

**Community Oversight Board Meeting**  
**Human Resources Special Meeting Minutes**  
**Wednesday, December 04, 2019 – 4:30 PM to 5:00 PM**  
Howard Office Building – Sonny West Room  
700 2<sup>nd</sup> Ave S, Nashville, TN 37210

**1. Call to Order**

- **Ashlee Davis (Chair)**, called the meeting to order at 4:30 p.m. and announced the presence of a quorum for conducting business.
- **Board Members in Attendance:** *Ashlee Davis (Chair), Jamel Campbell-Gooch, Phyllis Hildreth, Walter Holloway, Adele Lewis, Andres Martinez (Vice-Chair), Brenda Ross, Matthew Sweeney, and Emmett Turner.*
- **Board Members Absent:** *Danita Marsh*
- **Others in Attendance:** *Jill Fitchard (Community Oversight Board Interim Executive Director), Shannon Hall (Metro Human Resources Director), Wyntress Patterson (Metro Human Resources), Russ Posten (Metro Human Resources), Community Oversight Staff and Members of the Public.*

**2. Introduction of the Meeting**

- Chair Davis stated the purpose of the special meeting was to discuss with Metro Human Resources the options available in selecting a new Executive Director.

**3. Events of the Meeting**

- Shannon Hall introduced herself along with Russ Posten and Wyntress Patterson. Mrs. Hall stated that the HR team was dedicated to the process of filling the vacancy, and she offered three options for consideration.
  - The Interim Director can be appointed as the new Executive Director, and the current Assistant Director list can be used to fill the Assistant position.
  - Reengage the applicants that were finalists for the Executive Director position.
  - The entire hiring process can be started over.
- Mrs. Hall explained to Chair Davis and the Board that having a law degree was a preferred and not a required qualification of the Executive Director position.
- The timeline for filling the Assistant Director vacancy begins as soon as a decision is made by the Board to start the process.

- Jamal Campbell-Gooch asked about the timetable to restart the entire search over. Mrs. Hall stated the process will take between two to three months.
- Dr. Adele Lewis asked if the Board was obligated to review the applicants that applied for the Executive Director position and Mrs. Hall stated the Board was not obligated.
- Walter Holloway moved that the Interim Director (Jill Fitchard) be named the new Executive Director. Emmett Turner provided a second on the motion. Brenda Ross inquired if Mrs. Fitchard wanted the position, and Mrs. Fitchard stated that she is prepared for the role. All Board members were in favor, and the motion was approved.
- Executive Director Jill Fitchard provided her professional background and expertise at the request of Dr. Phyllis Hildreth. She additionally explained how she would handle the challenges between the COB and police department and expressed her commitment to the community.
- Matt Sweeney spoke about the importance of selecting the new Executive Director and is in full support of Interim Director Jill Fitchard, as the new Executive Director of the Metro Nashville Community Oversight.
- Chair Davis thanked the HR staff and expressed her satisfaction in working with Director Jill Fitchard and is looking forward to the Metro Nashville Community Oversight open house.
- Jamel Campbell-Gooch asked Director Jill Fitchard her opinion regarding her feelings about returning to prior candidates for the Assistant Director search. Executive Director Jill Fitchard explained that she was not privy to the Assistant Director candidate search information from the first round.
- The HR staff explained in detail, information regarding the prior Assistant Executive Director selection process. Information was provided about the established six-month candidate list that contains nine qualified candidates. The Assistant Executive Director announcement position can be re-posted to find an acceptable candidate. Director Jill Fitchard can sit on the interview panel along with a selected Board member.
- There was continued discussion from the Board members with how the selection process should occur. Chair Davis concluded that she is trusting the new Executive Director with selecting the next incoming Assistant Executive Director.

#### **4. New Business/Announcements**

- The next Executive Committee meeting will be held on December 9<sup>th</sup>, 2019, at 5:15 pm, the information will be provided and can be found on the website. Discussion in this meeting will include the Negotiation Taskforce. December 18, 2019 will be the last Board meeting for the calendar year.
- Dr. Phyllis Hildreth will not be present at the Executive Committee meeting. However, she is meeting regularly with Executive Director Jill Fitchard to provide updates. Dr. Phyllis Hildreth will be present for the December 18<sup>th</sup> Board Meeting.

#### **5. Adjourn**

- Vice-Chair Andres Martinez moved to adjourn with Brenda Ross providing a second. The meeting was adjourned at 5:15 pm.

***Approved by the Board at the COB meeting 1/22/20***

*/s/ Matt Sweeney*  
**Secretary**

**1/24/20**