), TN Breast & Cervical Screening Program, TN Department of Health; and [fa.audit@tn.gov](mailto:fa.audit@tn.gov), TN Department of Finance and Administration

**Notice of Audit Report**

Check one of the two boxes below and complete the remainder of this document as instructed. Send completed documents as a PDF file to [cpo.auditnotice@tn.gov](mailto:cpo.auditnotice@tn.gov). **The Grantee should submit only one, completed "Notice of Audit Report" document to the State ninety (90) days prior to the Grantee's fiscal year.**

- Grantee Legal Entity Name** is subject to an audit for fiscal year #.
- Grantee Legal Entity Name** is not subject to an audit for fiscal year #.

Grantee's Edison Vendor ID Number:

Grantee's fiscal year end:

Any Grantee that is subject to an audit must complete the information below.

Type of funds expended	Estimated amount of funds expended by end of Grantee's fiscal year
Federal pass-through funds <ul style="list-style-type: none"> <li>a. Funds passed through the State of Tennessee</li> <li>b. Funds passed through any other entity</li> </ul>	<ul style="list-style-type: none"> <li>a.</li> <li>b.</li> </ul>
Funds received directly from the federal government	
Non-federal funds received directly from the State of Tennessee	

Auditor's name:

Auditor's address:

Auditor's phone number:

Auditor's email:

**Parent Child Information**

Send completed documents as a PDF file to [cpo.auditnotice@tn.gov](mailto:cpo.auditnotice@tn.gov). **The Grantee should submit only one, completed "Parent Child Information" document to the State during the Grantee's fiscal year if the Grantee indicates it is subject to an audit on the "Notice of Audit Report" document.**

"Parent" means an entity whose IRS filing contains the information of at least one other entity.

"Child" means an entity whose information is contained in another entity's IRS filing.

Grantee's Edison Vendor ID number:

Is **Grantee Legal Entity Name** a parent?    Yes             No

If yes, provide the name and Edison Vendor ID number, if applicable, of any child entities.

Is **Grantee Legal Entity Name** a child?            Yes             No

If yes, complete the fields below.

Parent entity's name: \_\_\_\_\_

Parent entity's tax identification number: \_\_\_\_\_

Note: If the parent entity's tax identification number is a social security number, this form must be submitted via US mail to:

Central Procurement Office, Grants Program Manager  
3<sup>rd</sup> Floor, WRS Tennessee Tower  
312 Rosa L Parks Avenue  
Nashville, TN 37243

Parent entity's contact information

Name of primary contact person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Parent entity's Edison Vendor ID number, if applicable: \_\_\_\_\_



**GRANT CONTRACT  
BETWEEN THE METROPOLITAN GOVERNMENT  
OF NASHVILLE AND DAVIDSON COUNTY  
AND  
MENTAL HEALTH COOPERATIVE**

This Grant Contract issued and entered into pursuant to Resolution RS2021-842 by and between the Metropolitan Government of Nashville and Davidson County ("Metro"), and Mental Health Cooperative, ("Recipient"), is for the provision of expertise and staff in emergency behavioral health care to support the launch and pilot year of the MNP co-response model, also known as Nashville Partners in Care, as further defined in the "SCOPE OF PROGRAM". The Recipient's annual report and audit are incorporated herein by reference.

**A. SCOPE OF PROGRAM:**

A.1. The Recipient will furnish expertise and staff in emergency behavioral health care to support the full roll out of Partners in Care, the police co-response model on mental health crisis intervention in Davidson County through June 30, 2022. These funds will be used to prepare and staff master's level clinicians, meet with Metro officials and stakeholders as needed, as well as report on the progress of the work. A portion of these funds will be applied to the preparation and staffing of services in the Central precinct.

These funds will be used to achieve the following outcomes:

- Prepare master's level clinicians for mental health crisis response and assign to specific police details throughout the county for the purpose of fulfilling the charge and work of Partners in Care
  - Coordinate with MPHD, MNP, the Mayor's Office and other necessary Metro departments and stakeholder organizations to ensure regular and timely data sharing regarding variables listed below as well as ensuring consistent implementation of services and/or adjustment of services
  - Provide regular reporting to MPHD, MNP, the Mayor's Office and stakeholders through a process and schedule acceptable to Metro departments and Mental Health Co-Op
- A2. Recipient must spend funds consistent with the Grant Spending Plan, attached and incorporated herein as Attachment 1. The Recipient must collect data to evaluate the effectiveness of their services and must provide those results to Metro according to a mutually acceptable process and schedule, and when needed, upon request. These data shall reflect work conducted in assigned precincts and throughout the county. These data shall include:
- Demographic profile of consumer population to include: age, gender, race and ethnicity, primary language spoken (where applicable), county of origin, coverage (insured/uninsured) and type or diagnosis of mental health condition/addiction status and acuity
  - Number of total event contacts and assessments, as well as follow-up contacts (in-person or by phone)
  - Number of individuals: admitted to the MHCTC, commitments (6404) or referred to additional outpatient or other social service.
  - Number of cases/incidents with weapons involved
  - Number of consumers injured
  - Number of clinicians injured
  - Number of clinicians trained in police procedure
  - Types of licensure for clinicians
  - Percentage of contacts by case disposition: CTC, safety net, referral, 6404 commitment

**Grant contract between the Metropolitan Government of Nashville and Davidson County and Mental Health Cooperative, Contract # \_\_\_\_\_ May 5, 2022**

- Percentage of uninsured
- Percent increase/decrease in CTC engagement
- Percent increase/decrease in referral to other services (eg. outpatient and/or social supports)
- On a periodic basis, MHC shall provide staffing utilization data (e.g. staffing headcount by precinct, filled and missed shifts, backfilling shifts, etc.) and individualized information for consumers for the purpose of conducting additional analysis regarding program results, cost benefit or quality assurance.

A.3. The Recipient will only utilize these funds for services the Recipient provides to residents and/or visitors in Davidson County in psychiatric crisis through the Recipient's crisis psychiatric services program in Davidson County.

**B. GRANT CONTRACT TERM:**

B.1. **Grant Contract Term.** The term of this Grant will be three (3) months, commencing on April 1, 2022 and ending on June 30, 2022. Metro will have no obligation for services rendered by the Recipient that are not performed within this term.

**C. PAYMENT TERMS AND CONDITIONS:**

C.1. **Maximum Liability.** In no event will Metro's maximum liability under this Grant Contract exceed Eighty Two Thousand Three Hundred Eighty Four dollars (\$82,384). The Grant Spending Plan will constitute the maximum amount to be provided to the Recipient by Metro for all of the Recipient's obligations hereunder. The Grant Spending Plan line items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct and indirect costs incurred or to be incurred by the Recipient.

Subject to modification and amendments as provided in section D.2 of this agreement, this amount will constitute the Grant Amount and the entire compensation to be provided to the Recipient by Metro.

C.2. **Payment Methodology.** The Recipient will only be compensated for actual costs based upon the Grant Spending Plan, not to exceed the maximum liability established in Section C.1. For each invoice submitted, the Recipient shall certify that the funds were utilized for necessary expenditures related to emergency psychiatric care, including crisis treatment, crisis stabilization, and respite care and are within the scope of this agreement.

Upon progress toward the completion of the work, as described in Section A of this Grant Contract, the Recipient shall submit invoices and any supporting documentation as requested by Metro to demonstrate that the funds are used as required by this Grant, prior to any payment for allowable costs. Such invoices shall be submitted no more often than quarterly and indicate at a minimum the amount charged by Spending Plan line-item for the period invoiced, the amount charged by line-item to date, the total amount charged for the period invoiced, and the total amount charged under this Grant Contract to date.

Recipient must send all invoices to [Bradley.thompson@nashville.gov](mailto:Bradley.thompson@nashville.gov).

Final invoices for the contract period should be received by [Bradley.thompson@nashville.gov](mailto:Bradley.thompson@nashville.gov) by July 15, 2022. Any invoice not received by the deadline date will not be processed and all remaining grant funds will expire.

C.3. **Annual Expenditure Report.** The Recipient must submit a final grant Annual Expenditure Report, to be received by [Bradley.thompson@nashville.gov](mailto:Bradley.thompson@nashville.gov), within 45 days of the end of the

**Grant contract between the Metropolitan Government of Nashville and Davidson County and Mental Health Cooperative, Contract # \_\_\_\_\_ May 5, 2022**

Grant Contract. Said report must be in form and substance acceptable to Metro and must be prepared by a Certified Public Accounting Firm or the Chief Financial Officer of the Recipient Organization.

- C.4. **Payment of Invoice.** The payment of any invoice by Metro will not prejudice Metro's right to object to the invoice or any other related matter. Any payment by Metro will neither be construed as acceptance of any part of the work or service provided nor as an approval of any of the costs included therein.
- C.5. **Unallowable Costs.** The Recipient's invoice may be subject to reduction for amounts included in any invoice or payment theretofore made which are determined by Metro, on the basis of audits or monitoring conducted in accordance with the terms of this Grant Contract, to constitute unallowable costs. Utilization of Metro funding for services to non-Davidson County residents is not allowed. Any unallowable cost discovered after payment of the final invoice shall be returned by the Recipient to Metro within fifteen (15) days of notice.
- C.6. **Deductions.** Metro reserves the right to adjust any amounts which are or become due and payable to the Recipient by Metro under this or any Contract by deducting any amounts which are or become due and payable to Metro by the Recipient under this or any Contract.
- C.7. **Travel Compensation.** Payment to the Recipient for travel, meals, or lodging is subject to amounts and limitations specified in Metro's Travel Regulations and subject to the Grant Spending Plan.
- C.8. **Electronic Payment.** Metro requires as a condition of this contract that the Recipient have on file with Metro a completed and signed "ACH Form for Electronic Payment". If Recipient has not previously submitted the form to Metro or if Recipient's information has changed, Recipient will have thirty (30) days to complete, sign, and return the form. Thereafter, all payments to the Recipient, under this or any other contract the Recipient has with Metro, must be made electronically.
- D. **STANDARD TERMS AND CONDITIONS:**
  - D.1. **Required Approvals.** Metro is not bound by this Grant Contract until it is approved by the appropriate Metro representatives as indicated on the signature page of this Grant.
  - D.2. **Modification and Amendment.** This Grant Contract may be modified only by a written amendment that has been approved in accordance with all Metro procedures and by appropriate legislation of the Metropolitan Council.
  - D.3. **Termination for Cause.** Should the Recipient fail to properly perform its obligations under this Grant Contract or if the Recipient violates any terms of this Grant Contract, Metro will have the right to immediately terminate the Grant Contract and the Recipient must return to Metro any and all grant monies for services or programs under the grant not performed as of the termination date. The Recipient must also return to Metro any and all funds expended for purposes contrary to the terms of the Grant. Such termination will not relieve the Recipient of any liability to Metro for damages sustained by virtue of any breach by the Recipient.
  - D.4. **Subcontracting.** The Recipient may not assign this Grant Contract or enter into a subcontract for any of the services performed under this Grant Contract without obtaining the prior written approval of Metro. Notwithstanding any use of approved subcontractors, the Recipient will be considered the prime Recipient and will be responsible for all work performed.

**Grant contract between the Metropolitan Government of Nashville and Davidson County and Mental Health Cooperative, Contract # \_\_\_\_\_ May 5, 2022**

- D.5. **Conflicts of Interest.** The Recipient warrants that no part of the total Grant Amount will be paid directly or indirectly to an employee or official of Metro as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Recipient in connection with any work contemplated or performed relative to this Grant Contract.
- D.6. **Nondiscrimination.** The Recipient hereby agrees, warrants, and assures that no person will be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Grant Contract or in the employment practices of the Recipient on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification which is in violation of applicable laws. The Recipient must, upon request, show proof of such nondiscrimination and must post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.
- D.7. **Records.** The Recipient must maintain documentation for all charges to Metro under this Grant Contract. The books, records, and documents of the Recipient, insofar as they relate to work performed or money received under this Grant Contract, must be maintained for a period of three (3) full years from the date of the final payment or until the Recipient engages a licensed independent public accountant to perform an audit of its activities. The books, records, and documents of the Recipient insofar as they relate to work performed or money received under this Grant Contract are subject to audit at any reasonable time and upon reasonable notice by Metro or its duly appointed representatives. Records must be maintained in accordance with the standards outlined in the Metro Grants Manual and in accordance with 2 CFR 200 Uniform Guidance. The financial statements must be prepared in accordance with generally accepted accounting principles.
- D.8. **Monitoring.** The Recipient's activities conducted and records maintained pursuant to this Grant Contract are subject to monitoring and evaluation by The Metropolitan Office of Financial Accountability or Metro's duly appointed representatives. The Recipient must make all audit, accounting, or financial records, notes, and other documents pertinent to this grant available for review by the Metropolitan Office of Financial Accountability, Internal Audit or Metro's representatives, upon request, during normal working hours.
- D.9. **Reporting.** The Recipient must submit a Final Program Report, to be received by Angie.thompson@nashville.gov, within 45 [forty-five] days of the end of the Grant Contract. Said reports shall detail the outcome of the activities funded under this Grant Contract.
- D.10. **Strict Performance.** Failure by Metro to insist in any one or more cases upon the strict performance of any of the terms, covenants, conditions, or provisions of this agreement is not a waiver or relinquishment of any such term, covenant, condition, or provision. No term or condition of this Grant Contract is considered to be waived, modified, or deleted except by a written amendment by the appropriate parties as indicated on the signature page of this Grant.
- D.11. **Insurance.** The Recipient agrees to carry adequate public liability and other appropriate forms of insurance, and to pay all applicable taxes incident to this Grant Contract.
- D.12. **Metro Liability.** Metro will have no liability except as specifically provided in this Grant Contract.
- D. 13. **Independent Contractor.** Nothing herein will in any way be construed or intended to create a partnership or joint venture between the Recipient and Metro or to create the relationship of principal and agent between or among the Recipient and Metro. The Recipient must not hold itself out in a manner contrary to the terms of this paragraph. Metro will not become liable for any representation, act, or omission of any other party contrary to the terms of this paragraph.
- D. 14. **Indemnification and Hold Harmless.**

**Grant contract between the Metropolitan Government of Nashville and Davidson County and Mental Health Cooperative, Contract # \_\_\_\_\_ May 5, 2022**

- (a) Recipient agrees to indemnify, defend, and hold harmless Metro, its officers, agents and employees from any claims, damages, penalties, costs and attorney fees for injuries or damages arising, in part or in whole, from the negligent or intentional acts or omissions of Recipient, its officers, employees and/or agents, including its sub or independent contractors, in connection with the performance of the contract, and any claims, damages, penalties, costs and attorney fees arising from any failure of Recipient, its officers, employees and/or agents, including its sub or independent contractors, to observe applicable laws, including, but not limited to, labor laws and minimum wage laws.
  - (b) Metro will not indemnify, defend or hold harmless in any fashion the Recipient from any claims, regardless of any language in any attachment or other document that the Recipient may provide.
  - (c) Recipient will pay Metro any expenses incurred as a result of Recipient's failure to fulfill any obligation in a professional and timely manner under this Contract.
  - (d) Recipient's duties under this section will survive the termination or expiration of the grant.
- D.15. **Force Majeure.** The obligations of the parties to this Grant Contract are subject to prevention by causes beyond the parties' control that could not be avoided by the exercise of due care including, but not limited to, acts of God, riots, wars, strikes, epidemics or any other similar cause.
- D.16. **State, Local and Federal Compliance.** The Recipient agrees to comply with all applicable federal, state and local laws and regulations in the performance of this Grant Contract.
- D.17. **Governing Law and Venue.** The validity, construction and effect of this Grant Contract and any and all extensions and/or modifications thereof will be governed by and construed in accordance with the laws of the State of Tennessee. The venue for legal action concerning this Grant Contract will be in the courts of Davidson County, Tennessee.
- D.18. **Completeness.** This Grant Contract is complete and contains the entire understanding between the parties relating to the subject matter contained herein, including all the terms and conditions of the parties' agreement. This Grant Contract supersedes any and all prior understandings, representations, negotiations, and agreements between the parties relating hereto, whether written or oral.
- D.19. **Headings.** Section headings are for reference purposes only and will not be construed as part of this Grant Contract.
- D.20. **Metro Interest in Equipment.** The Recipient will take legal title to all equipment and to all motor vehicles, hereinafter referred to as "equipment," purchased totally or in part with funds provided under this Grant Contract, subject to Metro's equitable interest therein, to the extent of its *pro rata* share, based upon Metro's contribution to the purchase price. "Equipment" is defined as an article of nonexpendable, tangible, personal property having a useful life of more than one year and an acquisition cost which equals or exceeds \$5,000.00.

