

**SPORTS AUTHORITY OF THE METROPOLITAN GOVERNMENT OF NASHVILLE
& DAVIDSON COUNTY**

**Minutes of February 17, 2021 Meeting of the Personnel Committee
Cisco WebEx Conference
10:30 a.m.**

Personnel Committee Members: Cathy Bender (Board Chair), Frank Harrison (Committee Chair), Emmett Wynn (Secretary/Treasurer)

Board Members: Don Deering

Staff: Monica Fawknorton, Quinton Herring, Melissa Wells, Margaret Darby (Legal)

Visitors: Jason Lusk (Metro Human Resources), Trena Pennington (Metro Human Resources), Greg McClarin (Finance- OMB)

Chair Harrison called the meeting of the Personnel Committee to order at 9 a.m. and welcomed all in attendance. After noting that the meeting was being held electronically to protect the health and well-being of Davidson County citizens during the COVID-19 outbreak, Mr. Harrison stated that the purpose of the committee meeting was to discuss position control and a request by staff to upgrade both administrative positions from Administrative Services Officer 2 (ASO2) to Administrative Services Officer 3 (ASO3).

Chair Harrison recognized Executive Director Monica Fawknorton to expound on the request. Ms. Fawknorton reiterated the staff's request to fill the open administrative position (previously filled by Ilesha Montesrin), upgrading the position from an Administrative Services Officer 2 (ASO2) to an ASO3. Additionally, she requested approval to upgrade the second administrative position (held by Quinton Herring) to an ASO3. Ms. Fawknorton noted that the goal for upgrading the open position is to attract and hire a candidate with experience performing higher-level administrative duties while the goal for upgrading the second position is to provide additional compensation for higher-level additional duties (namely tracking and overseeing fixed assets) that need to be performed. The total projected cost to upgrade both positions is \$22k-31k (salaries & fringes). Ms. Fawknorton stated her belief that she and Finance- OMB Budget Analyst Greg McClarin believe that much of the increase can be absorbed into their current budget since the department typically finishes the year under budget. If future budgets cannot fully absorb this expense, staff will request approval to use Sports Authority administrative allocations from Bridgestone Arena to cover the difference.

In response to a question about the process, Metro Human Resources stated that, if approved by Finance, the open position would be posted as an open competitive job announcement; the second position would be announced as a department promotional open position.

Board Chair Bender shared that the responsibility has become much more complicated for all of the Sports Authority staff. She is in favor of the upgrades.

Chair Harrison asked for clarification on the timeframe for this to go into effect if approved. Ms. Fawknorton stated that if Board approval is received, it will then go to the Department of Finance, and then to Human Resources. Trena Pennington (HR) provided additional explanation

of the process: if the Department of Finance approves the budget, it will then come to HR and will be posted for the required timeframe, a list of approved applicants will then be sent to the Sports Authority, and interviewing will then take place.

Director Deering shared that he is very pleased with the Sports Authority staff and that the Sports Authority's responsibilities have grown a great deal. He asked for clarification of the step increase and the new position. Ms. Fawknorton explained Mr. Herring's position classification would be upgraded. It will be announced; but will be a departmental posting, and he would be the one person in the department that would be qualified. The open position that was Ms. Montesrin's will include an open competitive search for the upgraded ASO3 position. Director Wynn also shared that the responsibilities have grown a great deal for the staff, and that he agrees that the positions need to be upgraded.

Chair Bender made the motion to upgrade both administrative positions from Administrative Services Officer 2 (ASO2) to Administrative Services Officer 3 (ASO3). Director Wynn seconded the motion, and it passed unanimously. Chair Harrison will take this recommendation to the Finance Committee, which is meeting tomorrow, February 18, 2021.

There being no further business, Chair Bender made a motion that the meeting be adjourned, it was seconded by Director Wynn, and unanimously approved.