
GRANT SUMMARY SHEET

Grant Name: CDC Public Health Associate - Health in All Policies 22-24

Department: HEALTH DEPARTMENT

Grantor: CENTER FOR DISEASE CONTROL AND PREVENTION

**Pass-Through Grantor
(If applicable):**

Total Award this Action: \$0.00

Cash Match Amount \$0.00

Department Contact: Brad Thompson
340-0407

Status: NEW

Program Description:

The Public Health Associate Program (PHAP) is a competitive, two-year, paid training program of the Centers for Disease Control and Prevention. Public Health Associates are assigned to public health agencies and work alongside other professionals. An Associate will be placed with the MPHD Health in All Policies program. No funds are awarded.

Plan for continuation of services upon grant expiration:

None

Grants Tracking Form

Part One

Pre-Application <input type="radio"/>		Application <input type="radio"/>		Award Acceptance <input checked="" type="radio"/>		Contract Amendment <input type="radio"/>	
Department	Dept. No.	Contact				Phone	Fax
HEALTH DEPARTMENT	038	Brad Thompson				340-0407	
Grant Name:	CDC Public Health Associate - Health in All Policies 22-24						
Grantor:	CENTER FOR DISEASE CONTROL AND PREVENTION					Other:	
Grant Period From:	10/11/22	(applications only) Anticipated Application Date:					
Grant Period To:	10/18/24	(applications only) Application Deadline:					
Funding Type:	FED DIRECT	Multi-Department Grant		<input type="checkbox"/> If yes, list below.			
Pass-Thru:		Outside Consultant Project:		<input type="checkbox"/>			
Award Type:	COMPETITIVE	Total Award:		\$0.00			
Status:	NEW	Metro Cash Match:		\$0.00			
Metro Category:	New Initiative	Metro In-Kind Match:					
CFDA #		Is Council approval required?		<input type="checkbox"/>			
Project Description:	Applic. Submitted Electronically? <input checked="" type="checkbox"/>						
<p>The Public Health Associate Program (PHAP) is a competitive, two-year, paid training program of the Centers for Disease Control and Prevention. Public Health Associates are assigned to public health agencies and work alongside other professionals. An Associate will be placed with the MPH Health in All Policies program. No funds are awarded.</p>							
Plan for continuation of service after expiration of grant/Budgetary Impact:							
None							
How is Match Determined?							
Fixed Amount of \$		or		% of Grant		Other: <input type="checkbox"/>	
Explanation for "Other" means of determining match:							
For this Metro FY, how much of the required local Metro cash match:							
Is already in department budget?		Fund		Business Unit			
Is not budgeted?		Proposed Source of Match:					
(Indicate Match Amount & Source for Remaining Grant Years in Budget Below)							
Other:							
Number of FTEs the grant will fund:		0.00		Actual number of positions added:		1.00	
Departmental Indirect Cost Rate		24.43%		Indirect Cost of Grant to Metro:		\$0.00	
*Indirect Costs allowed? <input type="radio"/> Yes <input checked="" type="radio"/> No		% Allow. 0.00%		Ind. Cost Requested from Grantor:		\$0.00 in budget	
*(If "No", please attach documentation from the grantor that indirect costs are not allowable. See Instructions)							
Draw down allowable? <input type="checkbox"/>		Metro or Community-based Partners:					

Part Two

Grant Budget										
Budget Year	Metro Fiscal Year	Federal Grantor	State Grantor	Other Grantor	Local Match Cash	Match Source (Fund, BU)	Local Match In-Kind	Total Grant Each Year	Indirect Cost to Metro	Ind. Cost Neg. from Grantor
Yr 1	FY23	\$0.00						\$0.00	\$0.00	\$0.00
Yr 2	FY24	\$0.00						\$0.00	\$0.00	\$0.00
Yr 3	FY25	\$0.00						\$0.00	\$0.00	\$0.00
Yr 4	FY	\$0.00						\$0.00	\$0.00	\$0.00
Yr 5	FY	\$0.00						\$0.00	\$0.00	\$0.00
Total		\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
Date Awarded:				10/03/22	Tot. Awarded:		\$0.00	Contract#:		
(or) Date Denied:					Reason:					
(or) Date Withdrawn:					Reason:					

