

**Metropolitan Board of Health of Nashville and Davidson County
July 10, 2025, 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
Carol Ziegler, DNP, Member
Rebecca Whitehead, MBA, Member
Morgan McDonald, MD, Member
Heather Corum Powell, Member
Sanmi Areola, Ph.D., Director of Health
Jim Diamond, MBA, Finance and Administration Bureau Director
Tom Sharp, Director of Policy and Intergovernmental Affairs
John Finke, Environmental Health Services Bureau Director
Joanna Shaw-KaiKai, MD, Medical Services Director
Aaron Shelton, MBA, Human Resources Manager
Derrick Smith, JD, Metropolitan Department of Law

Public Comment Period (Agenda Items)

There were no requests to comment.

Public Comment Period (Community Voices)

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.

Chair Franklin stated that she had sent Dr. Ziegler a message telling her how great her presentation was that she had attended via zoom. Dr. Ziegler stated that she replied back thanking Chair Franklin.

Deliberation of June 9, 2025, Special Called Meeting Minutes

Ms. Whitehead made a motion to approve the June 9, 2025, special called meeting minutes as distributed. Dr. Ziegler seconded the motion, which passed unanimously.

Deliberation of June 12, 2025, Meeting Minutes

Ms. Powell made a motion to approve the June 12, 2025, meeting minutes as distributed. Ms. Whitehead seconded the motion, which passed unanimously.

Employee/Team Recognition

Dr. Areola recognized Michelle Wood, Lentz Clinic Manager, for being chosen as the May Employee of the Month. (Attachment I)

Dr. Areola recognized the Vaccine Preventable Disease Team for being chosen as the May Team of the Month (Attachment II). Team members present were Angelina Hooper, Kailee Schnepf, and Chelsea Trumbull.

Deliberation of Proposed By-Laws

At the June 9th meeting, Mr. Smith reported that the By-Laws were never revised to increase the membership from 6 to 7 members. Last revision was approved in November 2014. The Charter was revised in 2022. He recommended that Article IV: Section 4: be revised to read “Four members of the seven-member board shall constitute quorum”. Mr. Sharp asked the Board to approve the change to the By-Laws.

Dr. Ziegler made a motion to approve the By-Laws to read “Four members of the seven-member board shall constitute quorum”. Ms. Whitehead seconded the motion, which passed unanimously.

Deliberation of School Nursing MOU with Board of Education

Mr. Sharp reported that the mayor changed the funding for nursing services in the schools to be channeled through the health department vs. Board of Education.

Dr. Ziegler made a motion to approve the MOU with the Board of Education. Ms. Whitehead seconded the motion, which passed unanimously.

Chair Franklin asked if there was any discussion regarding the MOU. Dr. McDonald suggested changing the wording for Item K to read as follows: “A bi-annual competency assessment of a MNPS student proficiency in self-performing an invasive procedure...”.

Dr. McDonald made a motion to amend item K on the MOU. Dr. Ziegler seconded the motion, which passed unanimously.

Deliberation on Scheduling a Public Hearing on the Proposed Regulation No. 13, Part 70 Operating Permit Program

Mr. Finke discussed the proposed revisions to Regulation No. 13, Part 70 Operating Permit Program and the need for a public hearing. In accordance with Sections 10.56.110 of Chapter 10.56, “Air Pollution Control”, no regulation shall be adopted or amended prior to a public hearing regarding the matter. Section 10.56.110 states that the hearing may be held before the Board or a hearing officer designated by the Board. Mr. Finke asked the Board to designate a hearing officer and set a public hearing at 4:00 p.m. on August 26, 2025, to receive comments on proposed Regulation No. 13, “Part 70 Operating Permit Program”.

Dr. McDonald made a motion to schedule a public hearing on August 26, 2025, at 4:00 p.m. Ms. Powell seconded the motion, which passed unanimously.

Dr. Ziegler made a motion to delegate Dr. Areola to select a hearing officer for public health hearing on August 26, 2025. Dr. McDonald seconded the motion, which passed unanimously.

State of Public Health

Dr. Areola shared what he knew and his thoughts.

Approval of Grant Applications

There were no grant applications.

Approval of Grants and Contracts

Mr. Diamond presented 5 items.

1. **Grant from U.S. Environmental Protection Agency – Air Pollution**
Term: April 1, 2025 – March 31, 2027
Amount: \$65,000
2. **Grant – Environmental Protection Agency – Air Pollution**
Term: October 1, 2024 – September 30, 2026
Amount: \$100,000

3. **Grant from Tennessee Department of Health – TB Control & Prevention Grant**

Term: July 1, 2025 – June 30, 2026

Amount: \$1,540,900

4. **Contract with University of Memphis School of Public Health Affiliate**

Term: NA

Amount: NA

5. **Contract with Safety Net Consortium**

Term: July 1, 2025 – June 30, 2030

Amount: NA

Ms. Whitehead made a motion to approve items 1-5. Dr. Ziegler seconded the motion, which passed unanimously.

