

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

February 27, 2020

On Thursday, February 27, 2020, at 12:00 p.m., the Metropolitan Nashville Audit Committee met in the Metropolitan Courthouse, 2nd Floor, Committee Room 1. The following people attended the meeting:

Committee Members

Brackney Reed, Chamber of Commerce
Charles Frasier, Tennessee Society of CPAs
Jim Shulman, Vice-Mayor
Thom Druffel, Council Member
Kevin Crumbo, Director of Finance

Others

Theresa Costonis, Department of Law
Wanda Hadley, Human Resources
Bill Walker, Interim Metropolitan Auditor

Committee Member Absent

Zulfat Suara, Council Member

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 presented interview questions. Ms. Hadley advised two candidates would be interviewed in person with the third, Brenda Roberts, being interviewed via video conference. Ms. Roberts had been interviewed by the committee in person during the first round of recruiting back in the Fall 2019. 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.

Candidate Interviews

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

- Paul Morris (in person) – 12:20 p.m.
- Lauren Riley (in person) – 1:15 p.m.
- Brenda Roberts – 2:05 a.m.

Each interview lasted approximately 45 minutes. Interview slots were scheduled by Human Resources. Seven standard questions were asked to all candidates with additional follow-up questions occurring afterwards. Human Resources provided the seven questions asked.

Vice-Mayor Shulman **left the meeting** at approximately 1:25 p.m. and **returned** at approximately 2:35 p.m.

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. A preliminary discussion ensued regarding the three candidates interviewed. The four remaining candidates are to be interviewed on March 3, 2020.

A discussion ensued over the need for Audit Committee members to have Criminal Justice Information Services (CJIS) clearance. The purpose of this clearance is to allow committee members to review reports that contain sensitive information that can only be reviewed by someone with CJIS clearance.

Action Item: The Audit Committee requested that the necessary paperwork be completed so that members could obtain CJIS clearance.

Action Item: Vice-Mayor Shulman had to leave the meeting for a portion of the interview process. Mr. Shulman requested he obtain a copy of the video so that he could see the interviews in their entirety.

The public meeting adjourned after approximately 3 hours and 15 minutes.

The minutes for the February 27, 2020, Metropolitan Nashville Audit Committee meeting are respectfully submitted.



Bill Walker, Interim Metropolitan Nashville Auditor
Secretary, Metropolitan Nashville Audit Committee

Approved by the Metropolitan Audit Committee on April 22, 2020