Contact: vaughn.wilson@nashville.gov

Agreement to Detail a Federal Employee

Public Health Associate Program (PHAP)

Center for State, Tribal, Local and Territorial Support (CSTLTS)

Specifically, this Agreement to Detail relates to the assignment for:

Public Health Associate Program Associate: **Micheala Baptiste**

Host Agency: **Metro Public Health Department**

Assignment ID: **33919040**

AGREEMENT TO DETAIL FEDERAL CIVIL SERVICE PERSONNEL

Period of Assignment: **October 11, 2022 - October 18, 2024**

Pursuant to section 214 of the Public Health Service Act (42 U.S.C. § 215), the Centers for Disease Control and Prevention (hereinafter CDC) hereby agrees to the request for detail of CDC civil service personnel (hereinafter associate) to public health agencies (hereinafter “host agency”) as specified below. This agreement is for the Public Health Associate Program (PHAP).

I. JUSTIFICATION FOR DETAIL ASSIGNMENT

- A. The detail of CDC civil service personnel will assist CDC and host agency in carrying out disease prevention, health promotion and protection, and other public health activities.
- B. Associate(s) will provide assistance to host agency in developing, implementing, and evaluating public health programs.
- C. Associate(s) will promote and enhance state, tribal, local and territorial capacity through consultation, demonstration and technical support.

II. OBJECTIVES FOR DETAIL ASSIGNMENT

- A. To provide opportunities to expand and enhance the skills and development of CDC associates assigned to host agency.
- B. To contribute to overall state, tribal, local and territorial health goals in support of national health.
- C. To reduce the incidence of disease and injury, disability and death.
- D. To strengthen federal, state and local capacity to prepare for, detect, report, respond to, contain and recover from public health effects of terrorism and other public health emergencies.

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I. POSITION DATA AND SUPERVISION

CDC is responsible for the selection and supervision of associates in accordance with CDC recruitment, hiring, and merit promotion policies, regulations, and requirements:

- A. The host agency shall provide a work environment free of verbal, written, or physical conduct that has the purpose or effect of unreasonably interfering with the associate's performance or that creates an intimidating, hostile, or offensive environment. The host agency shall abide by all federal laws and regulations applicable to workplace conduct.
- B. The host agency will provide the associate(s) with work space equipped with resources and materials that will provide the associate(s) with access to communications equipment (e.g., computers, electronic mail, telephone and facsimile machines) to allow them to maintain regular contact with CDC and for routine business purposes. This includes ensuring that associates have access to CDC secure systems through the host site computer network/firewall.
- C. The host agency will immediately report any workplace incident to the CDC PHAP Supervisor. This includes, but is not limited to, associate exposure or injury, breach of security policies by associate, or information technology security issue involving associate.
- D. Associates will have the same rights, responsibilities, and supervision as comparably situated employees of the host agency including, when applicable, receiving reimbursement for local travel expenses, participating in host site training, and receiving technical direction and mentoring from host site employees.
- E. CDC will provide broad guidance, technical consultation, and official supervision to associate(s).

Furthermore:

Each associate's performance will be formally assessed by CDC in accordance with established CDC performance management systems for civil service employees. In completing an associate's evaluations (both at end-of-year and at mid-year) CDC will solicit input from appropriate host agency staff regarding the associate's performance. Performance evaluations will include an assessment of the associate's achievement of required program competencies.

Host agency officials may make recommendations to CDC officials regarding any formal recognition that the employee would be eligible to receive based on performance or contributions to the program in accordance with the federal compensation guidelines.

Any publication that includes the name of a CDC associate must be submitted for and receive CDC clearance **prior to submission for publication**. The publication should include the associate's CDC affiliation as well as local affiliation with his/her name. Standard CDC guidelines for authorship should be followed when determining whether a CDC associate's name should be included as an author on a publication (General Administration No. CDC-69).

Any request by an associate for approval of work outside his/her current job and assignment must be submitted in writing through both the associate's host agency supervisor and his/her most immediate CDC supervisor to the appropriate Centers for Disease Control and Prevention management level at CDC.

The CDC will ultimately be responsible for rendering any appropriate disciplinary action that host agency proposes against an associate.

