

**Metropolitan Board of Health of Nashville and Davidson County**  
**April 10, 2025, Regular Meeting Minutes**

The regular meeting of the Metropolitan Board of Health of Nashville and Davidson County was called to order by Vice-Chair Marie Griffin at 4:07 p.m. in the Lentz Public Health Center Board Room, 2500 Charlotte Avenue, Nashville, TN 37209.

**Present**

Marie Griffin, MD, Vice-Chair  
Calvin M. Smith III, MD, Member  
Lloyda Williamson, MD, Member  
Carol Ziegler, DNP, Member  
Rebecca Whitehead, MBA, Member  
Morgan McDonald, MD, Member  
Sanmi Areola, Ph.D., Director of Health  
Jim Diamond, MBA, Finance and Administration Bureau Director  
John Finke, PE, Environmental Health Bureau Director  
Aaron Shelton, MBA, Human Resources Manager  
Laura Encalade, Friends of MACC Vice-Chair  
Melody Kief, Friends of MACC Treasurer  
Derrick Smith, JD, Metropolitan Department of Law

**Public Comment Period**

There were no requests to comment.

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

Vice-Chair Griffin 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 March 28, 2025, Special Called Meeting Minutes**

**Ms. Whitehead made a motion to approve the March 28, 2025, special called meeting minutes as distributed. Dr. Ziegler seconded the motion, which passed unanimously.**

**Approval of March 28, 2025, Annual Retreat Minutes**

**Dr. Ziegler made a motion to approve the March 28, 2025, retreat minutes as distributed. Ms. Whitehead seconded the motion, which passed unanimously.**

**Friends of MACC Presentation**

Mr. Finke introduced MACC Vice-Chair Laura Enclade and Treasurer Melody Kief who provided the organization's annual report to the Board of Health (Attachment I).

The Board expressed thanks to Friends of MACC for their commitment to MACC.

**Employee/Team Recognition**

Dr. Areola recognized the MPHD Core EHR Team as the February Team of the Month. (Attachment II)

**State of Public Health**

Dr. Areola stated that the department is continuing to look at impacts as they are disclosed. He is sharing this information with board members when these arise.

**Approval of Grant Applications**

There were no grant applications.

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

Mr. Diamond presented 3 items.

1. **Grant from the Health Resources & Services Administration – Nashville Strong Babies**  
Term: April 1, 2025 – March 31, 2026  
Amount: \$497,200
2. **Grant – Community Safety Fund Grant – Urban League**  
Term: Execution + 1 year  
Amount: \$625,108
3. **Grant Amendment from the Tennessee Department of Health – STI Prevention Services**  
Term: January 1, 2023 – December 31, 2027  
Amount: \$404,400 (new total \$2,071,373)

**Dr. Smith made a motion to approve items 1-3. Dr. Williamson seconded the motion, which passed unanimously.**

### **Report of Director**

Dr. Areola referred to the update provided in the Board packet (Attachment III) and highlighted several items therein.

The department's budget hearing with Metro Council is scheduled for Monday, May 12, at 5 p.m. in the Council chambers in the Courthouse.

### **Organizational Chart Discussion**

Dr. Areola stated that the primary considerations in making the changes are to align with how local health departments are organized around provision of Foundational Public Health Services, to improve efficiency and impact, and better alignment of programs.

- Human Resources will move under the Director's Office.
- All Bureau Directors will report to him.
- The People and Culture Bureau will be discontinued. This bureau was created in response to a "crisis". It does not align with the FPHS. A huge part of the bureau is the PHIG grant which will go away in 2 years. Ms. Patterson will report to Dr. Black and will continue to oversee the PHIG, Interpreter Services, and Safety and will have rolls in Policy and Legislative efforts moving forward.
- A new Bureau of Epidemiology, Strategic Performance, Policy and Evaluation will be created. This bureau will provide core FPHS.
- Dr. Shaw-KaiKai will be the Chief Medical Officer.
- Deputy Director role will be redefined as that position is not needed in the reorganization.

Vice-Chair Griffin indicated that this was to be discussed only at meeting and approved at the May meeting. Discussion was as follows:

- Dr. McDonald voiced concern that due to crisis mode from a funding and operations perspective she would like for the director to have a functional organizational chart. She doesn't want the boards delay to result in confusion internally.
- Ms. Whitehead asked if there was a reason why we can't vote. She stated that from a change management perspective, it is best to move forward.
- Mr. Smith stated that it is on the agenda, and the agenda doesn't specify if the board can or can't vote.
- Dr. Ziegler stated her concern was that she would like to make sure that moving forward is the best and not hold anyone back.
- Dr. Smith stated that he sensed some angst around voting. He doesn't think we should vote based on unreadiness especially since Chair Franklin isn't present and he would like to hear her input.
- Dr. Areola stated that he has talked with all staff that would be impacted. He has begun talks with change management professionals. He also shared that he has talked with staff and received positive feedback about the culture of the department moving forward.