The Recipient agrees to be responsible for the accountability, maintenance, management, and inventory of all property purchased totally or in part with funds provided under this Grant Contract. Upon termination of the Grant Contract, where a further contractual relationship is not entered into, or at any time during the term of the Grant Contract, the Recipient must request written approval from Metro for any proposed disposition of equipment purchased with Grant funds. All equipment must be disposed of in such a manner as parties may agree as appropriate and in accordance with any applicable federal, state or local laws or regulations.

**Grant contract between the Metropolitan Government of Nashville and Davidson County and Mental Health Cooperative, Contract # \_\_\_\_\_ May 5, 2022**

- D. 21. **Assignment—Consent Required.** The provisions of this contract will inure to the benefit of and will be binding upon the respective successors and assignees of the parties hereto. Except for the rights of money due to Recipient under this contract, neither this contract nor any of the rights and obligations of Recipient hereunder may be assigned or transferred in whole or in part without the prior written consent of Metro. Any such assignment or transfer will not release Recipient from its obligations hereunder. Notice of assignment of any rights to money due to Recipient under this Contract must be sent to the attention of the Metro Department of Finance.
- D.22. **Gratuities and Kickbacks.** It will be a breach of ethical standards for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparations of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy in any proceeding or application, request for ruling, determination, claim or controversy or other particular matter, pertaining to any program requirement of a contract or subcontract or to any solicitation or proposal therefore. It will be a breach of ethical standards for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or a person associated therewith, as an inducement for the award of a subcontract or order. Breach of the provisions of this paragraph is, in addition to a breach of this contract, a breach of ethical standards which may result in civil or criminal sanction and/or debarment or suspension from participation in Metropolitan Government contracts.
- D.23. **Communications and Contacts.** All instructions, notices, consents, demands, or other communications from the Recipient required or contemplated by this Grant Contract must be in writing and must be made by email transmission, or by first class mail, addressed to the respective party at the appropriate email or physical address as set forth below or to such other party, email, or address as may be hereafter specified by written notice.

Metro

For contract-related matters:  
[Holly.rice@nashville.gov](mailto:Holly.rice@nashville.gov)  
2500 Charlotte Avenue  
Nashville, TN 37209  
(615) 340-8900

For inquiries regarding invoices:  
Nancy.uribe@nashville.gov  
2500 Charlotte Avenue  
Nashville, TN 37209  
(615) 340-5634

Recipient

Executive Director  
Mental Health Cooperative  
275 Cumberland Bend  
Nashville, TN 37228

- D.24. **Lobbying.** The Recipient certifies, to the best of its knowledge and belief, that:
- a. No federally appropriated funds have been paid or will be paid, by or on behalf of the Recipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, and entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

**Grant contract between the Metropolitan Government of Nashville and Davidson County and Mental Health Cooperative, Contract # \_\_\_\_\_ May 5, 2022**

- b. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this grant, loan, or cooperative agreement, the Recipient must complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
  - c. The Recipient will require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-grants, subcontracts, and contracts under grants, loans, and cooperative agreements) and that all subcontractors of federally appropriated funds shall certify and disclose accordingly.
- D.25. **Effective Date.** This contract will not be binding upon the parties until it has been signed first by the Recipient and then by the authorized representatives of the Metropolitan Government and has been filed in the office of the Metropolitan Clerk. When it has been so signed and filed, this contract will be effective as of the date first written above.

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**Grant contract between the Metropolitan Government of Nashville and Davidson County and  
Mental Health Cooperative, Contract # \_\_\_\_\_ May 5, 2022**

**RECIPIENT: Mental Health Cooperative**

By: \_\_\_\_\_

Title: Chair, Board of Directors

Sworn to and subscribed to before me a  
Notary Public, this \_\_\_ day  
of \_\_\_\_\_, 2022

Notary Public:

\_\_\_\_\_

My Commission  
expires: \_\_\_\_\_

DRAFT



**Grant contract between the Metropolitan Government of Nashville and Davidson County and  
Mental Health Cooperative, Contract # \_\_\_\_\_ May 5, 2022**

IN WITNESS WHEREOF, the parties have by their duly authorized representatives  
set their signatures.

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY**

\_\_\_\_\_  
Director, Metro Public Health Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, Board of Health

\_\_\_\_\_  
Date

APPROVED AS TO AVAILABILITY OF FUNDS:

\_\_\_\_\_  
Director, Department of Finance

\_\_\_\_\_  
Date

APPROVED AS TO RISK AND INSURANCE:

\_\_\_\_\_  
Director of Risk Management Services

\_\_\_\_\_  
Date

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
Metropolitan Attorney

\_\_\_\_\_  
Date

FILED:

\_\_\_\_\_  
Metropolitan Clerk

\_\_\_\_\_  
Date

**CONTRACT BETWEEN  
METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY  
ACTING BY AND THROUGH THE METROPOLITAN BOARD OF HEALTH AND  
LIPSCOMB UNIVERSITY**

This Agreement is entered into by and between **THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY ACTING BY AND THROUGH THE METROPOLITAN BOARD OF HEALTH**, a municipal corporation of the State of Tennessee (hereinafter referred to as "**MPHD**") and **LIPSCOMB UNIVERSITY** (hereinafter referred to as "**SCHOOL**").

WHEREAS, **SCHOOL** is engaged in the higher education and training of students in various health professions and is in need of clinical experience opportunities for its students; and

WHEREAS, **MPHD** has a wide range of clinical experiences available to appropriate students.

NOW THEREFORE, in consideration of the mutual benefits, the parties agree as follows:

**I. GENERAL PROVISIONS**

- 1.1 At least one month prior to the beginning of each clinical experience (hereinafter referred to as a "Program"), the start date and length of the Program will be mutually agreed upon by the parties.
- 1.2 The number of students eligible to participate in the Program will be mutually determined by the parties at least one month prior to the beginning of the Program and, thereafter, may only be altered by mutual agreement of the parties.
- 1.3 Factors to be considered by the parties in determining start dates, program length and student numbers shall be: (i) the number of staff members available to train students; (ii) the work load of staff members; and (iii) the vacation schedule of staff members.
- 1.4 **SCHOOL** and **MPHD** will designate and submit in writing to the other the name of the person to be responsible for coordination of the Program on its behalf. Those persons will be called "Program Coordinators". **SCHOOL** and **MPHD** will notify the other in writing of any change or proposed change of their respective Program Coordinator.
- 1.5 Recognizing that the specific requirements of a clinical experience may vary from program to program, **SCHOOL** and **MPHD** agree, that following execution of this Agreement, their respective Program Coordinators may develop written guidelines to formalize operational

details of a particular program so long as such guidelines fully comply with the terms of this Agreement.

## **II. RESPONSIBILITIES OF SCHOOL**

- 2.1 **SCHOOL** will assign to **MPHD** students enrolled in its medical education program for the purpose of receiving clinical instruction and experience.
- 2.2 **SCHOOL** will assign to **MPHD** only those students who have satisfactorily completed the prerequisite didactic portion of the curriculum. Prior to assignment, **SCHOOL** shall provide **MPHD** with a competency assessment of each student which addresses the student's: (i) knowledge of patient age-specific needs and (ii) knowledge of infection control, safety, and emergency procedures. **SCHOOL** shall also ensure that students are properly trained on all applicable patient privacy laws and regulations, including, but not limited to, HIPAA, as defined below.
- 2.3 **SCHOOL** will establish the criteria for evaluating the quality of student performance in the Program.
- 2.4 **SCHOOL** shall assign grades for the clinical performance of each student based upon their quality of performance as determined by **MPHD** and **SCHOOL's** Program Coordinators.
- 2.5 Prior to a student's arrival at **MPHD**, **SCHOOL** will provide **MPHD** with the name and biographical information and an executed copy of the Student Clinical Affiliation Agreement for each student assigned to **MPHD**.
- 2.6 Prior to a student's arrival at **MPHD**, **SCHOOL** will provide the student with a copy of **MPHD's** orientation materials and **MPHD's** written regulations which will govern the student's activities while at **MPHD**.
- 2.7 **SCHOOL** is responsible for supplying any additional information furnished or required by **MPHD** prior to the arrival of a student at **MPHD**.
- 2.8 **SCHOOL** shall provide professional liability (malpractice) insurance for its students' and faculty while they are engaged in the Program at **MPHD** in a minimum amount of \$1,000,000/\$3,000,000 and will provide **MPHD** with a certificate of insurance evidencing such coverage.
- 2.9 Prior to a student's arrival at **MPHD**, **SCHOOL** will provide **MPHD** with proof that all students assigned to **MPHD** are covered by appropriate health insurance.

- 2.10 Prior to a student's arrival at **MPHD**, **SCHOOL** shall provide **MPHD** with proof that for each assigned student it has: (i) completed a recent physical examination demonstrating the student's ability to perform the essential functions of the job (with or without reasonable accommodations); (ii) completed a pre-placement drug screen and two-step TB testing; (iii) obtained proof of exposure to or vaccination against Rubella, Rubeola and Varicella; and (iv) offered the student the option of receiving Hepatitis B vaccine.
- 2.11 **SCHOOL** shall notify its students that for the purpose of workers' compensation claims, the students are not considered employees of **MPHD** and **MPHD** shall not be responsible for any accidents or job-related injury or illness incurred by any student as a result of the student's participation in the Program at **MPHD**.
- 2.12 **SCHOOL** agrees that all its faculty are employees of **SCHOOL** and shall be covered by **SCHOOL's** workers' compensation insurance for any accidents or related injury or illness incurred by any faculty of **SCHOOL** as a result of their participation in the Program at **MPHD**.
- 2.13 **SCHOOL** will enforce the rules and regulations governing students that are established by **MPHD**.
- 2.14 **SCHOOL** shall immediately remove a student from the Program upon the written request of **MPHD** made in accordance with Section 3.8, below.
- 2.15 **SCHOOL** shall comply with all federal, state and local laws and/or regulations relative to its activities in Tennessee.
- 2.16 **SCHOOL** shall provide supervision by **SCHOOL** instructor of any pre-specialty year students performing any procedures. Students completing their specialty year or post graduate (including post masters and DNP) clinical rotations will work under the direct supervision of a designated **MPHD** employee and are not required to have a University instructor present.

### **III. RESPONSIBILITIES OF MPHD**

- 3.1 **MPHD** shall coordinate supervision of each student's clinical experience with **SCHOOL**.
- 3.2 **MPHD** shall conduct an orientation process to familiarize students with their responsibilities and with their work environment before beginning patient care or other activities.

- 3.3 **MPHD** will provide an environment within which a student may benefit from the clinical experience opportunities offered by **MPHD**.
- 3.4 **MPHD** will maintain records and reports on each student's performance as specified by **SCHOOL**.
- 3.5 **MPHD**, in a timely manner, shall provide **SCHOOL** with an evaluation on each student on forms provided by **SCHOOL**.
- 3.6 **MPHD** will provide **SCHOOL** with a copy of its orientation materials and its written regulations which will govern the student's activities while at **MPHD**.
- 3.7 Upon reasonable request, **MPHD** will permit **SCHOOL**, and/or agencies charged with the responsibility for accreditation of the **SCHOOL's** curriculum, to inspect its clinical facilities, the services available for the clinical experiences and any other items pertaining to the Program(s).
- 3.8 **MPHD**, by written request, may require **SCHOOL** to withdraw from the Program any student whose performance is unsatisfactory, whose personal characteristics prevent desirable relationships within **MPHD**, whose conduct may have a detrimental effect on patients, who fails to adhere to **MPHD's** existing policies, rules and regulations, or whose health status is a detriment to the student's successful completion of the Program.

#### **IV. TERMINATION**

- 4.1 Term of Agreement. The term of this contract shall commence on the 1<sup>st</sup> day of July, 2022 and shall continue in full force and effect for a period of five (5) years unless terminated sooner as set forth in Section 4.2, below.
- 4.2 Termination. Either party hereto may terminate this Agreement, without cause, upon giving the other party ninety (90) days written notice of such intention to terminate. However, any such termination shall not be effective as to a student who at the date of notice is actively participating in a Program until such student has completed the program.

#### **V. MISCELLANEOUS**

- 5.1 Background Checks. **SCHOOL** shall notify students that criminal background checks are required by **MPHD**. It shall be the student's responsibility to make timely arrangements for the background check, to pay all costs associated with such checks, and to provide the results to **MPHD**.

- 5.2 Amendments. No modifications or amendments to this Agreement shall be valid or enforceable unless mutually agreed to in writing by the parties.
- 5.3 Assignment/Binding on Successors. No assignment of rights, duties or obligations of this Agreement shall be made by either party without the express written approval of a duly authorized representative of the other party. If an assignment does occur in accordance with this Agreement, the provisions of this Agreement shall inure to the benefit of and shall be binding upon the assigns or successors-in-interest of each of the parties hereto and all persons claiming by, through or under them.
- 5.4 Authority. **SCHOOL** warrants and represents to **MPHD** that **SCHOOL's** execution of this Agreement has been duly authorized by **SCHOOL's** governing body.
- 5.5 Captions/Gender/Number. The articles, captions, and headings herein are for convenience and reference only and should not be used in interpreting any provision of this Agreement. Whenever the context herein requires, the gender of all words shall include the masculine, feminine and neuter and the number of all words shall include the singular and plural.
- 5.6 Confidentiality. All patient records and all **MPHD** statistical, financial, confidential, and/or personnel data received, stored or viewed by **SCHOOL** shall be kept in the strictest confidence by **SCHOOL** and its students.
- 5.7 Controlling Agreement. This document, as of the effective date hereof, supersedes all other agreements between the parties which provide for the same services as contained in this Agreement. Accepting modifications or amendments as allowed by the terms of this Agreement, no other agreement, statement, or promise not contained in this Agreement shall be valid or binding.
- 5.8 Fiscal Fund Out Clause. This Agreement shall terminate and **MPHD's** obligations under it shall be extinguished at the end of any of **MPHD's** fiscal years in which **MPHD's** governing body fails to appropriate monies for the ensuing fiscal year sufficient for the payment of all amounts which could then become due under this Agreement.
- 5.9 Governing Law. This Agreement shall be construed and enforced in accordance with the laws of the State of Tennessee.
- 5.10 Indemnification and Hold Harmless. **SCHOOL** shall indemnify and hold harmless **MPHD**, its officers, agents, and employees from:
- a. Any claims, damages, costs, and attorney fees for injuries or damages arising, in part or in whole, from the negligent or intentional acts or omissions of **SCHOOL**, its officers,

employees and/or agents, including its sub or independent contractors, in connection with the performance of this Agreement., and

- b. Any claims, damages, penalties, costs, and attorney fees arising from any failure of **SCHOOL**, its officers, employees, and/or agents, including its sub or independent contractors, to observe applicable laws, including, but not limited to, labor laws and minimum wage laws.

5.11 Interpretation. Each party hereto acknowledges that it has had ample opportunity to review and comment on this Agreement. This Agreement shall be read and interpreted according to its plain meaning and any ambiguity shall not be construed against either party.

5.12 Non-Discrimination. **SCHOOL** shall not unlawfully discriminate against any person on the basis of age, color, disability, gender, handicapping condition (including AIDS or AIDS related conditions), national origin, race, religion, sexual orientation or any other class protected by law or regulation.

5.13 Notices. All notices required under this Agreement shall be in writing and shall either be served personally or sent by certified mail, return receipt requested. All mailed notices shall be deemed received three (3) days after mailing. Notices shall be mailed to the following addresses or such other address as either party may specify in writing to the other party:

All notices to MPHD shall be mailed or hand delivered to:

Director  
Metropolitan Public Health Department  
2500 Charlotte Avenue  
Nashville, TN 37209

Notices to Contractor shall be emailed, mailed, or hand delivered to:

Lipscomb University  
One University Park Drive  
Nashville, TN 37204

5.14 Publicity. Neither **MPHD** nor **SCHOOL** shall cause to be published or disseminated any advertising materials', either printed or electronically transmitted which identify another party or its facilities with respect to this Agreement without the prior written consent of the other party.