Agreement to Detail a Federal Employee

The host agency supervisor will work closely with associate to resolve any routine questions or issues that arise regarding the assignment or the associate's performance.

The host agency will promptly advise CDC of any serious performance or behavioral concerns about an associate. In these cases, host agency and CDC staff will work together to attempt to resolve such concerns with the associate, either informally or formally, depending upon the nature of the concern. Other CDC resources may be called upon by the immediate supervisor to help resolve the issues.

If informal and/or formal efforts fail to resolve a problem, the host agency may request the removal of an associate. Such request must be forwarded, in writing, through the senior management of the host agency to the CDC PHAP Director and must state: 1) a substantive basis for the request, 2) efforts taken by host agency otherwise resolve the problem, and 3) the proposed date for the removal (not less than 90 days from the date of the request). Upon receipt of such a request, CDC will take appropriate action in consultation with host agency and the associate.

CDC may mobilize an associate during an emergency response to act as a CDC responder, either in the field or at a CDC-site. During these emergency responses, CDC will inform the host agency of the activation of the associate for the emergency response, the anticipated duration of the assignment of the associate to the emergency response efforts and will be responsible for all supervision, training and travel costs related to CDC emergency response mobilization.

- A. This section does not apply to situations where an associate is acting for the host site in an emergency response situation.
- B. CDC's need to mobilize an associate for an emergency response on behalf of CDC may supersede a host agency's need to mobilize an associate for emergency response in a state or with a host agency.

I. COSTS

Projected costs for associate(s)' salary, fringe benefits, and related expenses will be budgeted annually by CDC. Positions funded as direct assistance through a CDC grant or cooperative agreement will be listed on the applicable Notice of Grant/Cooperative Agreement award(s).

Expenses incident to the associate(s)' employment and travel will be paid as follows:

Pay and allowances will include, but will not be limited to, premium pay (e.g., holiday and overtime pay, see below), CDC's share of costs for health benefits, group life insurance, and civil service or social security retirement coverage, and any out-of-state travel by any associate, or any in-state travel **required by CDC**. An associate's salary will be paid on a biweekly basis. Payment for Civil Service employees will be dependent on the timely receipt of the appropriate time and attendance reports associate is required to submit to his/her CDC timekeeper. Payment will be issued by the CDC in accordance with federal rules and procedures.

Premium pay for overtime worked by Civil Service must be approved in advance by the appropriate management staff within CDC. Associate(s) must complete and submit the necessary paperwork in advance of the overtime before any payment will be authorized.

Individual performance ratings will serve as the basis for recommending with-in grade salary increases and merit pay increases for Civil Service employees. A year one associate with a minimum of a fully successful (or equivalent) rating, shall be eligible to receive a promotion in year 2.

Agreement to Detail a Federal Employee

Any in-state or local travel by an associate that is required by host agency will be paid by the host agency. This includes reimbursement for expenses related to host site required or sponsored training. CDC required training will be supported by CDC.

I. LEAVE AND HOURS OF DUTY

Civil Service associate(s) are required to work an 80-hour pay period. Hours of duty will be determined by host agency. Associate(s) are allowed federal holidays only.

On all Federal holidays that are not also holidays at the host agency, the host site should determine whether the associate(s) is performing essential duties that require him/her to report for duty. If the host site determines that the associate needs to work on a federal holiday, the associate must request prior approval from their CDC PHAP Supervisor. Associates working on a federal holiday will receive premium pay, therefore, this option should be used with discretion due to the financial impact.

On any Local holiday that is not a Federal holiday (as per the Federal Holiday schedule), Associate(s) are required to do one of the following:

The Associate(s) may take leave, with proper approval, on the Local holiday;

The Associate(s) may work a modified schedule during the 80-hour work period to "make up" the Local Holiday day (e.g. – associate would have the local holiday but work additional hours during the two week federal pay period to fulfill the 80 hour requirement);

The Associate(s) may complete PHAP required tasks (online training, assist CDC PHAP team with projects) or other local agency work on a telework basis.

Either choice would be reviewed with the Associate's CDC supervisor. Prior written approval must be given by the associate's federal supervisor.

Associate(s) will be entitled to use annual and sick leave in accordance with Federal laws, regulations, and procedures. Associates may also earn or use overtime, compensatory time, or credit time in accordance with Federal laws, regulations, and procedures, but approval of such must be consistent with local pay and leave management policies and procedures of the host agency.

