

Minutes: Board of Fair Commissioners Personnel Sub-Committee Meeting

Date: October 1, 2024 9:00 a.m.

On the above referenced date, the October Personnel Sub-Committee meeting for the Board of Fair Commissioners was held at the Fairgrounds in Expo 2. Those in attendance representing the Fair Board were Vice-Chair Todd Hartley and Commissioner Anthony Owens. Also, in attendance from the Fairgrounds was Executive Director Laura Womack.

Vice-Chair Hartley called the meeting to order and read the legal notice. There was no public comment time on the agenda, but Vice-Chair Hartley allowed comments. There were 3 public comments and one written comment entered into the records. Vice-Chair Hartley then moved to the Performance Evaluations for The Fairgrounds Nashville Director and Staff item on the agenda.

Vice-Chair Hartley suggested that they add a time limit to complete the performance review for the director by the month of April. He added that if the performance review was not completed by the chair by April, then it would defer to the vice-chair to complete in April. Therefore, the board could review the performance review at the May meetings. He stated that since a performance evaluation for this year was not completed it was decided that they would use her goals and job description that she submitted for this year to measure up against next April. Commissioner Owens added that he felt the board should set some goals as well. Vice-Chair Hartley agreed and suggested that they should be formulating some goals to add for next year in the meantime (and interim goals could also be added). Vice-Chair Hartley then moved to the staff evaluations.

Director Womack explained about their staff evaluations and rating process. Both commissioners stated that they were comfortable with Director Womack's process of handling the reviews, especially since it aligned with Metro's processes and rules. Vice-Chair Hartley reported that they would recommend to the board to keep the staff process as is. He then moved to the Discussion of personnel processes item on the agenda and the Employee Handbook.

Director Womack stated that the handbook had not been updated since 2018. Both commissioners stated that they were fine with the recommended changes and would make that recommendation to the board at the next meeting.

Vice-Chair Hartley then summarized their recommendations and stated again that these would be proposed at the next regular Fair Board Meeting to discuss and consider. Director Womack asked when the board would like the goals from the commissioners so that they could have a comprehensive list to discuss, and it was decided that the initial draft would be due at the March meetings.

The last item was the personnel committee's processes, and it was decided they would meet as needed and not on a regular basis. Vice-Chair Hartley finished by stating that the minutes from this meeting would be approved at the next sub-committee meeting. The meeting was dismissed.

Respectfully Submitted,

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Vice-Chair, Todd Hartley

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Executive Director, Laura Womack