- Dr. Smith asked if making a motion to approve that they be separate – one vote being to eliminate the Bureau of People and Culture and another vote to be for creating a Bureau of Epidemiology, Strategic Performance, Policy and Evaluation.
- Ms. Whitehead reminded all that at the retreat, we heard from all and there were two individuals that had any angst, and those individuals are the ones that are directly impacted by the change. The organizational chart that Dr. Areola is presenting is different than the previously ones because he is not a Medical Doctor, and a Chief Medical Officer is needed.
- Dr. Griffin voiced her hesitation over splitting of the votes, and we want a motion to state if we accept Dr. Areola's changes or not.
- Dr. Williamson appreciated the explanation but stated that she was more accustomed to the description of a proposal of the changes based on the flow and needs of the organization instead of individual people's strengths.
- Dr. Areola stated that the chart is based on how the local health department's work and function efficiently in delivering Foundational Public Health Services not on persons as Dr. Williamson mentioned.

Mr. Smith cited the Metro Charter of Board of Health, Section 10.104: *The board is responsible for and allowed to establish within the department of health such divisions, branches, or subdivisions, and plan of organization as may be consistent with efficient administration, which organizational plan shall be submitted by the board to the council for approval by ordinance, and which organizational plan may be amended from time to time in like manner.*

**Dr. Ziegler made a motion to amend the current organizational plan to establish a Bureau of Epidemiology, Strategic Performance, Policy and Evaluation and to eliminate the Bureau of People and Culture. Dr. McDonald seconded the motion. The motion passed with Dr. Griffin, Dr. Ziegler, Ms. Whitehead, and Dr. McDonald voting in favor, and Dr. Smith and Dr. Williamson voting against.**

Ms. Whitehead reported that she had talked with Shannon Hall regarding the 360-Method and Ms. Hall recommended the Gallops Strength. There is a person in HR that can work with Dr. Areola and members of the ELT to identify their strengths vs. the 360-Method.

#### **Vote to Authorize Board Chair to Sign FY26 Pay Plan Ordinance**

Mr. Diamond asked that the Board vote to authorize the Board Chair to approve and sign the FY26 Pay Plan Ordinance once received from downtown.

**Dr. Smith made a motion to authorize the Board Chair to approve and sign the FY26 Pay Plan Ordinance. Ms. Whitehead seconded the motion, which passed unanimously.**

#### **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.
- Provide status of MPHD's financial health update to the Board on a quarterly basis.
- Quarterly updates on the culture of the department.
- Annual Board Report to the Mayor for 2025 to be given to the Board in June.
- Annual Board Report Draft to the Mayor to be given to the Board by March 2026 and beyond.
- Dr. Areola's priorities to be shared at every meeting until the Strategic Plan is in place.
- Report of comps and turnover rates for MACC be presented at the next meeting when hearing is held.

### **Adjournment**

Vice-Chair Griffin adjourned the regular meeting at 5:35 p.m.

### **CIVIL SERVICE BOARD**

#### **Public Hearing Regarding Adding IT Pay Grades to the Pay Plan**

At the last meeting, Mr. Diamond asked the Board to have a public hearing regarding Adding IT Pay Grades to the Pay Plan.

Vice-Chair Griffin opened the floor for comment. There being none, Vice-Chair Griffin closed the hearing.

#### **Approval of Adding IT Pay Grades to the Pay Plan**

**Dr. Smith made a motion to approve Adding IT Pay Grades to the Pay Plan. Dr. Ziegler seconded the motion, which passed unanimously.**

#### **Request for a Public Hearing Regarding Adding Employee Bonus Section to the Civil Service Rules**

Mr. Shelton requested the Board to schedule a public hearing at the May 8, 2025, Civil Service Board meeting, regarding adding Employee Bonus Section to the Civil Service Rules.

**Ms. Whitehead made a motion to schedule a public hearing regarding adding the Employee Bonus Section to the Civil Service Rules at the May 8, 2025, Civil Service Board meeting. Dr. Smith seconded the motion, which passed unanimously.**

#### **Request for a Public Hearing Regarding Pay Grade Adjustments for Most of the MACC Classifications**

Mr. Shelton requested the Board to schedule a public hearing at the May 8, 2025, Civil Service Board meeting, regarding Pay Grade Adjustments for most of the MACC Classifications.

**Dr. Smith made a motion to schedule a public hearing regarding Pay Grade Adjustments for most of the MACC Classifications at the May 8, 2025, Civil Service Board meeting. Dr. Williamson seconded the motion, which passed unanimously.**

Dr. McDonald requested that a report of comps and turnover rates for MACC be presented at the next meeting when hearing is held.

### **Personnel Changes**

Mr. Shelton referred to the March 2025, Personnel Changes.

### **Adjournment**

Vice-Chair Griffin adjourned the Civil Service Board meeting at 5:41 p.m.

### **Next Meeting**

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

Marie Griffin, MD  
Vice-Chair