A request for leave should be reviewed and initialed by an associate's on-site supervisor. Final written approval for leave (signature on leave slips) is the responsibility of the associate's Federal supervisor. Each associate's leave records will be maintained by his/her Federal supervisor.

II. APPLICABILITY OF RULES, REGULATIONS, AND POLICIES

- A. Rules and policies of the host agency shall apply to associate(s) except in cases where this agreement provides otherwise.
- B. Where there is a conflict between the rules, regulations, and policies of host agency and/or the locality regarding the legal status and/or rights of associate and the rules, regulations, and policies of CDC or the Federal government regarding the same issue, the CDC or Federal standards will prevail.
- C. Associate(s) may not engage in any political activities prohibited for Federal employees by the Hatch Act, 5 U.S.C. § 7321 et. seq., or that may be criminal offenses under title 18 of the U.S. Code (18 U.S.C. §§ 210, 211, 594, 595, 600, 601-607, 610).

Agreement to Detail a Federal Employee

- A. The Standards of Conduct for Federal employees (5 CFR § 2635), HHS Supplemental Standards of Ethical Conduct (5 CFR § 5501), HHS Residual Standards of conduct (45 CFR § 73.735) and those for employees of host agency will both apply to associate(s), except as noted in item B, above.

III. TRAINING

Associate(s) will be permitted to attend CDC-required programmatic and career development training, meetings, seminars and conferences (including national seminars and regional staff conferences). Absences for purposes of optional training or professional development will occur only with the mutual consent of the parties to this agreement.

The host agency may, at its discretion and expense, make available to associate(s) any training opportunities sponsored by the State or locality and made available to other host agency staff.

IV. PERIOD OF DETAIL

The field assignments addressed by this agreement shall be of two year duration.

- A. This agreement may be modified or terminated by mutual consent of the parties upon 90 day notice in writing by either party of its intent to modify or terminate the agreement.
- B. The continuation of each associate's detail is contingent upon the availability of funds to support the detail.

Agreement to Detail a Federal Employee

I. APPROVAL

A. The Undersigned represents CDC and is authorized to grant the detail or assignment for the purposes stated herein:

Russell Cantrell, Director
CSTLTS Division of Performance Improvement and Field Services (DPIFS)

Signature (electronic signature) *Russ Cantrell*

Date: 8/11/2022

A. The Undersigned represents the host agency and is authorized to request the detail of associate(s) for the purposes stated herein.

B. Dr. Gill Wright, Director of MPHD

Agency Director or Designee (Name, Title, Role)

[Handwritten Signature]

Agency Director or Designee Signature

Date: 10/03/2022

Dr. Stephanie Kang, Bureau Director of Health Equity

Host Site Primary Supervisor (Name, Title, Role)

[Handwritten Signature]

Host Site Primary Supervisor Signature

Date: 10/03/2022

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

METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

DocuSigned by:
Gill C Wright III, MD
0460AC21E1CC408...

Director, Metro Public Health Department

10/19/2022

Date

DocuSigned by:
Tené Hamilton Franklin
BEEF0BBF14B1438...

Chair, Board of Health

10/20/2022

Date

APPROVED AS TO AVAILABILITY OF FUNDS:

DocuSigned by:
Kelly Plannery
0460AC21E1CC408...

Director, Department of Finance

11/3/2022

Date

APPROVED AS TO RISK AND INSURANCE:

DocuSigned by:
Balagun Cobb
B9947E7401...

Director of Risk Management Services

11/4/2022

Date

APPROVED AS TO FORM AND LEGALITY:

DocuSigned by:
Courtney Mohan

Metropolitan Attorney

11/3/2022

Date

FILED:

Metropolitan Clerk

Date

Position Assignment Details

Please remember that Associates are NOT students, interns, or fellows. Associates should not participate in the conduct of research at their host site.