5.15 Relationship of Parties. None of the provisions in this Agreement is intended to create nor shall it be deemed or construed to create any relationship between the parties hereto other than that of independent contractors contracting on an equal basis with each other

hereunder solely for the purpose of effectuating the provisions of this Agreement. Neither of the parties hereto, nor any of their respective employees, shall be construed to be the agent, franchisee, employer, representative, partner or joint venture of the other, nor shall either party represent to any other person or entity that the relationship created by this Agreement is anything other than as described in this paragraph.

- 5.16 Severability. In the event any provision of this Agreement is rendered invalid or unenforceable, said provision(s) hereof will be immediately void and may be renegotiated for the sole purpose of rectifying the error. The remainder of the provisions of this Agreement not in question shall remain in full force and effect.
- 5.17 Third Party Interest/Liability. This Agreement is entered into for the exclusive benefit of the undersigned parties and is not intended to create any rights, powers or interests in any third party. **MPHD** and/or **SCHOOL**, including any of their respective officers, directors, employees or agents, shall not be liable to third parties by any act or omission of the other party.
- 5.18 Waiver. A party's failure to insist upon strict performance of any covenant or condition of this Agreement, or to exercise any option or right herein contained, shall not act as a waiver or relinquishment of said covenant, condition or right nor as a waiver or relinquishment of any future right to enforce such covenant, condition or right.
- 5.19 Health Insurance Portability and Accountability Act Requirements. To the extent required by federal law, the parties agree to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), as codified at 42 U.S.C. Section 1320d and any current and future regulations promulgated thereunder, including without limitation, the federal privacy regulations, the federal security standards, and the federal standards for electronic transactions, all collectively referred to herein as "HIPAA Requirements." The parties agree not to use or further disclose any Protected Health Information or Individuality Identifiable Health Information, other than as permitted by HIPAA Requirements and the terms of the Agreement.

*Signature page follows.*



IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year written below.

**SCHOOL:**

Lipscomb University

By: \_\_\_\_\_

Name: \_\_\_\_\_

Sworn to and subscribed to before me, a Notary

Public, this \_\_\_\_\_ day of

\_\_\_\_\_, \_\_\_\_\_,

by \_\_\_\_\_, the

\_\_\_\_\_ of School and

duly authorized to execute this instrument on

School's behalf.

\_\_\_\_\_  
Notary Public

My Commission Expires \_\_\_\_\_

**LIPSCOMB UNIVERSITY**

IN WITNESS WHEREOF, the parties have by their duly authorized representatives set their signatures.

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY**

\_\_\_\_\_  
Director, Metro Public Health Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, Board of Health

\_\_\_\_\_  
Date

**APPROVED AS TO AVAILABILITY OF FUNDS:**

\_\_\_\_\_  
Director, Department of Finance

\_\_\_\_\_  
Date

**APPROVED AS TO RISK AND INSURANCE:**

\_\_\_\_\_  
Director of Risk Management Services

\_\_\_\_\_  
Date

**APPROVED AS TO FORM AND LEGALITY:**

\_\_\_\_\_  
Metropolitan Attorney

\_\_\_\_\_  
Date

**FILED:**

\_\_\_\_\_  
Metropolitan Clerk

\_\_\_\_\_  
Date

# **Director's Update to the Board of Health**

## **May, 2022**

### **Protecting Health – Preventing the Spread of Infectious Disease**

#### **COVID-19**

The current data from May 3 showed a slight increase in new cases/day/100,000 up to 13.6 from 13.5 on Sunday. This is an increase of 2 new cases per day. The trend for new cases has been a slow increase over the past six weeks from a low of 3.5 new cases/day/100,000. The hospitalization rate has increased slightly over the past week.

New data recently released by the CDC shows that 58% of adults and 75% of children under age 18 had antibodies to COVID-19, indicating they have been previously infected. This is up from 34% of all Americans having antibodies in December 2021, prior to the Omicron surge.

#### **Health Equity Team's work on COVID-19 Disparities grant**

Year one of the two-year COVID disparities grant operated by the Health Equity Bureau will be completed in June of 2022. The team has worked in collaboration with the Emergency Preparedness/COVID-19 team to lead and operate activities like the distribution and tracking of over 1000 home tests kits and thermometers to community and faith-based organizations, the planning of upcoming community listening sessions for target populations, the review and analysis of internally collected data for vaccination event process improvements, the onboarding of two contact tracers specific to the grant's high impact zip codes, the work with the Population Health Bureau to execute Community Health Worker contracts, and the awarding of contracts for youth-centered COVID work. The team plans to continue this and other work during the upcoming year and will apply for a no-cost extension in the Fall of 2022.

### **Improve and Sustain Family and Child Well-Being**

#### **Universal Referral Program**

The move toward universal referrals for home visiting and care coordination services is something we here at the Health Department are very excited about. I thank our presenters for their hard work in putting this project into motion and look forward to continued updates on the initiative.

### **Promote and Support Healthier Living**

#### **Supporting our employees healthy living strategies**

After its popularity during Public Health Week, employees at MPHD are encouraged to take part in regular Line Dancing classes. The classes are free and virtual, making it more possible for more employees to take part in a healthy break in the day.

### **Create Healthier Community Environments**

#### **Environmental Health Bureau's Earth Day events**

On Saturday, April 23, Metro held its Earth Day Celebration at Centennial Park. Tens of thousands of people from the community turned out to listen to music, shop sustainable vendors, and learn about the environment. Cassy Delducco, Brittany Maloy, and Nicole Rondeau from MPHD's Air Pollution Control

Division were onsite to answer questions and educate visitors on topics such as radon, asbestos, and other environmental trends.

## **Increase Access and Connection to Clinical Care**

### **Free Pap Day at MPHD Clinics**

“Free PAP” day: On May 3, 2022, at our East clinic and May 18, 2022, at our Woodbine clinic, the family planning programs will be offering pap smears at no cost to individuals that meet the breast and cervical screening program requirements but no longer qualify for the family planning program (such as individuals with a prior tubal ligation). Six patients participated in the event or enrolled in the Breast and Cervical Cancer program at the East Clinic. Thank you to the collaboration between our family planning administrator, family planning nurse practitioners, and the breast and cervical screening program for providing this important screening opportunity to eligible patients.

### **Viral Hepatitis testing event**

May is (Viral) Hepatitis Awareness Month. May 19, is Hepatitis Testing Day. MPHD will observe it on May 26, with testing available in the Centennial Rooms from 9:30am to 2:30pm. Internal and Community Partners will be involved in the outreach effort. STD and HCV testing will also be conducted at the Nashville Rescue Mission on May 27, in recognition Hepatitis Awareness Month.

### **Organizational Updates**

I wanted to note that the layoff action that was approved by the Board at the April meeting will not need to be put into place since the one employee whose layoff was approved by the Board has taken another position within the department.

### **Nurses Month Activities at MPHD**

This year’s National Nurses Month theme is “You Make A Difference”. The Nursing Leadership Team at MPHD is organizing some things to celebrate and honor the vast contributions and positive impact of our own invaluable nurses. Specific weeks of the month are dedicated to mental health and physical well-being, recognition, professional development, and community engagement. MPHD is dedicated to honoring the work of our nurses and thanking them for their efforts at all times, especially for the specific challenges posed over the past two plus years.

### **The Health Equity (HE) Bureau**

The Health Equity Bureau will be presenting its “2022 Strategic Approach: Getting Grounded” at the May 18, Supervisor’s Meeting. Priority areas include: Building and deepening shared knowledge and understanding of health equity, cultivating an authentic commitment to advancing health equity across MPHD, implementing strategic initiative to reduce inequities in specific areas, translating data and storytelling into systems change and developing a platform for community-driven action at MPHD.

## Overdose Response Program (ORP) | Division of Behavioral Health and Wellness

### GRANTS

- U.S. DOJ Comprehensive Opioid, Stimulant, and Substance Abuse Program (COSSAP) Grant
- TDH-CDC High Impact Area (HIA) Grant
- NACCHO Grant
- The "Community Overdose Prevention and Empowerment" project will deploy community health educators and enhance surveillance through surveys and listening sessions so authentic community voice is incorporated into overdose prevention strategies, messaging, and materials.
- SAMHSA GAINS Center Sequential Intercept Model (SIM) Mapping Workshop Grant
- SIM Workshops are designed bring together a local, multidisciplinary group of key stakeholders from a particular jurisdiction to facilitate cross-system collaboration and to identify and discuss ways in which barriers in and between the criminal justice and behavioral health systems can be reduced through the development of integrated local strategic action plans.

### INTERVENTIONS AND ACTIVITIES

#### Overdose Fatality Review (OFR) Panel

- Seeks to examine and understand the circumstances surrounding fatal drug overdoses occurring in Davidson County. Meetings occur monthly.

#### ED Post-Overdose Discharge Protocol

- Initiative seeks to improve care through the use of peer recovery navigators, naloxone distribution, harm reduction strategies, and medically-assisted treatment (MAT).

#### Nashville Fire Department EMS Post-Overdose Follow-Up

- Implementation began in early January 2021.

#### Data-to-Action with Local Prevention/Public Safety Partners

- Collaborating with prevention partners/public safety for targeted response to high-activity areas.

#### HIA Multidisciplinary Stakeholder Group

- Quarterly meeting involving stakeholders from multiple sectors aimed at mitigating the local drug overdose crisis.

#### SAMHSA GAINS Center Sequential Intercept Model (SIM) Mapping Workshop

- Implementation is underway with initial planning meeting held in mid January.

#### \*\*NACCHO and CDC Implementing Overdose Prevention Strategies at the Local Level (IOPSL) Recipient Meeting

- Program epidemiologist scheduled to present on May 23 during national meeting regarding local drug overdose surveillance and data sharing efforts between public health and public safety.

#### \*\*Enhancing Overdose Surveillance Data Reporting

- Provided strategic consult for CDC Foundation staff based in Northern Kentucky re: leveraging overdose surveillance data to enhance reporting across multiple agencies.

#### \*\*Collaboration with CDC Foundation

- ORP staff provided strategic consult to CDC Foundation staff focused on implementing an Overdose Fatality Review Panel in Hamilton County, TN.

#### \*\*Opioid Settlement Recommendations for BHWAC

- ORP staff provided subject matter expertise for the BHWAC ad hoc committee tasked with providing recommendations to the mayor on opioid settlement funds.

### \*\*PUBLIC HEALTH EMERGENCY\*\*

#### Drug Overdose Crisis in the U.S.

On October 26, 2017, the drug overdose crisis was officially declared to be a public health emergency by President Trump. This determination was recently renewed by the Secretary of Health and Human Services, effective April 1, 2022.

<https://www.phe.gov/emergency/news/healthactions/phe/Pages/default.aspx>

#### \*\*2022 Rx Drug Abuse & Heroin Summit

- Program staff attended annual conference in Atlanta, GA from April 18-21 which included partners from public health, public safety, healthcare, and harm reduction.

#### \*\*Collaboration with Rutherford County EMS/Medical Examiner

- Program staff provided strategic consult re: implementation of Overdose Fatality Review Panel and overdose surveillance.

### MEDIA

#### ABC News Live - Poisoned: America's Fentanyl Crisis (includes ORP staff and partners)

Part 1: <https://www.youtube.com/watch?v=wjpb--cYdDo>

Part 2: <https://www.youtube.com/watch?v=s0-ax8Oi22U>

Part 3: [https://www.youtube.com/watch?v=w\\_Ma8oQLmSM](https://www.youtube.com/watch?v=w_Ma8oQLmSM)

#### May 4 - The Tennessean

<https://www.tennessean.com/story/news/crime/2022/05/04/two-dead-suspected-overdose-downtown-nashville/9642601002/>

#### May 3 - Nashville.gov

<https://www.nashville.gov/departments/police/news/narcotics-detectives-investigating-suspected-drug-overdose-deaths-two-men>

#### April 30 - WSMV

<https://www.wsmv.com/2022/04/30/middle-tennessee-celebrates-national-drug-take-back-day/>

#### April 19 - ABC News

<https://abcnews.go.com/US/americans-suffer-deadly-fentanyl-overdoses-record-numbers/story?id=84146782>

#### April 15 - News Channel 11

[https://www.wjhl.com/news/regional/tennessee/new-tennessee-law-hopes-to-prevent-overdose-deaths-by-making-life-saving-drug-more-accessible/..](https://www.wjhl.com/news/regional/tennessee/new-tennessee-law-hopes-to-prevent-overdose-deaths-by-making-life-saving-drug-more-accessible/)

### SPIKE ALERTS

- Since implementation in June 2021, the SPIKE Auto Text Program has been utilized 8 times:

**2022**

February 5, May 3

**2021**

June 9, July 16, August 13, September 2, October 4, and December 4

**Monthly Drug Overdose Activity, January 2020-April 2022**  
Data reported for the last three months are provisional and subject to change.

**Data and Surveillance**

**Suspected Fatal Drug Overdoses**

- Fentanyl has been detected in 77% of overdose-related toxicology reports in 2022 (76% in 2021).
- Monthly Average
  - 2021: 60.4 suspected overdose deaths
  - 2022: 61.3 suspected overdose deaths

**Suspected Nonfatal Drug Overdose-related Emergency Department (ED) Visits**

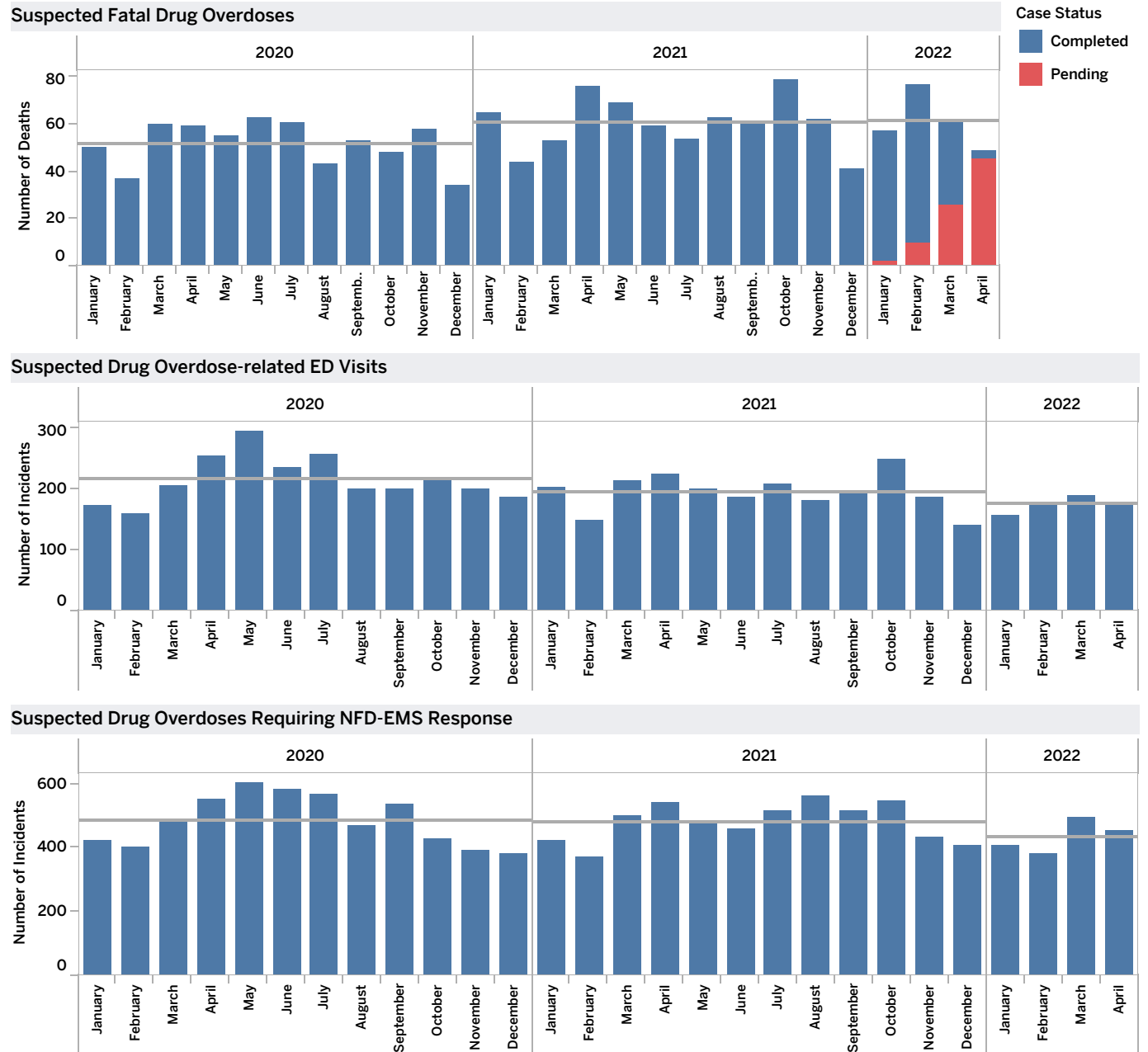
- Monthly Average
  - 2021: 195.8 overdose-related ED visits
  - 2022: 175.0 overdose-related ED visits

**Suspected Drug Overdoses Requiring NFD-EMS Response**

- Monthly Average
  - 2021: 478.8 suspected overdoses
  - 2022: 433.0 suspected overdoses

**Syringe Containers Collected from the Community**

- During the first three months in 2022, there have been 524 syringe containers collected by the Metro Public Health Department, representing an 46% increase compared to the same time period in 2021 (each syringe container in estimated to collect between 400 and 430 1cc syringes).
- Monthly Average
  - 2021: 156.4 syringe containers
  - 2022: 174.7 syringe containers



## **Prevention Categories for Activities/Interventions Implemented or Supported by ORP**

The Overdose Response Program is involved in both actively implementing and supporting a multitude of community activities and interventions aimed at addressing all levels of prevention (primary, secondary, and tertiary). This ensures our program is applying a comprehensive approach which involves mitigating the currently burgeoning local drug overdose crisis while aiming to prevent substance use/addiction before it ever occurs.

