

Metropolitan Board of Health of Nashville and Davidson County December 12, 2024, Regular Meeting Minutes

The regular meeting of the Metropolitan Board of Health of Nashville and Davidson County was called to order by Chair Tené Franklin at 4:03 p.m. in the Lentz Public Health Center Board Room, 2500 Charlotte Avenue, Nashville, TN 37209.

Present

Tené H. Franklin, MS, Chair
Marie Griffin, MD, Vice-Chair
Calvin M. Smith III, MD, Member
Lloyda Williamson, MD, Member
Carol Ziegler, APRN, Member
Rebecca Whitehead, MBA, Member
Morgan McDonald, MD, Member
Joanna Shaw-KaiKai, MD, Interim Director of Health and Chief Medical Officer, Medical Services Director
Melva Black, EdD, Deputy Director
Jim Diamond, MBA, Finance and Administration Bureau Director
Laura Varnier, MNsc, Clinical Services Bureau Director
Aaron Shelton, MBA, Human Resources Manager
Kebera Leach, MPH, Chief Health Strategist
Derrick Smith, JD, Metropolitan Department of Law

BOARD OF HEALTH

As point of privilege, Chair Franklin recognized Chris Michie for his work in ensuring that the meetings are recorded and thanked him for his dedication to the health department.

Public Comment Period

There were no requests to comment.

Declarations of Conflicts/Recusals or Communiques from the Public on Agenda Items

Chair Franklin asked that Board members who may have declarations of conflict or recusal, or who had had communiques from the public on agenda items, to state such. There were none.

Approval of November 14, 2024, Meeting Minutes

Dr. Griffin made a motion to approve the November 14, 2024, meeting minutes as distributed. Dr. Smith seconded the motion, which passed unanimously.

Approval of November 21, 2024, Special Called Meeting Minutes

Dr. Williamson made a motion to approve the November 14, 2024, meeting minutes as distributed. Ms. Whitehead seconded the motion, which passed unanimously.

Approval of Director of Health Contract

Chair Franklin asked for a motion to approve the Director of Health Contract.

Dr. Williamson made a motion to fix compensation as set out in Section 3 of the proposed agreement and that approval of the entire contract is contingent upon Metro Council's approval. Dr. Smith seconded the motion, which passed unanimously.

Chair Franklin reported that Dr. Areola will be in town on Monday, December 16 to attend the joint special called meeting of the Metro Council Public Health and Safety Committee, and Finance Committee so they can ask questions of Dr. Areola. The Metro Council will review the contract at their meeting on Tuesday, December 17. His proposed start date is February 3, 2025.

Chair Franklin reported that an item that is different from other director contracts is an addition under the Section 2: Responsibilities of the Director of Health, Item 5: Satisfy performance expectations and goals outlined by the Board in writing at least on an annual basis beginning with the July 1, 2025 – June 30, 2026, annual cycle. She indicated that the Board would need to have goals written and agreed upon by July 1 for Dr. Areola.

Update on Electronic Health Record

Ms. Varnier reported that everything is on track for training to be done in January and GO LIVE on February 25, 2025.

Employee Recognition

Dr. Shaw-KaiKai announced that Brook McKelvey of the Epidemiology Division, had been named Employee of the Month for October 2024.

Approval of Grant Applications

Mr. Diamond presented one grant application:

Tennessee Child Safety Fund application

Term: January 1, 2025 – December 31, 2025

Amount: up to \$20,000

Dr. Smith made a motion to approve the grant application as presented. Dr. McDonald seconded the motion, which passed unanimously.

Approval of Grants and Contracts

Chair Franklin permitted Dr. Shaw-KaiKai to speak prior to Mr. Diamond's presentation of grants and contracts. Dr. Shaw-KaiKai informed the Board about the supplemental document that was in reference to the STI Prevention Services Grant Amendment; the table had been accidentally submitted because not all data is available due to transition of software systems. The DIS work hard to meet all goals.

Mr. Diamond presented 5 items.