Please describe in detail your need for a Public Health Associate:

In 2021, the Metro Nashville Public Health Department launched the inaugural Bureau of Health Equity. The Bureau of Health Equity was developed to address health disparities across Nashville and Davidson County. The need for this Bureau was reinforced by the COVID-19 pandemic, which worsened the divide in health opportunities across the city. The Bureau of Health Equity hopes to address the immediate needs of the COVID-19 pandemic, while developing sustainable interventions to address the root causes of health disparities. The Bureau of Health Equity is currently in the process of piloting a Health in All Policies (HiAP) initiative to promote collaboration across the various departments in Metro government and community partners. This HiAP initiative requires extensive communication, coordination, facilitation, and training of external stakeholders. Thus, the Bureau of Health Equity would benefit from having a Public Health Associate that could support the work of the Health Equity Policy Coordinator, the HiAP Task Force, and HiAP Coordinators.

Position Description: Please briefly describe the proposed assignment for the associate (this will be shared with the associate after selection).

The Public Health Associate will assist the Health Equity Policy Coordinator in evaluating structural inequities and health disparities across Nashville and Davidson County. The PHA will provide support for developing city-wide policy agendas that prioritize upstream interventions for addressing the social determinants of health. The PHA will support the research, policy analysis, and program evaluation necessary to provide technical assistance and resources to MPH staff and external partners who are interested in centering equity in their program design. The PHA will serve on the Health in All Policies Task Force and provide support in planning and developing HiAP tools and training for external partners. The PHA will become a trained facilitator of the Health Lens tool and will support the implementation and evaluation of the Health Lens pilot program. The PHA will work to design the training curriculum for staff in departments across the city to become certified facilitator's of the Health Lens tool.

How will this address the need identified in the previous question?

Developing innovative cross-sector collaboration and tools has been a huge undertaking for our HiAP team, which have to balance their dedication to HiAP work with their day-to-day public health projects. Having a PHA would ensure the effectiveness and coordination of the complex HiAP initiative MPHD is building out. The PHA would be able to maintain consistent attention to HiAP work and provide support to create and improve HiAP efforts that our team has not had the capacity to provide adequate attention to. The associate will serve as a connector across a range of HiAP interventions, strive to improve and advance the Health Lens Tool pilot, and convene cross-sector stakeholders to develop action plans rooted in HiAP principles.

Describe how the associate will primarily work with others as part of a team, independently, coordinating or leading activities, or with external stakeholders.

The PHA will collaborate with the 10 employees of the Bureau of Health Equity, including employees hired to work on two CDC grants focused on COVID-19 Disparities and Health Equity. The PHA will work directly with employees from teams across the public health department to ensure that interventions are centering equity and addressing the social determinants of health. The PHA will have opportunities to collaborate with the Bureau's Partnership Coordinator and Research Analyst to conduct community-based participatory research that identifies community needs and priorities. The PHA will support the public health department's internal equity work by providing technical assistance for program design and evaluation. The PHA will work closely with the HiAP Task Force of MPHD staff who provide support, planning, and coordination of HiAP tools and HiAP Coordinators from each department in Metro Nashville government. The PHA will have opportunities to also work with various community partners and external stakeholders to collaborate on strategizing to center health in decision making across the city.

What will your host site offer candidates that similar host sites may not?

The Public Health Associate will have the opportunity to benefit from participating and guiding emerging and innovative strategies for addressing complex public health problems. The associate would benefit from joining the Health Equity Bureau in our nascent stage and growing with us as we continue to pilot new approaches for promoting health equity. Our bureau is dedicated to addressing the root causes of health inequities and identifying upstream interventions. The Health Equity Bureau is collaborative in nature and would provide the associate with routine opportunities to collaborate across the public health department, Metro government, and with community members across the city. The associate's primary focus would be to support Health in All Policies initiatives, which would put them in a unique position of providing both evaluations and technical support to organizations that may have limited prior engagement with health or equity principles. Additionally, MPHD is uniquely positioned in Nashville: a diverse metropolitan city, health care industry capital, and hub for higher education.

If the associate was not a CDC employee, but was an employee of your organization, their position title would be:

Health in All Policies Coordinator

Subject Area Proposed Assignment

Using the radio button options below, please select from one of the main subject areas provided in this list that the associate will be working in for the majority of their assignment.

