

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY  
AUDIT COMMITTEE MEETING MINUTES**

**June 5, 2019**

On Tuesday, June 5, 2019 at 4:00 p.m., the Metropolitan Nashville Audit Committee met in the Metropolitan Courthouse, 2<sup>nd</sup> Floor, Committee Room 2. The following people attended the meeting:

Committee Members

Brackney Reed, Chamber of Commerce  
Charles Frasier, Tennessee Society of CPAs  
Jim Shulman, Vice-Mayor  
John Cooper, Council Member

Others

Gina Pruitt, Interim Metropolitan Auditor  
Wanda Hadley, Human Resources  
Jason Lusk, Human Resources  
Lauren Riley, Office of Internal Audit  
Bill Walker, Office of Internal Audit  
Theresa Costonis, Department of Law

Committee Members Not Present

Talia Lomax-O'dneal, Director of Finance  
Bob Mendes, Council Member

*Quorum present? Yes*

**CALL MEETING TO ORDER**

Mr. Reed called the meeting to order.

**NEW BUSINESS**

*Discussion of Candidates for the Metropolitan Auditor Position*

Wanda Hadley provided an update on the recruitment process. The Metropolitan Human Resources Department performed an initial review of each application received. The candidates were scored and put into one of four categories with outstanding being the highest classification. Those candidates who met the minimum qualifications and most of the preferred qualifications were classified as outstanding. There were 20 candidates placed into this category.

The applications and resumes of these 20 candidates were sent to each audit committee member for review. The Metropolitan Human Resources Department requested each Audit Committee member to submit their top 8-10 candidates. The Metropolitan Human Resources Department reviewed those candidates submitted by the Committee members and narrowed the list down to 10 applicants. Supplemental questions were sent to each of the 10 candidates of which seven responded. A binder which contained each of the seven candidate's application, resume, and answers to the supplemental questions was provided to each Audit Committee member in attendance. The purpose of the June 5, 2019, meeting was to review each candidate and to collectively ascertain which candidates should be invited to interview.

The Audit Committee reviewed and discussed the following seven applicants in alphabetical order.

- John Cashmon
- Doug Graeff
- Michael Hill
- Carlos Holt
- Scott McConnell
- Kimberly Phegley
- Brenda Roberts

A **motion** for the Audit Committee to conduct interviews with Doug Graeff, Michael Hill, Carlos Holt, Scott McConnell, Kimberly Phegley, and Brenda Roberts for the Metropolitan Auditor position was made, seconded and carried.

A **motion** was made for the Metropolitan Human Resources Department to contact John Cashmon to obtain additional information on employment gaps and to bring in Mr. Cashmon should one of the other candidates drop out, which was seconded and carried.

*Discussion of Next Steps related to Interviewing Candidates*

Various logistical items and potential interview dates were discussed. Gina Pruitt is to contact Audit Committee members to ascertain which dates work best to conduct interviews. Audit Committee members noted that upcoming Metropolitan Council meetings, the vote on the fiscal year 2020 budget, and coordinating six different Audit Committee members' schedules contribute to the complexity of this task.

Ms. Hadley advised that Audit Committee members who wished to participate in the interview process had to attend each candidate's interview. Additionally, each candidate had to be asked the same questions with follow-up questions being allowed. This was to help ensure fairness and equitable assessment in the process. Ms. Hadley also advised if the interviews were to be conducted on separate days that those days needed to be close together and the same Audit Committee members would need to interview each candidate.

The Audit Committee will conduct an assessment of the candidates subsequent to the conclusion of the final interview. The final step will be for the Audit Committee to rank and present their top three candidates to the Metropolitan Council. The Metropolitan Council will then vote to determine the final selection for the Metropolitan Auditor position.

*Request for Audit of the Davidson County Drug Court*

Gina Pruitt informed the Audit Committee she received a call earlier that day from Tim Townsend, Trial Court Administrator with the State Trial Courts requesting the Office of Internal Audit conduct an audit of the Davidson County Drug Court. Theresa Constonis advised Ms. Pruitt to add the item to an upcoming agenda to ensure sufficient public notice of the discussion item.

The public meeting adjourned after approximately 66 minutes.

The minutes for the June 5, 2019, Metropolitan Nashville Audit Committee meeting are respectfully submitted.



Gina Pruitt, Interim Metropolitan Nashville Auditor  
Secretary, Metropolitan Nashville Audit Committee

***Approved by the Metropolitan Nashville Audit Committee on July 10, 2019.***