### **Implemented by ORP**

Overdose Fatality Review (OFR) Panel - primary, secondary, tertiary

ED Post-Overdose Discharge Protocol - primary, secondary, tertiary

HIA Multidisciplinary Stakeholder Group - primary, secondary, tertiary

Nashville Fire Department Emergency Medical Services Post-Overdose Follow-Up - primary, secondary, tertiary

Substance Use Linkage by ORP Social Worker - primary, secondary, tertiary

Data-to-Action with Local Prevention Partners - primary

Data-to-Action with Public Safety Partners - primary

Data-to-Action with Local Homeless/Housing Partners - primary

SPIKE Auto Text Program - primary, secondary

Drug Overdose Monitoring and Surveillance - primary, secondary, tertiary

Syringe Services Program (SSP) - primary, secondary

(Note: MPH D receives syringe containers from organization implemented the SSP for disposal as medical waste)

### **Supported by ORP**

Fentanyl Test Strip Distribution (as a means of harm reduction) - primary, secondary

### **Definitions**

**Primary Prevention:** "upstream" measures that prevent the onset of illness before the disease process begins. Immunization against infectious disease is a good example.

**Secondary Prevention:** measures that lead to early diagnosis and prompt treatment of a disease. Breast self-examination is a good example of secondary prevention.

**Tertiary Prevention:** involves the rehabilitation of people who have already been affected by a disease, or activities to prevent an established disease from becoming worse.

# Update: Drug Overdose Epidemic in Davidson County, TN May 2022

## Overdose Response Program

Vacant | Director

Vacant | Coordinator

**Madelynne Myers, MPH | Coordinator**

Email: [madelynne.myers@nashville.gov](mailto:madelynne.myers@nashville.gov)

**Josh Love, MPH | Epidemiologist**

Email: [josh.love@nashville.gov](mailto:josh.love@nashville.gov)

**Haley Hershey, MPH | Epidemiologist**

Email: [haley.hershey@nashville.gov](mailto:haley.hershey@nashville.gov)

## Metro Public Health Department Website

Drug Overdose Information

<https://www.nashville.gov/departments/health/drug-overdose-information>

## Data Sources

### Suspected Fatal Drug Overdoses

Death Investigation and Decedent Information (DIDI) Database (maintained by the Davidson County Medical Examiner (DCME))

### Suspected Nonfatal Drug Overdose-related ED Visits

ESSENCE-TN

### Suspected Drug Overdoses Requiring NFD-EMS Response

Nashville Fire Department Emergency Medical Services (NFD-EMS)

## Notes

Data presented in this report were extracted on May 3, 2022 and are provisional. There may be additional fatal/nonfatal drug overdoses reported over this time period in subsequent reports as incidents that occurred from February 2022-April 2022 are not yet finalized. Suspected drug overdose deaths captured in the DIDI database represent deaths under DCME jurisdiction and do not necessarily indicate Davidson County residency status of the decedent.

If you have information on unusual overdose activity, please contact the Overdose Response Program:

[Opioid.Response@nashville.gov](mailto:Opioid.Response@nashville.gov) | 615-340-0498



**SPIKE Alerts by Text**  
Information that can save lives  
Get alerts about overdoses in your community



FG Trade/Getty Images

Partnership to End Addiction is working with organizations in your community to alert you when spikes in drug overdoses occur locally. This knowledge can help you take action to engage and protect your loved ones struggling with addiction.

**Why it matters:** Spike alerts can prompt families and community members to:

- 1 Have discussions about seeking treatment and/or using substances more safely
- 2 Protect people you care about by getting naloxone and learning how to use it
- 3 Talk to friends or loved ones who are not using substances about the risks of use
- 4 Advocate for and support efforts in your community to prevent overdoses

Text SPIKE to  
**855-9-OD-KNOW**  
**(855-963-5669)**

and follow the steps to  
get messages on your  
phone when overdose  
spikes occur.

**How it works:** Health and law enforcement officials can release a "spike alert" to the media in response to a pattern of drug overdoses within a community. Partnership to End Addiction's SPIKE Alerts by Text program informs you when these alerts are issued.



Learn more:  
[drugfree.org/spike](https://drugfree.org/spike)  
or scan QR code to sign up now

Partnership to End Addiction is a nonprofit working to transform how our nation addresses addiction. Learn more at [drugfree.org](https://drugfree.org).



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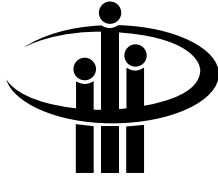




# NFHS Basic Data Matrix

04/01/2022 and 04/30/2022

		Species							Totals	
		Canine			Canine Totals	Feline				Feline Totals
		Adult	Up to 5 Months	Unknown Age		Adult	Up to 5 Months	Unknown Age		
Beginning Animal Count as of 04/01/2022		99	5	0	104	23	16	0	39	143
I N T A K E S	Stray/At Large	188	19	1	208	58	76	0	134	342
	Transferred in from Municipal Shelter	0	0	0	0	0	0	0	0	0
	Transferred in from Other Rescue Group	0	0	0	0	0	0	0	0	0
	Owner Requested Euthanasia	4	0	0	4	1	0	0	1	5
	Relinquished by Owner	20	1	0	21	8	0	0	8	29
	Other Intakes	10	1	0	11	8	0	0	8	19
	<b>Total Intakes</b>	<b>222</b>	<b>21</b>	<b>1</b>	<b>244</b>	<b>75</b>	<b>76</b>	<b>0</b>	<b>151</b>	<b>395</b>
O U T C O M E S	Adoptions	50	9	0	59	32	15	0	47	106
	Returned to Home	81	1	1	83	4	0	0	4	87
	Transferred to Rescue Group	54	11	0	65	27	20	0	47	112
	Other Live Outcomes	0	0	0	0	0	0	0	0	0
	Return to Field	0	0	0	0	2	0	0	2	2
	<b>Total Live Outcomes</b>	<b>185</b>	<b>21</b>	<b>1</b>	<b>207</b>	<b>65</b>	<b>35</b>	<b>0</b>	<b>98</b>	<b>307</b>
	Died in Care	1	0	0	1	0	0	0	0	1
	Lost in Care	4	0	0	4	0	0	0	0	4
	Euthanasia	26	0	0	26	11	2	0	13	39
	Owner Requested Euthanasia	4	0	0	4	1	0	0	1	5
<b>Total Other Outcomes</b>	<b>35</b>	<b>0</b>	<b>0</b>	<b>35</b>	<b>12</b>	<b>2</b>	<b>0</b>	<b>14</b>	<b>49</b>	
<b>Total Outcomes</b>	<b>220</b>	<b>21</b>	<b>1</b>	<b>242</b>	<b>77</b>	<b>37</b>	<b>0</b>	<b>114</b>	<b>356</b>	
Ending Animal Count as of 04/30/2022		104	2	0	106	23	53	0	76	182
Save Rate		85.78%	100.00%	100.00%	87.08%	85.14%	97.37%	0.00%	91.33%	88.72%



# *Metro Public Health Dept*

Nashville / Davidson County

Protecting, Improving, and Sustaining Health

## **Board of Health Request Tracking Form**

Meeting Date: **April 14, 2022**

### **Requests:**

1. Chair Franklin will contact Derrick Smith to initiate discussion of moving Dept. Civil Service Board to Metro Civil Service Board
2. Add Pay Equity Study to May 12, 2022, meeting agenda
3. Forward all Health Announcements related to events and celebrations such as Public Health Week, COVID Partnership Appreciation Event, etc. to Board

### **Assignments and Due Date per each request:**

1. Chair Franklin will contact Derrick Smith in re transfer of Civil Service Board to Metro Civil Service Board
2. Pay Equity Study will be added to May 12, 2022, meeting agenda
3. All Health Announcements related to events and celebrations such as Public Health Week and COVID Partnership Appreciation Event, etc. will be forwarded to the Board by Director's staff

### **Outcomes:**

1. \_\_\_\_\_
2. Pay Equity Study Update is item 4 on the May 12, 2022, agenda
3. All Health Announcements related to events and celebrations will be forwarded to BOH by Director's office staff.

Response filed in packet of **May 12, 2022**

## **Amendment of CSR 4.5.A. - Promotional Compensation**

When an employee is promoted, the employee's rate of pay will be increased to reflect the additional duties and responsibilities of the new classification.

### **(i) Promotional Compensation - Normal Increase**

a. Employees who are promoted within the open range (OR and HD) salary grades will receive

OPTION A: a five percent (5%) to 10 percent (10%) increase in pay or the minimum salary of the new classification, whichever is greater.

OR

OPTION B: a 10 percent (10%) increase in pay or the minimum salary of the new classification, whichever is greater.

b. Employees on a step (ST) salary grade will be promoted by first determining the employee's promotional step by moving forward two steps in the current range. The new pay rate is established by slotting the employee into the step in the new range that is closest to, but not less than, the employee's promotional step.

c. If an employee is promoted to a higher classification within ninety (90) calendar days of his or her increment, the employee shall receive the one step increase plus the promotional increase.

d. Employees on a step (ST) salary grade being promoted to an open range (OR and HD) salary grade will receive the promotional step or the minimum salary of the new classification, whichever is greater.

### **(ii) Promotional Compensation – Above Normal Increase**

If MPHD feels the need to promote above the normal increase as defined by subsection ``a'' above, but below the 50<sup>th</sup> percentile of the range, such increase shall require approval by the Director or designee after verifying the availability of funds. Requests for a salary above the 50<sup>th</sup> percentile require Board approval.

Requests by the Director, in consultation with MPHD Human Resources (HR), to compensate a promoted employee above the normal increase as defined by Section (ii) above must include written justification for one of the following criteria:

1. The employee possesses special qualifications necessary for the job, which exceed those of other applicants, such as highly specialized training or skills.
2. Appointment is being made to a specific position which HR has determined to be difficult to fill. In this case, the Director should be able to show that:
  - a. MPHD's rate of pay is below the prevailing entry salary in the area.
  - b. MPHD cannot recruit qualified applicants at the base rate.

Once the review of the compensation request has been conducted, HR will provide the requesting supervisor with written notification of the approval or denial of the request.

An employee may be promoted to a supervisory position and be compensated at a lesser rate than a direct subordinate if the maximum salary in the subordinate's classification overlaps the minimum salary in the supervisor's classification. When this situation occurs, it shall not be grounds to request a salary adjustment for the supervising employee. Reclassifications normally do not result in an increase in pay unless the nature of the reclassification and any changes in duties warrant an increase (as provided by the Reclassification policy approved by the Board).

#### **Amendment of CSR 4.11 - Compensation on Original Appointment**

The minimum salary rate normally shall be paid on original appointment. MPHD Human Resources must provide justification to the Bureau Director for any offer above the minimum. If in agreement, the Bureau Director will submit the request to the Director. The Director or designee, with verification as to availability of funds, may approve a salary up to the 50<sup>th</sup> percentile. Requests above the 50<sup>th</sup> percentile require approval from Board and are submitted for its approval at the discretion of the Director.

# Summary of Proposed Change to Civil Service Rule 5.7 of the Metro Public Health Department

## **Current Rule: SECTION 5.7 - HOLIDAYS**

The following will be declared official holidays, and all employees will be excused without charge to leave, except those employees required to maintain essential operation, who shall be compensated in accordance with Section 4.8.

New Year's Day	January 1
Martin Luther King Day	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Friday after Thanksgiving	Friday after Thanksgiving
Christmas Eve	December 24
Christmas Day	December 25

Holidays that fall on Sunday will be observed on the following Monday and holidays that fall on Saturday will be observed on the Friday before, by those employees working Monday through Friday. On those occasions when Christmas Day falls on Monday, the Christmas Eve holiday will be observed on the Tuesday following Christmas Day; on those occasions when Christmas falls on Saturday, the Christmas holiday will be observed on the subsequent Monday. If a holiday is observed on an employee's day off, the employee may be scheduled for a floating holiday during the week of the holiday or the following week. If community practice dictates a change in the day observed, the Director shall have discretion to change the date(s) for that year.

## **Proposed Change: SECTION 5.7 – HOLIDAYS**

New Year's Day	January 1
Martin Luther King Day	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September

Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Friday after Thanksgiving	Friday after Thanksgiving
Christmas Eve	December 24
Christmas Day	December 25

Holidays that fall on Sunday will be observed on the following Monday and holidays that fall on Saturday will be observed on the Friday before, by those employees working Monday through Friday. On those occasions when Christmas Day falls on Monday, the Christmas Eve holiday will be observed on the Tuesday following Christmas Day; on those occasions when Christmas falls on Saturday, the Christmas holiday will be observed on the subsequent Monday. If a holiday is observed on an employee's day off, the employee may be scheduled for a floating holiday during the week of the holiday or the following week. If community practice dictates a change in the day observed, the Director shall have discretion to change the date(s) for that year.

# Summary of Proposed Changes to Job Descriptions and Pay Plan of the Metro Public Health Department

## 1. Upgrade salary grade of Administrative Specialist – Health

**Actions Requested:** Upgrade Salary Grade of Administrative Specialist – Health from ST10 to ST11.

**Justification:** The corresponding position in Metro’s pay plan has the position at salary grade ST11 and this move would make the Health Department’s pay plan consistent with Metro’s.

**Impact:** One current MPHD employee is in the Administrative Specialist – Health classification and they will be placed in the new salary grade at the step closest to their current salary without going lower.

## 2. Change names and collapse current Animal Care and Control Kennel Assistant series

**Action Requested:** Delete Animal Care and Control Kennel Assistant 1, 2, and 3 positions from the Pay Plan and add [Animal Care Assistant](#) and [Animal Care Assistant Senior](#) positions to the Pay Plan at salary grades ST06 and ST08 respectively.

**Justification:** The Mayor’s proposed budget requests all full time Metro employees make at least \$18 per hour and upgrading the Animal Care Assistant to salary grade ST06 will allow new employees to start lower in this range as opposed to higher in the previous range and will be eligible for step increases more quickly in the new range. Also removes the words control and kennel from the titles.

**Impact:** Current Kennel 1 employees will be placed in the new pay range at either Step 2 or whichever step is closest to their current salary, whichever one is higher.