- **Adolescent & School Health (non-STI)**
- **Adolescent/school-based Sexually Transmitted Disease Prevention**
- **Community Health Improvement Planning (CHIP)/Community Health Assessments (CHA)**
- **Chronic Disease: Population Health**
 - Cancer prevention and control
 - Diabetes
 - Heart disease and stroke prevention
 - Nutrition/obesity prevention/physical activity promotion
 - Tobacco prevention and cessation
- **Emergency/Disaster Preparedness and Response**
- **Environmental Health**
 - Asthma and air pollution
 - Vector-borne disease (Pest/vector surveillance and control)
 - Healthy Homes/air quality
 - Foodborne or waterborne disease (environmental controls, HACCP, food/water safety)
 - Lead poisoning prevention
 - Radiation and chemical exposure
- **Health Equity/Access to Care**
- **Health Department Improvement/Accreditation**
 - Health Department Improvement/Quality Improvement
 - Accreditation
- **Immunizations/Vaccine Preventable Disease Investigation**
 - Immunizations
 - Influenza
 - Vaccine-preventable diseases (surveillance or investigation)
- **Sexually Transmitted Disease Prevention**
- **HIV/AIDS Prevention**
- **Tuberculosis Prevention**
- **Viral Hepatitis Prevention**
- **Other Infectious Disease**
 - Coronavirus (COVID-19)
 - Foodborne or waterborne disease (human illness surveillance, investigation, prevention)
 - Vector-borne disease (human illness surveillance, investigation, prevention)
 - Healthcare-associated infections
 - Notifiable disease surveillance and reporting
 - Quarantine Station
- **Injury Prevention**
 - Unintentional injury (falls, water safety)
 - Transportation injury (automobile safety, bike safety)

- Opioid/Prescription drug overdose
- Violence (interpersonal)
- Occupational Health and Safety
- **Maternal & Child Health**
 - Reproductive Health
 - Birth defects
 - Early childhood development
- **Public Health Policy & Law**
- **Public Health Surveillance**
 - General Epidemiology and Disease Surveillance
- **Oral Health**

Select the subject area the associate will be working in for the majority of their assignment:

Health Equity/Access to Care

Is health equity a component of this assignment focused on addressing health disparities? (ex: serving rural populations, Indigenous and Native American persons, LGBTQ+ persons, persons with disabilities, racial and ethnic minority populations, and persons otherwise adversely affected by persistent poverty or inequality such as persons who are incarcerated, persons experiencing homelessness, etc.)

Yes

If 'Yes', please describe how this assignment will address health disparities:

This assignment would be situation in the Metro Public Health Department's Bureau of Health Equity. The mission of the Bureau is to advance health equity in Nashville by building authentic commitment to diversity, equity and inclusion across MPHD. The Bureau aims to convene a community based-coalition of partners to operationalize equitable systems, policies, and practices city-wide. Our team aims to uplift the health needs of all citizens of Nashville and to create solutions that target health disparities based on inequities across a range of identities and circumstances. Additionally, the Bureau of Health Equity has been awarded the CDC COVID-19 Disparities grant, which has a specific focus on addressing the health needs of Nashville's Black, Latino, and immigrant communities.

Assignment Requests

PHAP cannot guarantee associates they will be matched with any of the following criteria, but will attempt to match based on the below requests:

Driver's License required:

Yes

Personal vehicle required:

Yes

Other Public Health Agency Details

Does the building in which the associate will be working meet the requirements under the Americans with Disabilities Act (ADA)?

Yes

Is the location of the public health agency considered rural?

No

Is the location of the public health agency on an Indian Reservation?

No

Please provide your normal business hours and expected scheduling?

8AM to 4:30PM Monday through Friday

Letter of Support

Please attach a pdf of a letter of support on your agency's letterhead. The letter must be written and signed by the agency Director or a senior leader:

Letter of Support HiAP PHAP Host Site Application 2022.pdf

Director or Leader Name:

Dr. Melva Black

Director or Leader Email:

melva.black@nashville.gov

Director or Leader Phone:

615-340-8549

Director or Leader Phone Ext:

08549

Position Assignment Environment

Describe the program area, department, or organizational unit within the public health agency where the position assignment will be based. Include information on the number of employees/departments/divisions/branches/teams:

The public health associate will be housed under the Health Equity Bureau. The Health Equity Bureau was established in July of 2021 to develop a team to provide support and evaluation to MPH programs and city-wide public health initiatives to promote equitable health outcomes. The Health Equity Bureau has rapidly grown to include a team of 10 employees who support a range of internal and external program, policies, and collaboration efforts to improve health equity across Nashville.

