

METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY
AUDIT COMMITTEE MEETING MINUTES
July 19, 2019

On Friday, July 19, 2019 at 8:00 a.m., the Metropolitan Nashville Audit Committee met in the Metropolitan Courthouse, 2nd 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
Talia Lomax-O'dneal, Director of Finance
Bob Mendes, Council Member

Others

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

Quorum present? Yes

CALL MEETING TO ORDER

Mr. Reed called the meeting to order.

Discussion of Candidate Interview Process

Ms. Hadley provided a brief overview of the interview process. Ms. Hadley described the desired outcomes of the day. Ms. Costonis stated the Committee must present three qualified candidates in ranked order to the Metropolitan Council for approval. Ms. Hadley stated interview questions must be asked by the same person and in the same order for each candidate. A discussion ensued around which Committee member would ask which question, and interview questions were assigned to each Committee member. Ms. Hadley provided an overview on how follow-up questions may be asked. Councilmember Mendes inquired about the process if a consensus could not be reached following the interviews. Ms. Hadley described the optional next steps if that happened. A discussion was had about how the Metropolitan Council approves the recommended three candidates.

Candidate Interviews

The Audit Committee interviewed the candidates in the following order at the respective times:

- Brenda Roberts – 8:30 a.m.
- John Cashmon – 9:31 a.m.
- Michael Hill – 10:33 a.m.
- Carlos Holt – 12:30 p.m.

Each interview lasted approximately one hour. Interview slots were scheduled by Human Resources. Seven standard questions were asked to all candidates with additional follow-up questions occurring if time allowed. Human Resources provided the seven questions asked. A one-hour lunch break occurred between candidates Michael Hill and Carlos Holt.

Next Steps – Consensus Discussion

Ms. Hadley reiterated the desired outcome of the consensus discussion – a three-person list in ranked order to be submitted to the Metropolitan Council for approval. Ms. Hadley inquired if there were any candidates that the Committee felt could be dropped from consideration.

Councilmember Mendes stated he would prefer to start with a discussion on if the Committee felt three qualified and viable candidates were interviewed. Ms. Hadley polled the Committee members to see if they believed three candidates could be presented to the Metropolitan Council. The Committee members voted unanimously that there were not three candidates that could be presented to the Metropolitan Council.

Ms. Hadley led a discussion on the next steps to review more candidates to interview. A discussion around the timeframe for additional interviews was had. Ms. Costonis informed the Committee of the term dates for the elected officials on the Committee. Ms. Hadley stated additional candidates would come from the pool of applicants who had previously applied and that she would send the Committee members additional candidates to review. Committee members would receive the candidate pool on Monday, July 22, 2019. Committee members agreed to review the candidates and individually rank them based on the provided information. Rankings would be provided by each Committee member to Human Resources by end of day Friday, July 26, 2019. Human Resources agreed to compile the rankings to determine the top preferred candidates for the additional interviews. Based on the rankings, Ms. Hadley agreed to begin scheduling the candidates for interviews once a date was confirmed.

Councilmember Cooper left at 1:57 p.m. however, a quorum was still maintained.

A **motion** was made for the Metropolitan Human Resources Department to thank the candidates interviewed, to inform them that a decision was not reached, and to notify them additional interviews will be taking place. The Metropolitan Human Resources Department should also work to get another interview date setup with additional candidates. Motion was made, seconded and carried.

Ms. Pruitt stated she would poll each Committee member for their availability over the month of August. Once a date was determined, Ms. Pruitt will work with Ms. Hadley to ensure arrangements for interviews are made.

A **motion** was made for the Metropolitan Department of Law to contact the Metropolitan Information Technology Services Department and request the video of the initial candidate interviews be held from airing until all candidates have been interviewed to ensure no candidates receive an advantage. The interviews were open to the public and the video can be requested via a public records request. Motion was made, seconded, and carried.

The public meeting adjourned after approximately 6 hours and 15 minutes.

The minutes for the July 19, 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 August 30, 2019.