## 3. Change name and minimum qualifications for current [Animal Care and Control Kennel Supervisor](#) position.

**Actions Requested:** Delete Animal Care and Control Kennel Supervisor position and add Animal Care Supervisor to the Pay Plan at salary grade ST10.

**Justification:** Remove the word kennel from the title and change the education and experience levels for the position to attract a wider candidate pool of applicants.

**Impact:** No financial impact.

## 4. Upgrade salary grade of Courier

**Actions Requested:** Change Salary Grade of Courier from ST06 to ST07.

**Justification:** Metro did a survey of trades and labor positions and identified several that needed to be upgraded.

**Impact:** Two current MPHD employees in the Courier classification will be placed in the new salary range at the step closest to their current salaries without going lower.

5. Change title of Custodian and upgrade salary grade

**Actions Requested:** Delete Custodian from Pay Plan and add Custodian – Health to the Pay Plan at Salary Grade ST07.

**Justification:** Metro did a survey of trades and labor positions and identified several that needed to be upgraded. The separate classification is needed since Metro uses the Trades and Labor pay table for Custodian and Health does not use this pay table, so a unique class number is needed. The new pay grade in the ST range is the closest to the Trades and Labor pay table.

**Impact:** Five current MPHD employees in the Custodian classification will be placed in the new classification and placed in the step nearest to their current salary without going lower as part of the reclassification.

6. Upgrade the salary grades for Engineer in Training – Health, Engineer 1 – Health, Engineer 2 – Health, and Engineer 3 – Health.

**Actions Requested:** Change the salary grades for Engineer in Training – Health, Engineer 1 – Health, Engineer 2 – Health, and Engineer 3 – Health from OR04, OR06, OR07, and OR09 to OR06, OR07, OR08, and OR10 respectively.

**Justification:** To mirror the pay grades of similar engineering positions in Metro's pay plan.

**Impact:** The Department currently has three employees in the Engineer in Training – Health classification and one in the Engineer 1 – Health classification. As part of the reclassification, employees whose salaries are currently below the base salary of their new pay grade will have their salaries elevated to the base of the new pay grade.

7. Collapse the Environmental Health Specialist series from three classifications to two.

**Actions Requested:** Delete Environmental Health Specialist 1, 2, and 3 positions and create positions of [Environmental Health Specialist](#) and [Environmental Health Specialist Senior](#) at Pay Grades OR03 and OR04 respectively.

**Justification:** A Metro HR study of peer cities identified the salary range for the Environmental Health Specialist 1 classification was significantly below that of those peer cities. The reclassification of these positions will position the department to better attract candidates and retain staff in these positions.



**Impact:** As part of the reclassification, employees in the Environmental Health Specialist 1 and 2 classifications whose salaries are currently below the base salary of the new pay grade will have their salaries elevated to the base of the new pay grade.

8. Upgrade salary grade of Facilities Maintenance Leader

**Actions Requested:** Change Salary Grade of Facilities Maintenance Leader from ST07 to ST09.

**Justification:** Metro did a survey of trades and labor positions and identified several that needed to be upgraded.

**Impact:** There are no current MPHD employees in this classification

9. Upgrade salary grade of Facilities Maintenance Specialist

**Actions Requested:** Change Salary Grade of Facilities Maintenance Specialist from ST09 to ST11.

**Justification:** Metro did a survey of trades and labor positions and identified several that needed to be upgraded.

**Impact:** There is one current MPHD employee in this classification and they will be placed in the new salary grade at the step closest to their current salary without going lower.

10. Upgrade salary grade of Facilities Maintenance Technician

**Actions Requested:** Change Salary Grade of Facilities Maintenance Specialist from ST06 to ST08.

**Justification:** Metro did a survey of trades and labor positions and identified several that needed to be upgraded.

**Impact:** There is one current MPHD employee in this classification and they will be placed in the new salary grade at the step closest to their current salary without going lower.

11. Upgrade salary grade of Facilities Services Manager – Health

**Actions Requested:** Change Salary Grade of Facilities Services Manager – Health from OR05 to OR06.

**Justification:** Metro did a survey of trades and labor positions and identified several that needed to be upgraded.

**Impact:** There is one current MPHD employees in this classification.

12. Create Finance Administrator position

**Actions Requested:** Create Finance Administrator position at salary grade OR08.

**Justification:** This position exists in Metro's pay plan at this salary grade and it is not currently in MPHD's pay plan. Adding this position to MPHD's pay plan will enable the department to utilize this position when needed.

**Impact:** There is no current impact as the position does not yet exist in MPHD's pay plan.

13. Upgrade salary grade of Finance Manager

**Actions Requested:** Change Salary Grade of Finance Manager to OR10.

**Justification:** Metro is upgrading the Finance Manager classification from OR09 to OR10, and this will mirror that change.

**Impact:** There is one current MPHD employee in this classification.

14. Collapse the Finance Officer series from three classifications to two.

**Actions Requested:** Delete Finance Officer 1, 2, and 3 positions and create positions of [Finance Officer](#) and [Finance Officer Senior](#) at Pay Grades OR04 and OR06 respectively.

**Justification:** Metro is collapsing their Finance Officer series from three positions to two and this would mirror their action.

**Impact:** As part of the reclassification, employees in the Finance Officer classifications whose salaries are currently below the base salary of the new pay grade will have their salaries elevated to the base of the new pay grade.

15. Change salary grade of Finance Specialist

**Actions Requested:** Change Salary Grade of Finance Specialist from OR04 to OR05.

**Justification:** Metro is upgrading Finance positions, and this will mirror that change.

**Impact:** There are no current MPHD employees in this classification

16. Upgrade salary grade of Human Resources Administrator

**Actions Requested:** Change Salary Grade of Human Resources Administrator from OR07 to OR08.

**Justification:** Metro is upgrading Human Resources positions, and this will mirror that change.

**Impact:** There are no current MPHD employees in this classification

17. Collapse the Human Resources Analyst series from three classifications to two.

**Actions Requested:** Delete Human Resources Analyst 1, 2, and 3 positions and create positions of [Human Resources Analyst](#) and [Human Resources Analyst Senior](#) at Pay Grades OR04 and OR06 respectively.

**Justification:** Metro is collapsing their Human Resources Analyst series from three positions to two and this would mirror their action.

**Impact:** As part of the reclassification, MPHD currently has no employees in the Human Resources Analyst 1 or 2 classifications and three in the Human Resources Analyst 3 positions. Those three employees will all have their salaries elevated to the base salary of the new classification.

18. Delete the Human Resources Assistant series

**Actions Requested:** Delete Human Resources Assistant 1 and 2 positions.

**Justification:** Metro is deleting these classifications from its pay plan, and this mirrors that change.

**Impact:** There are no MPHD employees in either of these classifications currently and the department does not anticipate using these classifications in the future.

19. Upgrade the salary grades for the Information Systems Advisor series.

**Actions Requested:** Change Salary Grades of Information Systems Advisor 1 and 2 from OR07 and OR09 to OR08 and OR10 respectively.

**Justification:** Metro did a survey of information technology positions and determined that they needed to be upgraded by one pay grade.

**Impact:** There are two current MPHD employees in the Information Systems Advisor 1 classification and if their salary is below the base of the new range will have their salary adjusted to the base as part of the reclassification. There are no current employees in the Information Systems Advisor 2 classification.

20. Upgrade the salary grades for the Information Systems Applications Analyst series.

**Actions Requested:** Change Salary Grades of Information Systems Applications Analyst 1, 2, and 3 from OR03, OR04, and OR05 to OR04, OR05, and OR06 respectively.

**Justification:** Metro did a survey of information technology positions and determined that they needed to be upgraded by one pay grade.

**Impact:** There are no current MPHD employees in the Information Systems Applications Analyst 1 and 2 classifications. There are two current employees in the Information Systems Applications Analyst 3 classification, and they will have their salaries raised to the base of the new classification as part of the reclassification.

21. Upgrade the salary grades for the Information Systems Applications Technician series.

**Actions Requested:** Change Salary Grades of Information Systems Applications Technician 1 and 2 from OR01 and OR02 to OR02 and OR03 respectively.

**Justification:** Metro did a survey of information technology positions and determined that they needed to be upgraded by one pay grade.

**Impact:** There are no current MPHD employees either classification currently.

22. Upgrade the salary grade for the Information Systems Division Manager

**Actions Requested:** Change Salary Grade of Information Systems Division Manager from OR10 to OR11.

**Justification:** Metro did a survey of information technology positions and determined that they needed to be upgraded by one pay grade.

**Impact:** There are no current MPHD employees in this classification currently.

23. Upgrade the salary grade for the Information Systems Manager

**Actions Requested:** Change Salary Grade of Information Systems Manager from OR09 to OR10.

**Justification:** Metro did a survey of information technology positions and determined that they needed to be upgraded by one pay grade.

**Impact:** There are no current MPHD employees in this classification currently.

24. Upgrade salary grade of Inventory Control Supervisor

**Actions Requested:** Upgrade the salary grade of Inventory Control Supervisor from ST10 to ST11.

**Justification:** Metro did a survey of trades and labor positions and identified several that needed to be upgraded.

**Impact:** There are no current MPHD employees in this classification.

25. Upgrade salary grade of Outreach Worker

**Actions Requested:** Change Salary Grade of Outreach Worker from ST05 to ST06.

**Justification:** The Mayor's proposed budget requests all full time Metro employees make at least \$18 per hour and upgrading this to salary grade ST06 will allow new employees to start lower in this range as opposed to higher in the previous range and will be eligible for step increases more quickly in the new range.

**Impact:** There are eight current MPHD employees in this classification

26. Upgrade salary grade of Printing Equipment Operator – Health

**Actions Requested:** Change Salary Grade of Printing Equipment Operator – Health from ST07 to ST09.

**Justification:** Metro did a survey of trades and labor positions and identified several that needed to be upgraded.

**Impact:** There are no current MPHD employees in this classification

27. Change Salary Grade of Program Coordinator classification.

**Actions Requested:** Change Salary Grade of Program Coordinator from ST09 to OR02.

**Justification:** Metro is changing this classification from the ST series to the OR series as part of their desire to have all positions that require bachelor's degrees in the OR series.

**Impact:** MPHD currently has seven employees in this classification. The salary ranges are the same. Any employees in this classification due a step in FY23 will be given their step effective July 1.

28. Collapse the Program Specialist series from three classifications to two.

**Actions Requested:** Delete Program Specialist 1 position and change the Pay Grades of Program Specialist 2 and 3 to OR01 and OR03 respectively.

**Justification:** Metro is collapsing their Program Specialist series from three positions to two and moving these positions to the OR pay grades. This would mirror their action.

**Impact:** MPHD currently has four employees in the Program Specialist 1 classification. Their salaries will be adjusted to the base of the new classification if they do not fall within the new range. MPHD currently has 29 employees in the [Program Specialist 2](#) classification and five in the Program Specialist 3 classification. Any employees in any of these classifications due a step in FY23 will be given their step effective July 1.

29. Change Salary Grade of Program Supervisor classification

**Actions Requested:** Change Salary Grade of Program Supervisor from ST10 to OR03.

**Justification:** Metro is changing this classification from the ST series to the OR series as part of their desire to have all positions that require bachelor's degrees in the OR series.

**Impact:** MPHD does not have any employees in this classification currently.

30. Upgrade salary grade of Public Health LPN

**Actions Requested:** Change Salary Grade of Public Health LPN from ST07 to ST09.

**Justification:** Metro did a survey of the local market for LPNs and found MPHD's salaries to be low in comparison. This will assist with recruiting and retention of LPNs.

**Impact:** There is one MPHD employees in this classification. That salary will be elevated to the base of the new pay grade.

31. Upgrade the Salary Grades of the Public Health Nursing series

**Actions Requested:** Change Salary Grade of Public Health Nurse 1, 2, 3, and 4 and Nurse Practitioner one salary grade each to OR.05, OR06, OR07, OR10, and OR10 respectively.

**Justification:** Deloitte did a survey of the local market for Nurses and found MPHD's salaries to be low in comparison. These increases will assist with recruiting and retention of public health nurses.

**Impact:** There are over 100 PHN1s, 12 PHN2s, 5 PHN3s, 1PHN4, and 10 Nurse Practitioners. As part of the reclassification, employees whose salaries are below that of the base of their new range will have their salaries increased to that salary.

32. Upgrade salary grade of Security Guard – Health

**Actions Requested:** Change Salary Grade of Security Guard – Health from ST08 to ST09.

**Justification:** Metro did a survey of trades and labor positions and identified several needed to be upgraded.

**Impact:** There are three current MPHD employees in this classification. As part of the reclassification, their salaries will be adjusted to the nearest step in the new pay range without going lower.

33. Delete Vehicle Inspection Manager classification

**Actions Requested:** Delete Vehicle Inspection Manager classification from the pay plan.

**Justification:** With the ending of the Vehicle Inspection program, the department is unlikely to need this position in the future.

**Impact:** MPHD does not have any employees in this classification currently.

34. Delete Vehicle Inspector classification

**Actions Requested:** Delete Vehicle Inspector classification from the pay plan.

**Justification:** With the ending of the Vehicle Inspection program, the department is unlikely to need this position in the future.

**Impact:** MPHD does not have any employees in this classification currently.

Removing/deleting from Pay Plan
Adding to Pay Plan
Increasing Salary Grade
Changing from ST to OR Pay Range

Line Item	Current Title	Proposed Title	Pay Grade		Number of Currently Budgeted Employees	Notes
			Current	Proposed		
1	Administrative Specialist - Health		ST10	ST11	1	Consistency with Metro's Pay Plan
2	Animal Care & Control Kennel Asst 1	Animal Care Assistant	ST05		9	Collapses series into two classifications. Lowest level will be ST06 based on Mayor's recommended \$18/hour salary for employees
	Animal Care & Control Kennel Asst 2	Animal Care Assistant	ST06	ST06	4	
	Animal Care & Control Kennel Asst 3	Animal Care Assistant Senior	ST08	ST08	1	
3	Animal Care & Control Kennel Supervisor	Animal Care Supervisor	ST10	ST10	1	Removes word Kennel and changes minimum qualifications
4	Courier		ST06	ST07	1	Recommendation of Metro for trades and labor positions
5	Custodian	Custodian - Health	ST05	ST07	5	Recommendation of Metro for trades and labor. Needs unique class number.
6	Engineer in Training - Health		OR04	OR06	3	Consistency with Metro's Pay Plan
	Engineer 1 - Health		OR06	OR07	1	
	Engineer 2 - Health		OR07	OR08	0	
	Engineer 3 - Health		OR09	OR10	0	
7	Environmental Health Specialist 1	Environmental Health Specialist	OR01		21	Salary study done by Metro HR determined salary for EHS1 was well below that of other peer cities. This collapses series into two classifications.
	Environmental Health Specialist 2	Environmental Health Specialist	OR02	OR03	4	
	Environmental Health Specialist 3	Environmental Health Specialist Senior	OR04		4	
8	Facilities Maintenance Leader		ST07	ST09	0	Recommendation of Metro for trades and labor positions
9	Facilities Maintenance Specialist		ST09	ST11	1	Recommendation of Metro for trades and labor positions
10	Facilities Maintenance Technician		ST06	ST08	1	Recommendation of Metro for trades and labor positions
11	Facilities Services Manager - Health		OR05	OR06	1	Recommendation of Metro for trades and labor positions
12		Finance Administrator		OR08	0	Position exists in Metro's pay plan, this would add to Health's Pay Plan
13	Finance Manager		OR09	OR10	1	Upgrade consistent with Metro's upgrading of this classification
14	Finance Officer 1	Finance Officer	OR01		3	Consolidation and upgrading consistent with Metro's upgrading of these classifications.
	Finance Officer 2	Finance Officer	OR03	OR04	4	
	Finance Officer 3	Finance Officer Senior	OR05	OR06	4	