Describe the staff and other resources available:

The Bureau of Health Equity is comprised of 4 permanent staff, including: the bureau director, strategic director, strategic manager, and learning/development manager. The Bureau has also been awarded a 2-year CDC COVID-19 Disparities grant that, which added 5 additional staff to our team, including: a project director, program manager, epidemiologist, partnership coordinator, and office support specialist. Lastly, the Bureau was awarded a 1-year CDC grant to develop a Health Equity Coalition, which has a dedicated office support specialist.

The associate will also work closely with the Metro Public Health Department (MPHD) Health in All Policies (HiAP) team. The HiAP team is comprised of the health equity bureau director, health equity partnership coordinator, health equity program manager, director of epidemiology, director of community development and planning, and the policy and legislative director. The members of the HiAP team regularly collaborate with cross-sector stakeholders and Metro departments to collaborate on the development of health oriented policies and programs.

The Bureau of Health Equity provides ongoing trainings, technical support, and opportunities for collaboration across MPHD, which is comprised of over 400 public health employees working on a range of public health issues. MPHD routinely collaborates with community organizations, universities, research institutes, health providers, and government officials in Nashville, which would provide extensive opportunities for engagement and exposure to a range of public health initiatives and advocates.

Describe in detail the workplace support that will be provided (e.g., office setting, computer equipment, clerical and administrative support, peer support, dedicated resources):

The Public Health Associate will be provided a dedicated workspace at the Lentz Public Health Center with a desktop computer, telephone, printing capabilities, and internet access. This workspace will be located in close proximity to other staff of the Health Equity Bureau and easy access to collaborate with other teams at the public health department. The Health Equity Bureau has two office support specialists on our staff to provide clerical and administrative support. The Health Equity Bureau conducts weekly team meetings that include training on a range of issues in health, equity, strategic planning, organizing, and historical analysis.

What recent changes or upcoming reorganizations may impact the assignment(s) or supervisor assigned to the candidate?

The associate would be working for the Health Equity Bureau, which was established relatively recently. The Bureau is still in a growth period of onboarding new employees and determining the full reach of interventions and strategies. Additionally, six members of the Health Equity Bureau are on grant funded contracts that are term limited, unless the grant is renewed. The Health Equity Bureau is actively working to acquire local funding to increase permanent employees and promote sustainability in our Bureau. Additionally, the Health Equity Bureau is an incredibly collaborative team, which has developed into a culture where an associate may receive guidance, mentorship, directions, suggestions etc. from team members beyond their direct supervisor.

Please attach a PDF of the current organizational chart for the public health agency:

MPHD Organizational Chart.pdf

Please describe the size of the community, university affiliations, living environment, cultural and recreational assets, and opportunities for the candidate's partner's employment:

Nashville, Tennessee is the center of the Nashville Metropolitan Statistical Area (MSA) which includes 13 counties in Middle Tennessee. The area is the 36th largest MSA in the United States and the largest metropolitan area in the state of Tennessee. The MSA is home to almost 2 million people. The area has a diverse economy, low cost of living and a well-educated population. The area has over 53,000 businesses including corporate headquarters for Amazon, AllianceBernstein, Bridgestone Americas, Dollar General, Hospital Corporation of America, Mitsubishi, Nissan North America, The ICEE Company and iHeartMedia. Nashville is known as Music City because of the concentration of music industry businesses in America. The key economic drivers for the Nashville MSA include health care management, music and entertainment, manufacturing and tourism and hospitality. The area contains thirteen (13) accredited 4-year educational institutions, five (5) accredited 2-year institutions with seven (7) locations. Nashville is home to four (4) professional athletic organizations: Tennessee Titans, Nashville Predators, Nashville Sounds and Nashville Soccer Club. There are more than 120 live music venues and live music is available every day of the week. There are over 200 public parks, 80 miles of paved trails, and 30,000 acres of inland lake available for recreational purposes.

Please describe the availability of safe and affordable housing in a commutable distance (including any special arrangements provided for other staff or previous associates).