1. **Grant from the CDC – Strengthening US Public Health Infrastructure, Workforce and Data Systems**
Term: December 1, 2024 – November 30, 2025
Amount: \$843,396 (current Foundational award total \$2,168,735)
2. **Grant from the Health Resources & Services Administration – Ryan White Part A Grant Amendment**
Term: March 1, 2024 – February 28, 2025
Amount: \$0 (total award \$5,306,240)
3. **Grant from the Tennessee Department of Health – STI Prevention Services Grant Amendment**
Term: January 1, 2023 – December 31, 2026
Amount: \$404,900 (total award \$1,666,973)
4. **Grant from A Step Ahead Foundation of Middle Tennessee – Family Planning**
Term: Execution – December 31, 2026
Amount: \$250,000
5. **Contract with Premedics American Heart Association – Training Site - Revised**
Continuation Contract
Term: Execution – December 31, 2025
Amount: NA

Dr. Smith made a motion to approve items 1-5. Dr. Williamson seconded the motion, which passed unanimously.

NALBOH Annual Conference Update

Chair Franklin and Dr. Griffin gave a brief update on their attendance at the National Association of Local Boards of Health (NALBOH) Annual Conference in August that was held here in Nashville. The board recognized all present that presented abstracts for the conference. The 2025 conference is scheduled to be held in Savannah, GA September 22-24, 2025. Chair Franklin reported that she was nominated to be on the board and is now serving as Director at Large. Dr. Griffin stated that she attended a session on accreditation and how it lines up with the strategic plan. She indicated that she thought it would be effective to have the strategic plan reviewed at the monthly meetings.

Kebera Leach approached the podium to speak on the department's strategic plan. Ms. Leach reported that the current plan is ending in 2025 and we are at 59% completion rate so far. She stated that she could send the PowerPoint to the Board if needed. Chair Franklin stated that it could be added to the Board Requests.

Report of the Interim Director

Dr. Shaw-KaiKai referred to the update provided in the Board packet (Attachment I) and highlighted several items therein.

Dr. Black approached the podium to follow-up on the Bureau of People and Culture presentation at the last meeting. The department had a four-month ambassador pilot at Lentz. Our fulltime interpreters worked on a rotational schedule staffing the information desk from 8 a.m. to 12 p.m. providing support for clients accessing services and needing community resources, serving as the first point of contact for customer service. Data was collected on the number of contacts made, language spoken, and services accessed. Data indicated approximately 1600 contacts were made during the pilot period, English was primary language spoken, and Vital Records was the most accessed service. MPHD recently posted and selected a candidate for a fulltime ambassador. The candidate will be taking the conversational Spanish test on December 26 and potentially starting in early January.

Dr. Black also acknowledged the department will get its first touchscreen kiosk that will be stationed in the Lentz lobby. The kiosk will direct clients to locations in the building, and display service and event information as well as videos with offerings in different languages.

Report of the Chair

Chair Franklin thanked those involved in the director search.

Public Comment Period (Community Voices)

There were no requests to comment.

New Business

Review of Board Requests of the Department

- Regular updates on the proposed new Woodbine Clinic.
- Report to Board any MACC staff interactions with public where safety is concerned.
- Strategic Plan presentation at future meeting – January or February.
- Provide a financial update to the Board on a quarterly basis.
- Jim Diamond to send the budget presentation from the last yearly retreat to the Board.
- Provide a budget presentation at the yearly retreat including anticipated funding cuts.
- Provide a high-level report of anticipated funding cuts and what is at risk at the January meeting.

Review of Departmental Requests of the Board

- Continue to advocate for a Woodbine Clinic replacement.
- Spread the word about the shelter veterinarian job posting.
- Support the request for funding for phase 2 EHR funding.

Chair Franklin stated that it would be beneficial to have something in writing so the board members could advocate.

Adjournment

Dr. Ziegler made a motion to adjourn the regular meeting. Ms. Whitehead seconded the motion, which passed unanimously. The regular meeting adjourned at 5:37 p.m.

CIVIL SERVICE BOARD**Personnel Changes**

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

Adjournment

Chair Franklin adjourned the Civil Service Board meeting at 5:38 p.m.

Next Meeting

The next meeting of the Board of Health will be held Thursday, January 8, 2025, at the Lentz Public Health Center Board Room, 2500 Charlotte Avenue, Nashville, TN 37209.

Tené H. Franklin
Chair