15	Finance Specialist		OR04	OR05	0	Upgrade consistent with Metro's upgrading of this classification
16	Human Resources Administrator		OR07	OR08	0	Upgrade consistent with Metro's upgrading of this classification
17	Human Resources Analyst 1	Human Resources Analyst	OR01		0	Consolidation and upgrading consistent with Metro's upgrading of these classifications.
	Human Resources Analyst 2	Human Resources Analyst	OR03	OR04	0	
	Human Resources Analyst 3	Human Resources Analyst Senior	OR05	OR06	3	
18	Human Resources Assistant 1		ST06		0	Metro is deleting these classifications from its pay plan
	Human Resources Assistant 2		ST07		0	
19	Information Systems Advisor 1		OR07	OR08	2	Upgrade consistent with Metro's upgrading of these classifications
	Information Systems Advisor 2		OR09	OR10	0	
20	Information Systems Applications Analyst 1		OR03	OR04	0	Upgrade consistent with Metro's upgrading of these classifications
	Information Systems Applications Analyst 2		OR04	OR05	0	
	Information Systems Applications Analyst 3		OR05	OR06	2	
21	Information Systems Applications Technician 1		OR01	OR02	0	Upgrade consistent with Metro's upgrading of these classifications
	Information Systems Applications Technician 2		OR02	OR03	0	
22	Information Systems Division Manager		OR10	OR11	0	Upgrade consistent with Metro's upgrading of these classifications
23	Information Systems Manager		OR09	OR10	0	Upgrade consistent with Metro's upgrading of these classifications
24	Inventory Control Supervisor		ST10	ST11	0	Recommendation of Metro for trades and labor positions
25	Outreach Worker		ST05	ST06	8	Upgrading based on Mayor's recommended \$18/hour salary for employees
26	Printing Equipment Operator - Health		ST07	ST09	0	Recommendation of Metro for trades and labor positions
27	Program Coordinator		ST09	OR02	7	Consistent with Metro switching these pay grades. Salary range is the same.
28	Program Specialist 1		ST06		4	Deletion consistent with Metro's deletion of this classification Consistent with Metro switching these positions from ST to OR in its pay plan
	Program Specialist 2		ST08	OR01	29	
	Program Specialist 3		ST10	OR03	5	
29	Program Supervisor		ST10	OR03	0	Consistent with Metro switching this position from ST to OR in its pay plan
30	Public Health LPN		ST07	ST09	2	Adjustment due to Metro's market survey of LPN salaries
31	Public Health Nurse 1		OR04	OR05	136	Adjustment due to Deloitte's market survey of nursing salaries



	Public Health Nurse 2	OR05	OR06	12	
	Public Health Nurse 3	OR06	OR07	5	
	Public Health Nurse 4	OR09	OR10	1	
	Public Health Nurse Practitioner	OR09	OR10	10	
32	Security Guard - Health	ST08	ST09	3	Recommendation of Metro for trades and labor positions
33	Vehicle Inspection Manager	OR05		0	Vehicle inspection program ended and is unlikely to return
34	Vehicle Inspector	ST09		0	Vehicle inspection program ended and is unlikely to return



# Metro Public Health Dept

Nashville / Davidson County

Protecting, Improving, and Sustaining Health

Series Title: Animal Care Assistant  <b>Animal Care Assistant</b>	Fair Labor Standards Act (FLSA): Non-Exempt
Salary Grades: <del>Kennel Assistant 1 – SR05</del> <del>Kennel Assistant 2 – SR06</del> <del>Kennel Assistant 3 – SR08</del>  <b>Animal Care Assistant - ST06</b> <b>Animal Care Assistant Senior - ST08</b>	Effective Date: 01/08/2015 Revision Date: 5/12/2022

**Series Objective:**

Care for and monitor the animals in shelter custody. Assist shelter patrons.

**Major Responsibilities:**

- Perform animal care and related duties, such as feeding, cleaning, exercising, and monitoring the behavior and health of animals in shelter custody.
- Responsible for the daily care of animals, including providing appropriate food and water, as well as basic grooming and bathing; cleans animal cages, runs and performs general housekeeping of shelter.
- Assists shelter patrons, animal control officers and outreach staff with animal handling, to include transferring and relocating animals from vehicles, cages and housing units.
- Monitor animals and immediately reports health, behavior or temperament issues to supervisor.
- Assist with animal intake, evaluation and medical treatments as directed, including disease prevention and reduction efforts.
- Maintain animal care reports and documentation.
- Maintain daily log sheets and inventories, completes intake and care reports, and prepares related reports or record keeping as required.
- Responds to patron inquiries related to animal health education and related programs; provides humane education pamphlets or materials.
- Must have and be able to demonstrate knowledge of:
  - --basic animal **welfare** standards, including safe animal handling procedures for domestic and wild animals.
  - --proper use, secure storage, and disposal of lethal chemicals, syringes and related equipment.

- Promote a caring attitude toward all animals and treat animals humanely and with compassion at all times, regardless of circumstances, including those that are sick, injured, feral, or aggressive.
- Perform euthanasia of animals.
- **Work cooperatively with all staff, volunteers, and supervisors to foster a spirit of teamwork**
- Support and participate in departmental response to disaster and emergency events.
- Demonstrates MPHD's core values of Professionalism, Respect, Integrity, Dedication, and Equity (P.R.I.D.E.) when interacting with the public and employees of the Metropolitan Government.
- Supports and participates in departmental response to disaster/emergency events.
- Regular, reliable and predictable attendance; and
- Performs other duties as assigned.

Classification	Distinguishing Characteristics (Responsibilities and Competencies are Cumulative)
<b>Animal Care Assistant</b>	<p>Reports to Animal Care Supervisor. Non-supervisory.</p> <p><b>Education and Experience:</b> <b>Minimum Qualifications:</b> High school diploma or its equivalent and a minimum of 6 months of paid or unpaid Animal Welfare experience.</p> <p><b>Preferred Qualifications:</b> Associates degree or higher.</p> <p>Must be a Certified Animal Euthanasia Technician (CAET), or obtain that certification within six months of hire.</p> <p>Competencies:</p> <p>Communicating with Coworkers: Communicating information using either face-to-face, written, or via telephone or computer</p> <p>Task-Relevant Knowledge: Knowledge of standard practices and procedures necessary to accomplish tasks.</p> <p>Creative Problem Solving: Using novel ideas to solve problems as a leader.</p> <p>Sensitivity to Situations: Assessing situational forces that are promoting and inhibiting an idea for change.</p> <p>Multi-Tasking: Working on a variety of tasks simultaneously and shifting one's resources between multiple systems when needed.</p> <p>Organization Skills: Organizing one's responsibilities and performing them in an efficient manner.</p>

	<p>Stress Tolerance: Remaining effective even when situations become stressful.</p>
<p><b>Animal Care Assistant Senior</b></p>	<p>In addition to the previous responsibilities and competencies:</p> <p>Reports to the Animal Care Supervisor. Lead Animal Care Assistant.</p> <p>Major Responsibilities: Training, coaching, and scheduling Animal Care Assistants. Identifies problems and responds to the more difficult situations with shelter patrons, animal control officers and outreach staff related to animal handling, health, behavior or temperament issues, and provides timely information to supervisor. Initiates tasks or projects to improve the efficiency of daily organizational flow.</p> <p><b>Education and Experience:</b> <b>Minimum Qualifications</b> High school diploma or its equivalent required. Requires minimum of 2 years of paid animal welfare experience, or an equivalent combination of relevant education and experience.</p> <p><b>Preferred Qualifications:</b> Associates degree or higher.</p> <p>Some lead or supervisory experience preferred. Must be a Certified Animal Euthanasia Technician (CAET) or obtain that certification within six months of hire.</p> <p>Competencies:</p> <p>The Competencies required for Animal Care Assistant, as well as:</p> <p>Analytic Thinking: Using existing information to logically evaluate situations and solve problems. Utilizing inductive and deductive logic to make inferences.</p> <p>Coaching, Developing, Instructing: Coaching, teaching, and advising others to help them develop their knowledge and skills. Creating individual development plans. Selecting appropriate training courses to address developmental needs.</p>

**Minimum Qualifications:**

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- Valid class “D” driver’s license, use of personal vehicle, and maintenance of valid personal vehicle insurance as required by Tennessee Law.
- Must be a Certified Animal Euthanasia Technician (CAET) or obtain that certification within six months of hire.
- Possess required competencies upon hiring.
- Ability to establish and maintain effective working relationships

#### **Working Environment/Physical Demands:**

- Medium to heavy work that involves walking, standing, bending, stooping, lifting, and exerting up to 50 pounds of force on a regular and reoccurring basis and occasional use of standard office equipment.
- Perform routine keyboard operations.
- Humanely restrain an animal.
- Use protective clothing or gear.
- Have normal visual acuity, field of vision, hearing, and speaking.
- Must receive pre-exposure rabies vaccinations.
- May risk exposure to toxic and caustic chemicals, and animals/wildlife, including exposure to animal bites, scratches, and diseases such as Rabies, Ringworm, Lyme disease and Zoonosis.

NOTE: This job description is not intended to be all-inclusive. This job description has been designed to indicate the general nature and level of work performed by employees within this classification series. Employee may perform other related duties as needed to meet the ongoing needs of the department.



Position Title: <b>Animal Care Supervisor</b>	Fair Labor Standards Act (FLSA): Non-Exempt
Salary Grade: SR10	Effective Date: 01/08/2015 Revision Date: 5/12/2022

**Position Objective:**

Supervise the care of animals in shelter custody, ensuring compliance with applicable laws, regulations and policies.

**Major Responsibilities:**

- Manage daily animal care operations for the shelter, including feeding, watering, exercising, and grooming and hygiene of the animals consistent with state, local, MPHD, and MACC policies, procedures, guidelines, and the reasonable instructions of supervisors.
- Responsible for the effective supervision and administration of Animal Care Assistants and Animal Care Assistant Seniors including coaching, training, performance evaluations, employee relations, and prioritizing and assigning work.
- Provide work direction for assigned volunteers.
- Maintain facility sanitation and cleanliness standards, oversee the safety and general maintenance of the shelter facility, regularly conduct inspections for necessary repairs, coordinate maintenance work with Metropolitan Government staff, and recommend improvements to Shelter Manager.
- Coordinate veterinary care, spaying and neutering, euthanasia, and disposals with staff and agencies, and in accordance with applicable state and local laws and regulations.
- Oversee proper observation and documentation of animals in quarantine.
- Compile daily and weekly facility reports, including animal count, facility inventory and euthanasia reports. Uses data to practice quality improvement, data analysis, and program planning and evaluation.
- Prepare regular progress reports. Communicate with internal and external stakeholders as needed for visibility and success of the program. Take initiative to identify and solve problems.
- Complete and maintain appropriate logs and incident reports.
- Work with Shelter Manager, Animal Control Officers, and other shelter staff to support adoption and outreach efforts, and address intake issues and concerns.
- Assist Shelter Manager with developing policies and procedures and recommending internal organization.
- Assist with implementing systems to effectively meet operating goals and objectives.
- Establish and implement departmental policies, goals, objectives, and procedures in a fair and impartial manner.
- Use high verbal and written communication skills and strong problem-solving abilities.

- Promote a caring attitude toward all animals and treat animals humanely and with compassion at all times, regardless of circumstances, including those that are sick, injured, feral, or aggressive.
- Perform euthanasia of animals.
- Support and participate in departmental response to disaster and emergency events.
- Demonstrates MPHD's core values of Professionalism, Respect, Integrity, Dedication, and Equity (P.R.I.D.E.) when interacting with the public and employees of the Metropolitan Government.
- Supports and participates in departmental response to disaster/emergency events.
- Regular, reliable and predictable attendance; and
- Performs other duties as assigned.

**Supervision Exercised/Supervision Received**

Supervise Animal Care Assistants and Animal Care Assistant Senior.  
 Receives limited supervision from Shelter Manager.

**COMPETENCIES**

The following competencies are required for this position:

Competency	Definition
<b><i>Communicating with Coworkers</i></b>	Communicating information using either face-to-face, written, or via telephone or computer.
<b><i>Organization Skills</i></b>	Organizing one's responsibilities and performing them in an efficient manner
<b><i>Resolving Conflicts/Negotiating</i></b>	Dealing with complaints, resolving conflicts and grievances of others. Encouraging others to come together and reconcile differences.
<b><i>Taking Charge</i></b>	A willingness to initiate the activities of groups and lead others toward common goals.
<b><i>Multi-Tasking</i></b>	Working on a variety of tasks simultaneously and shifting one's resources between multiple systems when needed.
<b><i>Stress Tolerance</i></b>	Remaining effective even when situations become stressful.
<b><i>Task-Relevant Knowledge</i></b>	Knowledge of standard practices and procedures necessary to accomplish tasks
<b><i>Seeking Improvement</i></b>	Constantly looking for ways that one can improve one's organization.
<b><i>Designing Work Systems</i></b>	Designating the responsibilities of individual jobs and structuring the work of groups in organizations.

<b>Initiative</b>	Initiating tasks and taking on new challenges.
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**Minimum Qualifications:**

**EDUCATION AND EXPERIENCE**

Associate’s Degree in Animal Science, Biology, or a related field is required; Bachelor’s degree is preferred.

Have 3 – 5 years of experience in an animal hospital, shelter, or related animal facility, and 1-2 years of lead or supervisory experience, or an equivalent combination of relevant education and experience.

Must have and be able to demonstrate knowledge of:

- basic animal care standards, including safe animal handling procedures for domestic and wild animals
- proper use, secure storage, and disposal of lethal chemicals, syringes and related equipment

**LICENSURE**

- Must be a Certified Animal Euthanasia Technician (CAET) or obtain that certification within six months of hire.
- Possess required competencies upon hiring.
- Valid class “D” driver’s license, use of personal vehicle, and maintenance of valid personal vehicle insurance as required by Tennessee Law.
- Must receive pre-exposure rabies vaccinations.

**Working Environment/Physical Demands:**

- Medium to heavy work that involves walking, standing, bending, stooping, lifting, and exerting up to 50 pounds of force on a regular and reoccurring basis and occasional use of standard office equipment.
- Perform routine keyboard operations.
- Humanely restrain an animal.
- Use protective clothing or gear.
- Have normal visual acuity, field of vision, hearing, and speaking.
- May risk exposure to toxic and caustic chemicals, and animals/wildlife, including exposure to animal bites, scratches, and diseases such as Rabies, Ringworm, Lyme disease and Zoonosis.

NOTE: This job description is not intended to be all-inclusive. This job description has been designed to indicate the general nature and level of work performed by employees within this classification. Employee may perform other related duties as needed to meet the ongoing needs of the department.





# Metro Public Health Dept

Nashville / Davidson County

Protecting, Improving, and Sustaining Health

<b>Series Title:</b> Environmental Health Specialist	<b>Fair Labor Standards Act (FLSA):</b> Non-Exempt
<b>Salary Grades:</b> Environmental Health Specialist – OR03 Environmental Health Specialist Senior – OR04	<b>Approval Date:</b> 04/12/2022 <b>Effective Date:</b> 07/01/2022

### Series Objective:

Performs inspections and investigations in an environmental public health program aimed at improving the quality of the environment; secures compliance with laws and regulations governing sanitary conditions; and performs related duties as required.

### Major Responsibilities:

- Performs environmental public health inspections of industrial facilities, air monitoring equipment, food establishments, public facilities, sewage disposal systems, houses and other dwelling units, public schools, hotels, and swimming pools to secure compliance with laws and regulations governing sanitary conditions.
- Interprets regulations and educates owners and operators of businesses and the general public in matters of environmental public health.
- Conducts surveys to determine presence, number, and types of rodents or vectors in a given area.
- Investigates violations and complaints.
- Conducts environmental and public health consultation and training services for facility operators, local and state officials, organizations, and the general public.
- Collects samples of food, water, sewage, and other materials for laboratory analyses.
- Engages in epidemiological studies of outbreaks of food poisoning.
- Prepares reports and correspondence.
- Regular, reliable, and predictable attendance.

Classification	Distinguishing Characteristics (Responsibilities and Competencies are Cumulative)
<b>Environmental Health Specialist</b>	Responsible for professional environmental health program work of routine difficulty; and performs related work as required.  This is a non-supervisory classification.