In 2021, Nashville ranked 34th in cost of living for the most populous cities in the US. Based on a cost of living index in Nashville was found to be 101.4, putting it slightly higher than the national average and about 14% higher than the Tennessee state average. In 2021, the average cost of rent in Nashville was \$1,644. Housing options are available in varied price options based on the specific geographic location within the county for our wide-ranging salaried workforce.

Please describe any additional administrative requirements (i.e. type) for accepting a federal assignee.

None

Travel Opportunities

Specify the percentage of travel that your position assignment will provide for the candidate. Do not include travel that the Program might provide through deployments, etc.

Local Travel (outside of 100 miles from host site assignment location):

0%

Population Information

Level of Population Served:

County/Parish/Borough

Specify:

694,000

Is this a tribal-focused assignment or does it serve a predominately tribal population?

No

AI/AN Tribal/Tribally-Focused Assignment

Using the radio button options below, please select from one of the following mutually-exclusive criteria to classify this assignment as a tribal or a tribally-focused assignment. An assignment would be considered "tribal" or "tribally-focused" if any one (1) of the following criteria are met.

1. **Tribe:** An Indian or Alaska Native tribe, band, pueblo, village, or community that the Secretary of the Interior acknowledges to exist as an Indian tribe pursuant to the Federally Recognized Indian Tribe List Act of 1994, 25 USC 5130 reclassified
2. **Tribal Organization:** Tribal organizations include the following:
 - o Regional Intertribal Organizations such as All Indian Pueblo Council, Great Lakes Intertribal Council, and United South and Eastern Tribes;
 - o National Indian Organizations such as National Indian Health Board, National Native American AIDS Prevention Center, etc.;
 - o Tribal Epidemiology Centers (TECs).
3. **Federal agency with a tribal focus:** Any agency within the federal government that is responsible for providing services to American Indians and Alaska Natives including but not limited to the following:
 - o Indian Health Service (IHS);
 - o Environmental Protection Agency (EPA);
 - o Bureau of Indian Affairs (BIA)
4. **Assignment working with elected American Indian/Alaska Native (AI/AN) tribal leaders:** This includes any PHAP assignment in a state health department, local health department, nongovernmental organization (NGO), university, or non-federally recognized state tribal organization with associate work activities actively engaged with elected American Indian/Alaska Native (AI/AN) tribal leaders.

Select the best option to classify this assignment using the above criteria as tribal or tribally-focused serving a predominately tribal population.

5. Not tribal or tribally-focused

Estimated population impacted by the Public Health Associate's work:

694,000

Racial Category:

American Indian or Alaska, Asian, Black or African American, Native Hawaiian or Pacific Islander, White

Ethnicity:

Hispanic or Latino

Age:

Under 5 years, 5 - 17 years, 18 - 24 years, 25 - 44 years, 45 - 64 years, 65 years and over

Sex:

Male, Female, Other

For example: If the associate is at a state health department, and your state population is 500,000, enter 500,000 as the total population. If the associate will be working in a program area that addresses adolescent health, and the population of those aged 10-14 years is 35,000, enter 35,000 for estimated population served. Then break down the race/ethnicity, age, and gender of the population the PHAP will be serving.

Orientation

Is there a standard process at your agency to orient new employees?

Yes

Describe the associate's orientation to the host site and assignment:

The MPHD Human Resources staff has a formal Onboarding Process for new employees. The process and the MPHD Onboarding Guide detail the steps the organization will take to welcome and engage employees so that new employees feel as much a part of the culture as those that have been employed for years. MPHD's Orientation for new employees consists of two half-day sessions that provide an overview of MPHD's mission, vision, core functions and structure. Additionally, orientation includes a review of MPHD policies and protocols, HIPAA training, and other necessary departmental information. Separately, the PHA will be provided an orientation to the work of the Bureau of Health Equity, which would include background on the public health department, history of existing equity strategies, introductions to Nashville's health disparities and interventions, and training on transformative strategies for engagement and facilitation.

Position Assignment Location

Physical Address

Is the Position Assignment Location the same as the Public Health Agency Location?

Yes

Physical Address:

2500 Charlotte Ave

Physical Address Line 2:

Physical Address Line 3:

Suite; Room:

Country:

United States

State/Territory:

Tennessee

State/Province:

City:

Nashville

Zip Code:

37209

Is mailing address different?