

Metro Arts Commission
Minutes of the Commission Meeting
April 19, 2018
Historic Metro Courthouse Mayor's Media Room
1 Public Square, Nashville, TN

Attending Commissioners: Jane Alvis, Niki Coffman, Toby Compton, Jackie Daniel, Manual Delgado, Bonnie Dow, Mohamed-Shukri Hassan, Clay Haynes, Danielle McDaniel, Marielena Ramos, Jim Schmidt, Hope Stringer and Marcus Whitney

Absent Commissioners: Dr. Ruth Ross Edmonds, Larry Keeton

Staff: Jen Cole; Laurel Fisher; Lauren Fitzgerald; Tre Hardin; Rebecca Peterson; Olusola Tribble; and Caroline Vincent

Guests: Teri Alea, TN Craft; Blake Stockton, Lipscomb University; Russ Posten, Metro Human Resources; Wanda Hadley, Metro Human Resources; Jane Madden, Metro Human Resources; Brian Ward, Metro Human Resources; Shannon Hall, Metro Human Resources; Tasneem Tewegbola; Teree McCormick, TN Jazz & Blues Soc.

A CALL TO ORDER

Metro Arts Commission Chair Clay Haynes called the April meeting to order at 12:05 p.m.

B. MINUTES OF PREVIOUS MEETING

APPROVAL OF MINUTES: Defer until May

C. GRANTS & COMMUNITY PROGRAMS

Grants Committee Recommendation Regarding Guidelines Exceptions – ACTION

Laurel gave a briefing on Grants and Community Programs. She explained this year, Metro Arts began using a new online grants management system called Web Grants, which has improved our application process compared to our previous product. The new system and all six FY19 application forms were made available on Feb. 1, 2018. She further explained that both Basic Operating Reverification Forms and Core Operating Support Applications were due by 4:30 p.m. Thursday, March 22, 2018.

At their April 9 meeting the Grants and Awards Committee reviewed petitions from two organizations requesting their applications be accepted after the posted deadline. After much discussion, the committee unanimously recommended neither application be accepted for review in FY19. Laurel added that Metro Arts is committed to insuring the integrity of our granting processes. A part of that commitment is adhering to a transparent, automated process with firm deadlines, and to ensure that we accept applications in a fair way that gives all organizations and artists equal, fair access to grant money. Danielle added the committee felt that making exceptions for some groups and not others does not honor the integrity of the process and it would be inappropriate to make an exception to the guidelines in this case and not show the same exception in future grant cycles. A motion to accept the Grants and Awards

Committee recommendation was offered by Niki Coffman and seconded by Manuel Delgado and the motion passed.

D. PUBLIC ART

Nolensville Transportation Projects – Finalists – Action

Tré presented the selection panel recommendations for finalists to lead transit interventions and safety improvements on Nolensville Corridor. The Selection Panel recommends the following artists for the project:

- Prado Studio (Jairo & Susan Prado)
- Tess Erlenborn
- Tony Sobota
- Daniel Arite & Thandiwe Shiprah
- LeXander Bryant

A motion to accept the recommendation of the Nolensville Transportation Projects was offered by Hope Stringer and seconded by Jim Schmidt and the motion passed.

E. OPERATIONS

Staffing Updates, Building Security Updates

Jen Cole gave an update on staffing and security at Metro Arts offices. Currently, we have two staff members out on short term disability and FMLA leave (Skylar/Ian). Van will be taking FMLA in late April. We are very short staffed. One of the recent incidents involved physical, domestic violence. The assailant has been arrested, but is out on bond. Because the incident was traumatic for all staff, counseling and support have been provided through HR and Employee Assistance Program (EAP). We are working with the Office of Family Safety and HR to recommend Metro-Wide policy on domestic violence to better address gaps that were uncovered as we experienced the incident. As a result of this incident, we are also updating the physical safety of the building with MNP, Sheriff's Office and General Services. Jen will provide a memo to the Commission outlining the upcoming changes in more detail.

Clay led discussion about staff support during this difficult time. Jackie Daniels asked if there was a need for volunteer help. Clay announced that staff support week would be May 14-May18.

The Mayor will give the State of Metro on May 4th at the Downtown Library. May 22nd at 4:45 pm. The Arts Commission will have its budget hearing at the Metro Courthouse in Council Chambers. If board members would like to attend, they should arrive at least 15 minutes early.

Shannon Hall, Metro Director of HR, discussed the Search Plan for the Executive Director's position. She recounted the current Metro Executive level position openings, such as Arts, Planning and Metro Codes. Shannon briefed the Board on the HR process and introduced the staff that will be helping out with this process, namely, Wanda Hadley, Talent and Training Manager, who has twenty (20) years of experience in the private sector; and her team Brian Ward and Jane Madden.

Shannon added they have a nice size recruitment staff. Sourcing agencies such as US Jobs, etc. will be utilized. They will utilize what we have and proactively make it work for what we need. Also, they will be working with job boards that are arts specific provided by Metro Arts staff.

Posting will be open for a month. Applicant's resume and applications will be given a ranking and numeric scoring. The HR staff conducts a two-part review before the applicants are brought in to the board. A Subject Matter Expert Committee will review and narrow down to six to seven candidates. Those will have a required background check. Those candidates will then interview with an Interview Panel. The panel will narrow to two to three finalists who will then be presented for a final round including staff meet/greet, mayor meeting and board interview panel. They are targeting end of August to introduce the final three (3) candidates. Shannon added that we are excited about this process and saddened to lose Jen. The Chair added that it is an aggressive process but do-able. A motion to accept and approve the process was offered by Jane Alvis and seconded by Jim Schmidt and the motion passed.

Chairman Haynes announced that the joint Board Development and Executive Committee had reviewed and nominated Caroline Vincent to serve as Interim at their meeting on April 12. Caroline thanked everyone for trusting her and noted there is an awesome team in place. "I have no doubt that we will carry the torch." The motion was raised by Niki Coffman to accept Caroline as the Interim Director and then seconded by Marcus Whitney.

Shannon Hall asked that the Commission, at a future time, will need to recommend members who might serve on interview panel and SME committees. A motion was made to nominate Jane Alvis and Jim Schmidt for these roles by Niki Coffman and seconded by Manuel Delgado and the motion passed.

Meeting was adjourned.