	<p><b><u>Education and Experience:</u></b>  Graduation from an accredited four (4) year college or university with a bachelor's degree in environmental health, public health, or the physical and life sciences, including at least 36 hours in Biology, Chemistry or Environmental Science.</p> <p>This is the entry level classification in the Environmental Health Specialist series. An employee in this class is assigned to learn a variety of environmental compliance inspection processes, maintenance of environmental monitoring equipment, problem identification, and enforcement duties in an environmental health division.</p> <p>Must be skilled in written and oral communication and possess knowledge of the principles and practices of environmental health.</p> <p><b><u>Competencies:</u></b>  <b><i>Communicating with Coworkers:</i></b> Communicating information in person, in writing, by telephone or e-mail.</p> <p><b><i>Task-Relevant Knowledge:</i></b> Knowledge of standard practices and procedures necessary to accomplish tasks.</p> <p><b><i>Creative Problem Solving:</i></b> Using novel ideas to solve problems.</p> <p><b><i>Sensitivity to Situations:</i></b> Assessing situational forces that are promoting and inhibiting an idea for change.</p> <p><b><i>Multi-Tasking:</i></b> Working on a variety of tasks simultaneously and shifting one's resources between multiple systems when needed.</p> <p><b><i>Organization Skills:</i></b> Organizing one's responsibilities and performing them in an efficient manner.</p> <p><b><i>Stress Tolerance:</i></b> Remaining effective even when situations become stressful.</p>
<p><b>Environmental Health Specialist Senior</b></p>	<p>In addition to the previous responsibilities and competencies:</p> <p>Oversees, coordinates, and participates in quality assurance activities of a group of Environmental Health Specialists.</p> <p>Performs as a lead Environmental Health Specialist.</p>

**Major Responsibilities:**

Trains, coaches, and oversees the schedules of Environmental Health Specialists.

Organizes and leads the work of Environmental Specialists.

Engages in quality assurance activities by conducting unannounced inspections immediately following an inspection by Environmental Health Specialists.

Leads and oversees environmental investigations of foodborne outbreaks and other environmental complaints.

Monitors follow-up inspections.

Identifies problems and responds to the more difficult situations with citizens, businesses, other governmental agencies, and public health staff; and provides timely information to supervisor.

Initiates tasks or projects to improve the efficiency of daily workflow.

**Education and Experience:**

Graduation from an accredited four (4) year college or university with a bachelor's degree in environmental health, public health, or the physical and life sciences, including at least 36 hours in Biology, Chemistry or Environmental Science.

Requires at least seven (7) years full-time experience in the practice of environmental public health. A postgraduate degree in Public Health, Environmental Health, or a related field may be substituted for one (1) year of experience. Other comparable combinations of education, training, and experience may be considered.

Must possess an Environmental Health Certification: Registered Environmental Health Specialist/Registered Sanitarian (REHS/RS) or Certified Professional in Food Safety (CP-FS).

Demonstrated ability to organize and lead the work of other Environmental Health Specialists.

Ability to lead and train employees.

Ability to oversee investigations of foodborne outbreaks and environmental complaints.

	<p>Ability to conduct quality assurance activities.</p> <p><b>Competencies:</b></p> <p><b>Analytic Thinking:</b> Using existing information to logically evaluate situations and solve problems. Utilizing inductive and deductive logic to make inferences.</p> <p><b>Coaching, Developing, Instructing:</b> Coaching, teaching, and advising others to help them develop their knowledge and skills. Creating individual development plans. Selecting appropriate training courses to address developmental needs.</p>
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**Licensure**

- Valid class “D” driver’s license, use of personal vehicle, and maintenance of valid personal vehicle insurance as required by Tennessee Law.
- Tennessee Department of Agriculture applicator certification in categories 7 and 8 within six months of employment may be required for Pest Management positions.

**Working Environment/Physical Demands:**

- Medium to heavy work that involves walking, standing, bending, stooping, lifting, and exerting up to 50 pounds of force on a regular and reoccurring basis and occasional use of standard office equipment.
- Perform routine keyboard operations.
- Use protective clothing or gear.
- May risk exposure to toxic and caustic chemicals, and animals/wildlife, including exposure to animal bites, scratches, and other diseases.

NOTE: This job description is not intended to be all-inclusive. This job description has been designed to indicate the general nature and level of work performed by employees within this classification series. Employee may perform other related duties as needed to meet the ongoing needs of the department.

**Class Title:** Finance Administrator

**Class Code:** 10108

**FLSA:** Exempt

**Salary Grade:** OR08

**Job Objective:**

Performs professional and administrative duties involved in supervising and participating in planning, organizing, and budgeting activities of a department or division. Performs related duties as required.

**Job Description:**

MAJOR JOB RESPONSIBILITIES

Performs various supervisory duties.

Makes staff assignments.

Evaluates employee performance.

Approves leave requests.

Counsels with and corrects employees as needed.

Trains employees as needed.

Performs administrative duties.

Assists with planning, organizing and overseeing a financial program for Department of Finance or an operating agency within Metropolitan Government.

May oversee and participate in monitoring and analyzing all complex procurements issued in operating departments.

May assist departments or divisions with more difficult technical and procedural aspects of procuring goods and services of a highly complex nature.

Assists with development, ongoing modifications, and implementation of the division's strategic plan.

Evaluates departmental operating procedures and makes recommendations for improvement.

Enforces rules and regulations for administration of the budget.

Ensures compliance with all regulations, policies, and procedures.

Prepares various narrative, statistical, and financial reports.

Assists with or carries out special projects as needed.

May prepare justifications for proposed budgets and makes or assists with appropriate presentations for budget requests.

May correspond with banks concerning accounts, investments, and maturities of securities.

May account for fixed assets of the division and maintains appropriate records.

Attends official meetings and workshops.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

Supervises the work of clerical and professional employees.

Reports directly to the Director of a department, or designee, who outlines overall goals and objectives for administrative services area and assists with any complex or unusual problems as needed.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

Work involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, etc. Work area is adequately lighted, heated, and ventilated.

Employee works primarily in an office setting under generally favorable working conditions. Work is sedentary; however, there may be some walking, standing, bending, carrying light items, etc. No special physical demands are required to perform the work.

### **Employment Standards:**

#### EDUCATION AND EXPERIENCE

Any combination of education and experience that would prepare the incumbent to perform the duties of the position at the appropriate level. Employees would typically have a Bachelor's Degree in Accounting, Finance, or a related field from an accredited college or university and thorough experience in professional finance including considerable experience as a supervisor.

More specific education, experience, or certification requirements may be included in the position announcement as vacancies occur.

#### PERFORMANCE STANDARDS

Thorough knowledge of the methods, regulations, practices, and procedures of the government.

Knowledge of local government budgeting and/or accounting.

Thorough knowledge of documents and forms used in the process.

Knowledge of the organizational structure of Metropolitan Government.

Knowledge of the structure and function of Metro departments.

Knowledge of various types of funds used by the Metropolitan Government.

Knowledge of the Metropolitan Charter.

Knowledge of the principles and practices of supervision.

Skill dealing courteously with the public.

Skill performing various types of financial analysis.

Skill performing research.

Ability to monitor activities.

Ability to evaluate situations effectively.

Ability to communicate effectively, both orally and in writing.

Ability to interpret statistical and financial information.

Ability to keep accurate records.

Ability to develop and modify methods and procedures.

Ability to direct and evaluate employee performance.

Ability to establish and maintain effective working relationships.

#### LICENSES REQUIRED

None

## **FINANCE OFFICER**

**CLASS NUMBER:** 11177  
**EEO CATEGORY:** Professionals

**GRADE:** OR04  
**FLSA:** Varies by Position

### **JOB OBJECTIVE**

Performs moderately complex professional and analytical work involved in finance and administration. Participates in and handles various aspects of operations and performance involved in a finance-related field of Metropolitan Government. Performs related duties as required.

### **JOB DESCRIPTION**

#### **MAJOR JOB RESPONSIBILITIES**

Performs various complex professional finance functions.

May perform accounting, auditing, compliance, budgeting, purchasing, investing, and other professional finance functions as assigned.

Participates in and handles various financial compliance-related tasks.

Performs administrative and/or supervisory duties.

Researches, analyzes, interprets, and produces financial and narrative reports and/or projections.

Studies and verifies accurate financial information.

Handles routine complaints and questions regarding professional finance-related issues.

Researches and resolves financial-related problems.

Provides analytical services to clients, departments, or members of the public.

Makes assignments when needed.

Oversees and trains employees.

Carries out special projects as needed.

Analyzes and evaluates organizational issues, procedures, and practices when needed.

Evaluates public policy issues and plans when needed.

Attends meetings as required.

#### **SUPERVISION EXERCISED/SUPERVISION RECEIVED**

May serve in a lead capacity.

Receives limited supervision and reports to a designated supervisor who makes staff assignments and provides assistance with complex or difficult problems.

#### **WORKING ENVIRONMENT/PHYSICAL DEMANDS**

Work involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, etc. Work area is adequately lighted, heated, and ventilated.

Employee works primarily in an office setting under generally favorable working conditions. Work is sedentary; however, there may be some walking, standing, bending, carrying light items, etc. No special physical demands are required to perform the work.

## **EMPLOYMENT STANDARDS**

### **EDUCATION AND EXPERIENCE**

Any combination of education and experience that would prepare the incumbent to perform the duties of the position at the appropriate level. Employees would typically have a Bachelors' Degree in a financial related field.

More specific education, experience or certification requirements may be included in the position announcement as vacancies occur.

### **PERFORMANCE STANDARDS**

Knowledge of governmental financial and administrative practices and procedures.

Knowledge of federal, state, and local laws, regulations, standards, and internal policies governing finance and administration.

General knowledge of budgeting, purchasing, and payroll systems.

Working knowledge of Civil Service and departmental policies and procedures.

Skill performing research.

Skill working with the public.

Ability to plan and direct the work of employees.

Ability to analyze information and draw accurate conclusions.

Ability to communicate effectively, both orally and in writing.

Ability to maintain accurate records and write detailed reports.

Ability to establish and maintain effective working relationships.

### **LICENSES REQUIRED**

Valid Driver License may be required for some positions in this classification.

**Date Approved: 06/05/01**

**Date Effective: 07/01/01**

**Date Revised: 07/01/22**



## **FINANCE OFFICER SENIOR**

**CLASS NUMBER:** 10152  
**EEO CATEGORY:** Professionals

**GRADE:** OR06  
**FLSA:** Varies by Position

### **JOB OBJECTIVE**

Performs the more complex professional and analytical work involved in the field of finance and administration. Participates in and oversees various aspects of the operations and performance involved in a finance-related field of Metropolitan Government. Performs related duties as required.

### **JOB DESCRIPTION**

#### **MAJOR JOB RESPONSIBILITIES**

Supervises employees.

Assigns duties to employees.

- Ensures employees perform work in a correct and efficient manner.

- Evaluates employee performance.

- Counsels with and corrects employees as needed.

- Trains employees.

Performs administrative duties.

- Researches, analyzes, interprets, and produces financial and narrative reports and/or projections.

- Studies and verifies accurate financial information.

- Handles routine complaints and questions regarding professional finance-related issues.

- Researches and resolves finance-related problems.

Performs and oversees the more complex professional finance functions.

- May perform accounting, auditing, compliance, budgeting, purchasing, investing, and other professional finance functions as assigned.

Participates, coordinates and/or supervises various financial compliance-related tasks.

Carries out special projects as needed.

Analyzes and evaluates organizational issues, procedures, and practices when needed.

Evaluates public policy issues and plans when needed.

Attends meetings as required.

Serves on committees, advisory groups, and panels as required.

May act on behalf of department head at management discretion.

May advise Finance Director and/or Finance Management about finance issues/concerns of Metropolitan Government.

#### **SUPERVISION EXERCISED/SUPERVISION RECEIVED**

May supervise other professional employees as well as clerical personnel.

Receives general supervision and reports to a designated supervisor, who makes staff assignments and provides assistance with complex or difficult problems.

## **WORKING ENVIRONMENT/PHYSICAL DEMANDS**

Work involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, etc. Work area is adequately lighted, heated, and ventilated.

Employee works primarily in an office setting under generally favorable working conditions. Work is sedentary; however, there may be some walking, standing, bending, carrying light items, etc. No special physical demands are required to perform the work.

## **EMPLOYMENT STANDARDS**

### **EDUCATION AND EXPERIENCE**

Any combination of education and experience that would prepare the incumbent to perform the duties of the position at the appropriate level. Employees would typically have a Bachelors' Degree in a financial related field.

More specific education, experience or certification requirements may be included in the position announcement as vacancies occur.

### **PERFORMANCE STANDARDS**

Knowledge of governmental financial and administrative practices and procedures.

Knowledge of federal, state, and local laws, regulations, standards, and internal policies governing finance and administration.

General knowledge of budgeting, purchasing, and payroll systems.

Working knowledge of Civil Service and departmental policies and procedures.

Skill performing research.

Skill working with the public.

Ability to plan and direct the work of employees.

Ability to analyze information and draw accurate conclusions.

Ability to communicate effectively, both orally and in writing.

Ability to maintain accurate records and write detailed reports.

Ability to establish and maintain effective working relationships.

### **LICENSES REQUIRED**

Valid Driver License may be required for some positions in this classification.

**Date Approved: 06/05/01**

**Date Effective: 07/01/01**

**Date Revised: 07/01/22**

## HUMAN RESOURCES ANALYST

**CLASS NUMBER:** 11180  
**EEO CATEGORY:** Professionals

**GRADE:** OR 04  
**FLSA:** Non-Exempt

### JOB OBJECTIVE

Performs moderately complex professional, technical, and analytical HR duties in support of a central or departmental HR program, overseeing one or more of the following areas: benefits administration, compensation, employee relations, selection, or training. Performs related duties as required.

### JOB DESCRIPTION

#### **MAJOR JOB RESPONSIBILITIES**

Provides insurance information to employees and retirees; processes enrollments, changes, and termination of employee coverage in plans; verifies employee eligibility for benefits; reconciles employee information against the employee benefit program; administers COBRA, FMLA, IOD, STD compliance processes; analyzes and processes invoices for health claims and cafeteria plans; conducts open enrollment for the employee benefit program; monitors and coordinates the processing of basic life, accidental death, and dependent life claims; participates in the health program review process; assists with the development of Benefit Board agendas and reports.

Analyzes job classes and positions using information obtained in written and/or verbal form; interviews employees and supervisory staff to collect information in order to determine job duties, and establish minimum qualifications, knowledge, skills, and abilities; writes and revises job descriptions; gathers and analyzes salary data and makes salary recommendations for new or existing classifications; gathers and analyzes information on salary, benefits, and HR practices; conducts special studies relating to compensation management activities.

Interprets and explains Civil Service rules, policies and procedures; confers with departmental staff and counsels employees and managers on HR practices; conducts investigations and writes reports on EEO, Title VII, sexual harassment, employee grievances, or other employee complaints; ensures compliance with employee performance management and disciplinary action processes; assists with labor union negotiations and development of memorandum of understanding (MOU); assists with the development of Civil Service Commission agendas and reports.

Plans and conducts recruitments for a wide variety of positions; writes job announcements, advertisements, and correspondence; reviews and evaluates employment applications; confers with departmental staff to develop exam components and interview questions; generates and maintains recruitment lists and registers.

Serves as instructor for various training programs; administers and coordinates training and enrollment of in-service programs; evaluates effectiveness of training program and instructors; formulates training procedures and schedules and identifies training needs; designs and develops training programs, meetings and workshops; consults with department regarding training needs; develops surveys regarding training; compiles training activity records.

Keeps abreast of legislative, procedural, or other changes related to HR.

#### **SUPERVISION EXERCISED/SUPERVISION RECEIVED**

This is a non-supervisory position; however, some positions may lead and train other employees.

Receives general supervision and reports to a designated supervisor, who reviews assignments and is consulted on particularly unusual or complex matters.

### **WORKING ENVIRONMENT/PHYSICAL DEMANDS**

Work involves the everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, etc. The work area is adequately lighted, heated, and ventilated.

Employee works primarily in an office setting under generally favorable working conditions. There may be some walking, standing, bending, carrying light items, etc. No special physical demands are required to perform the work. Some local travel is required to make field observations and audits of positions throughout the government.

### **EMPLOYMENT STANDARDS**

#### **EDUCATION AND EXPERIENCE**

Bachelor's Degree from an accredited college or university.

More specific education, experience or certification requirements may be included in the position announcement as vacancies occur.