Financial Update

Mr. Diamond presented the quarterly budget update. (Attachment III) The presentation included FY 2026 by the numbers, budget improvements, salary improvements, pay structure changes, local vs. grant funding by FY and historical cost of living increases by FY.

Deliberation of the Director's Goals

Chair Franklin asked Ms. Whitehead to take the lead on the discussion. Ms. Whitehead stated that the board members received two documents, one from Dr. Areola (Attachment IV) and another from her that she had tweaked some (Attachment V).

Board members discussed each item.

- Item 1, Federal Landscape: Combine both.
- Item 2, Community Violence: Ms. Whitehead had added a date of October 31, 2025, for the plan to be launched. It was recommended that the date be changed to July 31, 2025, due to the appointment being made by the mayor.
- Item 3, Opioid Overdose and Substance Use: Goal was same.
- Item 4, Re-Accreditation: Goal was same. Ms. Whitehead had added to complete the Strategic Plan no later than September 30, 2025. After discussion it was decided that this goal will be changed to aim for completion of the Strategic Plan by February 2026 meeting. It was asked that Dr. Areola provide an update monthly on the progress.
- Item 5, Capital Projects: Goal was same.
- Item 6, Chronic Diseases, TB, HIV, STD and Chronic Diseases Prevention Programs: Use Ms. Whiteheads version. “By June 30, 2026, Review and analyze data implement new tactics designed to make a measurable improvement in changing the trajectories for the increases in chronic and other trending disease areas such as HIV.
- Item 7, Organizational Culture and Leadership Development: Goal was same; however, after discussion it was agreed that only part be the goal – “By June 30, 2026, develop leadership talent and lead effective workplace culture, as evidenced by change management projects, culture and team building activities.

After in depth discussion, Dr. Ziegler made a motion to approve the director's goals reflective of the changes that were discussed. Dr. McDonald seconded the motion, which passed unanimously.

Report of Director

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

Report of Chair

Chair Franklin stated that if you need to talk with staff about a particular matter to please let Dr. Areola know before doing so.

If you have any comments on the Mayor's Report that was shared previously to please send them to Dr. Areola. The NALBOH conference will be held in October in Savannah, Georgia. All board members are members as we have a Board membership. If anyone is interested in attending the conference, please notify Dr. Areola.

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 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.
- Consider having a member of the Youth Advisory Board present at the meetings.
- Dr. Areola to notify the Board what they can do to get the word out about what we are doing in the department and to share the talking points at the appropriate time.

Due to time, Chair Franklin asked that board members notify Dr. Areola/Rhonda if they have any new business that they would like to have added.

Adjournment

Dr. Ziegler made a motion to adjourn the regular meeting. Dr. McDonald seconded the motion, which passed unanimously. The regular meeting adjourned at 5:54 p.m.

CIVIL SERVICE BOARD

Deliberate on Scheduling a Public Hearing Regarding the Animal Care and Control Lic Vet Tech Sr Position

Mr. Shelton reported that this classification was omitted from the approved change to the MACC pay grades. Mr. Shelton requested the Board schedule a public hearing at the August 14, 2025, Civil Service Board meeting, regarding increasing the pay grade for the Animal Care and Control Lic Vet Tech Sr position.

Dr. McDonald made a motion to schedule a public hearing regarding Pay Grade Adjustment for the Animal Care and Control Lic Vet Tech Sr position at the August 14, 2025, Civil Service Board meeting. Ms. Whitehead seconded the motion, which passed unanimously.

Deliberate on Scheduling a Public Hearing Regarding Civil Service Rule 5.17, Paid Family Leave

Mr. Shelton reported that the department would like to extend the Paid Family Leave Program to MPHD's School Nurses and School-based Dental Employees who are 71%.

Mr. Shelton requested the Board schedule a public hearing at the August 14, 2025, Civil Service Board meeting, regarding amending the current verbiage of Metro Public Health Department's Civil Service Rules Chapter 5, Attendance and Leave, Section 5.17 Paid Family Leave.

Ms. Whitehead made a motion to schedule a public hearing regarding amending the current verbiage of Metro Public Health Department's Civil Service Rules Chapter 5, Attendance and Leave, Section 5.17 Paid Family Leave at the August 14, 2025, Civil Service Board meeting. Dr. Ziegler seconded the motion, which passed unanimously.

Personnel Changes

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

Adjournment

Chair Franklin adjourned the Civil Service Board meeting at 5:57 p.m.

Next Meeting

The next meeting of the Board of Health will be held Thursday, August 14, 2025, at the Lentz Public Health Center Board Room, 2500 Charlotte Avenue, Nashville, TN 37209.

Tené H. Franklin

Chair