#### **PERFORMANCE STANDARDS**

Knowledge of Civil Service and/or Benefit Board rules and procedures.

Knowledge of federal, state, and local laws governing HR and/or employee benefits.

Knowledge of the methods and techniques of research, statistical analysis, and report presentation.

Skill in using computers and various software programs.

Skill in investigating, compiling, and summarizing a variety of informational and statistical data.

Skill in oral and written communication.

Skill at analyzing data and drawing meaningful conclusions.

Ability to analyze problems, consider options, formulate strategies, and make practical recommendations.

Ability to maintain confidential and sensitive information.

Ability to use judgment in interpreting and applying procedures and precedents to specific cases.

Ability to communicate effectively, both orally and in writing.

Ability to write clear and accurate reports.

Ability to analyze complex data using a computer and generate reports from HR databases.

Ability to make sound recommendations based on factual information.

Ability to monitor and evaluate the work of others.

Ability to apply rules and policies to all but the most unusual situations.

Ability to establish and maintain effective working relationships.

#### **LICENSE REQUIRED**

Valid Driver License may be required for some positions in this classification.

**Date Approved:** 06/24/1980  
**Date Effective:** 05/01/2022  
**Date Revised:** 07/01/2022

## HUMAN RESOURCES ANALYST SENIOR

**CLASS NUMBER:** 11181  
**EEO CATEGORY:** Professionals

**GRADE:** OR 06  
**FLSA:** Exempt

### JOB OBJECTIVE

Performs complex professional, technical, and analytical HR duties in support of a central or departmental HR program by serving as an authority on a variety of complex HR duties in areas such as benefits administration, compensation, employee relations, recruitment, and training. Some positions may supervise or lead professional or clerical positions. Performs related duties as required.

### JOB DESCRIPTION

#### **MAJOR JOB RESPONSIBILITIES**

This classification is distinguished from the Human Resources Analyst by the degree of difficulty of the assignments given, the latitude of judgment exercised, and the degree of independence to determine the methods and means of performing assignments. This classification may act in a leadership role in an assigned area or on large-scale or long-term projects.

Provides insurance information to employees and retirees; processes enrollments, changes, and termination of employee coverage in plans; verifies employee eligibility for benefits; reconciles employee information against the employee benefit program; administers COBRA, FMLA, IOD, STD compliance processes; analyzes and processes invoices for health claims and cafeteria plans; conducts open enrollment for the employee benefit program; monitors and coordinates the processing of basic life, accidental death, and dependent life claims; participates in the health program review process; assists with the development of Benefit Board agendas and reports.

Analyzes job classes and positions using information obtained in written and/or verbal form; interviews employees and supervisory staff to collect information in order to determine job duties, and establish minimum qualifications, knowledge, skills, and abilities; writes and revises job descriptions; gathers and analyzes salary data and makes salary recommendations for new or existing classifications; gathers and analyzes information on salary, benefits, and HR practices; conducts special studies relating to compensation management activities.

Interprets and explains Civil Service rules, policies and procedures; confers with departmental staff and counsels employees and managers on HR practices; conducts investigations and writes reports on EEO, Title VII, sexual harassment, employee grievances, or other employee complaints; ensures compliance with employee performance management and disciplinary action process; assists with labor union negotiations and development of memorandum of understanding (MOU); assists with the development of Civil Service Commission agendas and reports.

Plans and conducts recruitments for a wide variety of positions; writes job announcements, advertisements, and correspondence; reviews and evaluates employment applications; confers with departmental staff to develop exam components and interview questions; generates and maintains recruitment lists and registers.

Serves as instructor for various training programs; administers and coordinates training and enrollment of in-service programs; evaluates effectiveness of training program and instructors; formulates training procedures and schedules and identifies training needs; designs and develops training program, meetings and workshops; consults with department regarding training needs; develops surveys regarding training; compiles training activity records.

Develops new or revised policies and procedures as appropriate, and ensures that staff is informed of changes; analyzes new legislation, case law, and related materials to determine impact on operations or other changes related to HR.

**SUPERVISION EXERCISED/SUPERVISION RECEIVED**

May supervise or lead work of professional, para-professional, and/or clerical employees.

Receives direction and reports to a management-level supervisor, who provides general direction and guidance, and approves general operational procedures. Exercises discretion on all matters involving operation of assigned programs.

**WORKING ENVIRONMENT/PHYSICAL DEMANDS**

Work involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, etc. The work area is adequately lighted, heated, and ventilated.

Employee works primarily in an office setting under generally favorable working conditions. There may be some walking, standing, bending, carrying light items, etc. No special physical demands are required to perform the work. Driving frequently may be required to travel between job sites.

**EMPLOYMENT STANDARDS**

**EDUCATION AND EXPERIENCE**

Bachelor's Degree from an accredited college or university and three (3) years of professional HR experience.

More specific education, experience or certification requirements may be included in the position announcement as vacancies occur.

**PERFORMANCE STANDARDS**

Thorough knowledge of Civil Service and/or Benefit Board rules and procedures.

Thorough knowledge of federal, state, and local laws governing HR and/or employee benefits.

Knowledge of the methods and techniques of research, statistical analysis, and report presentation.

Skill in using computers and various software programs.

Skill in investigating, compiling, and summarizing a variety of data into narrative or statistical reports.

Skill in oral and written communication.

Skill at analyzing data and drawing meaningful conclusions.

Ability to analyze problems, consider options, formulate strategies, and make practical recommendations.

Ability to maintain confidential and sensitive information.

Ability to use judgment in interpreting and applying procedures and precedents to specific cases.

Ability to communicate effectively, both orally and in writing.

Ability to write clear and accurate reports.

Ability to analyze complex data using a computer and generate reports from HR databases.

Ability to make sound recommendations based on factual information.

Ability to monitor and evaluate the work of others.

Ability to apply rules and policies to all but the most unusual situations.

Ability to deal courteously with the public.

**Page 3 - HUMAN RESOURCES ANALYST SENIOR**

Ability to coordinate the work of others.

Ability to establish and maintain effective working relationships.

**LICENSES REQUIRED**

Valid Driver License may be required for some positions in this classification.

**Date Approved: 05/05/87**

**Date Effective: 07/01/ 87**

**Date Revised: 07/01/22**



## **PROGRAM SPECIALIST 2**

**CLASS NUMBER:** 07379  
**EEO CATEGORY:** Professionals

**GRADE:** OR01  
**FLSA:** Non-Exempt

### **JOB OBJECTIVE**

Performs responsible professional, technical, and analytical work involved in the development, evaluation, and promotion of service programs. Performs related duties as required.

### **JOB DESCRIPTION**

#### **MAJOR JOB RESPONSIBILITIES**

Participates in the development and promotion of service program(s).

Assists with development and design of program objectives and content.

Researches and recommends alternative methods of program management to identify possible alternative approaches or to evaluate current techniques.

May review instructional materials, methods, and media for possible use in programs.

May participate in the dissemination of program information through designing pamphlets, attending conferences, seminars, meetings, etc., to promote, publicize and gain support for the program(s).

Participates in the delivery, evaluation and analysis of programs and services.

Performs analysis of data to identify aspects of successful program operations.

May prepare analytical and interpretative reports for management.

May consult with field experts to ascertain program related information.

May perform needs analysis studies to identify specific needs for programs.

Assists senior staff with special assignments as needed.

Keeps abreast of current developments and trends.

Performs specialized services.

May coordinate community resources.

May recommend placement of clients in specialized programs as needed.

Performs general administrative duties.

Keeps accurate records.

Writes narrative and statistical reports and letters.

May aid with budget preparation for the program(s).

#### **SUPERVISION EXERCISED/SUPERVISION RECEIVED**

This is a non-supervisory classification.

Receives limited supervision and guidance and reports to a designated supervisor, who reviews completed assignments and is consulted on unusual or complex matters.

#### **WORKING ENVIRONMENT/PHYSICAL DEMANDS**

Work conditions vary with assignments and department. The work may require some walking, bending, carrying of light items, etc. No special physical demands are required to perform the work.

## **EMPLOYMENT STANDARDS**

### **EDUCATION AND EXPERIENCE**

Any combination of education and experience that would prepare the incumbent to perform the duties of the position at the appropriate level. Employees would typically have a Bachelor's Degree.

More specific education, experience or certification requirements may be included in the position announcement as vacancies occur.

### **PERFORMANCE STANDARDS**

Knowledge of the principles, methods, and techniques of one or more behavioral, social or related sciences.

Skill in working with the public.

Ability to communicate effectively both orally and in writing.

Ability to write clear and accurate reports.

Ability to conduct interviews, assess needs, and develop appropriate course of action.

Ability to research and analyze complex data using a personal computer.

Ability to establish and maintain effective working relationships.

### **LICENSE REQUIRED**

A valid Driver License may be required for some positions in this classification.

**Date Approved: 05/25/93**

**Date Effective: 07/01/2022**

**Date Revised: 05/10/2022**

FISCAL YEAR 2022 HEALTH STANDARD RANGE PAY TABLE

EFFECTIVE 7/1/2021

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	Use for calculation purposes only		
											Steps	11th	12th
ST01	22,772.95	23,532.01	24,291.09	25,050.18	25,809.26	26,568.34	27,327.40	28,086.48	28,845.56	29,604.63	759.06	30,363.69	31,122.75
ST02	24,834.17	25,661.96	26,489.74	27,317.54	28,145.33	28,973.09	29,800.87	30,628.66	31,456.43	32,284.23	827.78	33,112.01	33,939.79
ST03	27,081.99	27,984.69	28,887.39	29,790.12	30,692.82	31,595.52	32,498.23	33,400.94	34,303.65	35,206.36	902.69	36,109.05	37,011.74
ST04	29,533.25	30,517.66	31,502.07	32,486.50	33,470.91	34,455.31	35,439.72	36,424.15	37,408.56	38,392.98	984.41	39,377.39	40,361.80
ST05	32,206.37	33,279.88	34,353.41	35,426.94	36,500.45	37,573.95	38,647.46	39,720.99	40,794.50	41,868.03	1,073.51	42,941.54	44,015.05
ST06	35,121.46	36,292.13	37,462.82	38,633.52	39,804.19	40,974.86	42,145.55	43,316.25	44,486.92	45,657.60	1,170.67	46,828.27	47,998.94
ST07	38,300.38	39,577.03	40,853.67	42,130.32	43,406.97	44,683.60	45,960.26	47,236.91	48,513.55	49,790.19	1,276.64	51,066.83	52,343.47
ST08	41,767.04	43,159.26	44,551.44	45,943.65	47,335.84	48,728.03	50,120.24	51,512.43	52,904.64	54,296.82	1,392.21	55,689.03	57,081.24
ST09	45,547.49	47,065.70	48,583.92	50,102.11	51,620.33	53,138.53	54,656.74	56,174.95	57,693.16	59,211.38	1,518.21	60,729.59	62,247.80
ST10	50,310.64	51,987.38	53,664.12	55,340.85	57,017.60	58,694.33	60,371.07	62,047.79	63,724.54	65,401.28	1,676.74	67,078.02	68,754.76
ST11	55,401.82	57,248.06	59,094.31	60,940.54	62,786.78	64,633.01	66,479.25	68,325.51	70,171.74	72,017.99	1,846.24	73,864.23	75,710.47
	Move to next step after 1 year	Move to next step after 1 year	Move to next step after 1 year	Move to next step after 1 year	Move to next step after 2 years	Move to next step after 2 years	Move to next step after 2 years	Move to next step after 2 years	Move to next step after 2 years	Move to next step after 2 years			

\* Note: Steps may vary slightly due to rounding

FISCAL YEAR 2022 HEALTH DEPARTMENT PAY TABLES

EFFECTIVE 7/1/2021

HEALTH OPEN RANGE PAY TABLE

<b>GRADE</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
OR01	41,767.04	48,031.94	54,296.82
OR02	45,547.49	52,379.43	59,211.39
OR03	50,310.64	57,855.97	65,401.28
OR04	55,401.82	63,709.90	72,017.99
OR05	60,869.82	70,001.63	79,133.45
OR06	66,911.55	78,621.07	90,330.60
OR07	72,953.30	87,694.56	102,435.83
OR08	79,019.36	96,798.71	114,578.08
OR09	85,085.43	106,356.78	127,628.13
OR10	92,815.12	118,339.28	143,863.45
OR11	100,544.84	130,708.30	160,871.75
OR12	109,404.77	144,961.31	180,517.86
OR13	118,264.70	159,657.32	201,049.96

HEALTH HD PAY TABLE

<b>GRADE</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
HD01	128,908.52	170,803.78	212,699.04
HD02	135,353.93	179,343.97	223,334.00
HD03	140,510.27	186,176.12	231,841.96
HD04	147,535.80	195,484.93	243,434.05
Open Range			

# **PERSONNEL CHANGES**

## **April 2022**

### **NEW HIRES**

Zepher Barber, Environmental Health Specialist 1, 04/02/2022, \$41,767.04 (FPFP)  
Brittany Maloy, Environmental Health Specialist 1, 04/02/2022, \$41,767.04 (FPFP)  
Marcellus Todd, Program Specialist 1, 04/002/2022, \$35,121.45 (STD/HIV/Sexual Health)  
Alexis Ayers, Communicable Disease Investigator, 04/16/2022, \$41,767.04 (STD/HIV/Sexual Health)  
Sondra Mack, AC&C Kennel Assistant 1, 04/16/2022, \$32,206.37 (MACC)  
Brian Phelps, Public Health Nurse 2, 04/16/2022, \$60,869.82 (School Health)  
Diana Rodriguez, Communicable Disease Investigator, 04/16/2022, \$41,737.04 (STD/HIV/Sexual Health)  
Sam Silva, Part-time/Seasonal/Temporary, 04/16/2022, \$18.41 per hour (Pest Management)  
Tabitha Austin, Part-time/Seasonal/Temporary (PRN), 04/30/2022, \$32.41 per hour (School Health)  
Lacey Burke, Part-time/Seasonal/Temporary (PRN), 04/30/2022, \$32.41 per hour (School Health)  
Richard Pearce, AC&C Office Assistant, 04/30/2022, \$35,121.46 (MACC)  
Morgan Roberts, Part-time/Seasonal/Temporary, 04/30/2022, \$18.41 per hour (Pest Management)  
Natalie Tooley, Environmental Health Specialist 1, 04/30/2022, \$41,767.04 (Air Pollution)

### **TERMINATIONS (VOLUNTARY)**

Jennifer Green, Public Health Nurse 2, 04/06/2022, resigned (TB Elimination)  
Michelle Pardue, Bureau Director 2, 04/07/2022, service pension (Community Health)  
Sarah Spadavecchia, AC&C Program Coordinator, 04/07/2022, resigned (MACC)  
Reggan Mason, Communicable Disease Investigator 04/15/2022, dept. transfer to  
Metro Social Services (STD/HIV/Sexual Health)  
Kristi Melton, AC&C Kennel Assistant 1, 04/18/2022, resigned (MACC)  
Gabriella Collier, Nutritionist 1, 04/22/2022, resigned (WIC)

### **BUSINESS UNIT TRANSFER**

Madeline Johnson, Public Health Nurse Practitioner – transferred from HIV Prep grant to  
Family Planning grant effective 04/16/2022

### **PROMOTIONS**

Lakeshia Foster, Nutrition Educator – WIC, promoted to Program Coordinator effective 04/02/2022  
Chelsea Trumbull, Public Health Nurse 1 – Immunizations, promoted to Public Health Nurse 2  
effective 04/02/2022  
Aaron Crabtree, Office Support Rep. Senior – STD/HIV/Sexual Health, promoted to  
Office Support Specialist 2 – Human Resources effective 04/30/2022  
Samantha Wank, Public Health Nurse 1 – Lentz Public Health Center, promoted to Public Health Nurse 2  
effective 04/30/2022

### **STATUS CHANGE**

Hannahdarie Sorrell, Part-time/Seasonal/Part-time – MACC, position change to AC&C Kennel Assistant 2,  
began working full-time effective 04/16/2022

### **VOLUNTARY REDUCTIONS IN SALARY GRADE**

Benjamin Dubose, Vehicle Inspection Manager – Vehicle Inspection, voluntary reduction in salary grade to  
Finance Officer 1 – Financial Management effective 04/30/2022