Minutes of the MNAA Diversity and Workforce Committee

BNA Nashville International Airport

Date:	June 10, 2020	Place:	Nashville International Airport Board Room Nashville, Tennessee
Time:	9:30 a.m.		
Committee Members Present:			Christy Smith, Chair; John Doerge; A. Dexter Samuels; and Trey Harwell
Committee Members Absent:			None
Others Present:			Jimmy Granbery; Amanda Farnsworth; Doug Kreulen; Cindy Barnett; and Angela Edwards

I. Call to Order

Chair Smith called the meeting of the Diversity and Workforce Development (DWD) Committee to order on June 10, 2020, at 9:27 a.m., pursuant to Public Notice dated June 5, 2020.

II. Roll Call and Open Meetings Act Announcement

Ms. Angela Edwards, Staff Secretary, read the Open Meetings Act Announcement as follows:

The Meeting of the MNAA Diversity & Workforce Development Committee will be held in accordance with Executive Order No. 16, signed by Governor Bill Lee on March 20, 2020, as amended by Executive Order No. 34, signed by Governor Bill Lee on May 6, 2020, allowing a governing body to hold meetings by electronic or other means of communication without a quorum being physically present if the governing body determines that meeting by electronic means is necessary to prevent the spread of COVID-19 or other related epidemics to protect the health, safety and welfare of the public and members of the governing body. All votes taken during this meeting will be by roll call vote.

Ms. Edwards called roll of the members of the MNAA Diversity & Workforce Development Committee. All members were present.

III. Approval of Minutes

Chair Smith called for approval of the Minutes of the February 12, 2020, Diversity and Workforce Development Committee Meeting. A motion was made by Commissioner Harwell and seconded by Commissioner Samuels. The motion carried by vote of 4 to 0.

IV. Chair's Report

Chair Smith had no Chair's Report.

V. Items for Approval

None

VI. Information Items

A. Workforce Development Update

Ms. Karisse Spray, AVP, Human Resources, briefed the Committee on this item. Ms. Spray gave an update on talent acquisition. MNAA has 339 active employees. 73 employees have been hired in Fiscal Year 2020. Positions currently advertised are Director, Terminal and Landside Facilities, and Manager, Accounting.

President Kreulen stated that 8 open positions had been identified as critical after the hiring freeze and 6 of those positions have been filled. The 2 mentioned are the last two critical positions that need to be filled. 46 positions were eliminated due to COVID-19. If enplanements continue to increase, staff may need to come back to the Board for approval to hire some of the positions that had been eliminated.

Ms. Spray then reported on Workforce Diversity. MNAA had slightly more male employees as statistically compared to the Davidson County Labor Force and Nashville MSA Labor Force and slightly less females which is typical for the types of jobs that are available at MNAA. However, fiscal year 2019 and fiscal year 2020 ("new hires") shows an improvement in those categories. Currently, MNAA has a statistically larger Black or African American population employed compared to the Nashville MSA Labor Force and the new hires in this category are outperforming the Nashville MSA. There is still work to be done to outperform the Davidson County Labor Force.

Ms. Spray presented information regarding the COVID-19 workforce impacts. All career fairs and activities were cancelled due to COVID-19 therefore there have not been a lot of opportunities for talent outreach activities. No MNAA employees have tested positive for COVID-19. Human Resources

has received more than 25 requests for leaves of absence under the Families First Coronavirus Response Act related to illness, child-care, quarantine, etc.

MNAA has implemented a Back to Business Plan. It will be pushed out to all employees, tenants and business partners over the next two weeks. Transition of employees working from home will begin Monday, June 15, 2020. Human Resources is reviewing and updating workforce related policies and procedures. After questions and discussions, Ms. Spray concluded her presentation.

This item was presented for informational purposes only with no action required.

B. Business Diversity Development Update

Mr. Jack Thomas, AVP, Business Diversity Development, briefed the Committee on this item. Mr. Thomas presented a chart of SMWBE spend from fiscal year 2015 through fiscal year to date in 2020. Total SMWBE spend for those five years was $183.6M as of March 31, 2020. The percentage of expenditures for SMWBE for FY20 YTD was 22%.

Mr. Thomas reported on BDD outreach activities in May 2020. Staff took part in a Program Standards Training and a B2G Now Virtual Training Conference. Several outreach events for 2020 had to be postponed or cancelled due to COVID-19 such as Business Taking Off, Airport Rental Car Supplier Diversity Outreach Event, and the AMAC 36th Annual Conference. In August 2020, BDD staff will participate in the FAA National Civil Rights Training for Airports. The training is usually held in Washington, DC but will be held electronically this year. Chair Samuels welcomed Mr. Thomas to MNAA.

This item was presented for informational purposes only with no action required.

C. 2021 Business Taking Off Schedule

Mr. Thomas briefed the Committee on this item. MNAA's Business Taking Off was scheduled for March 27, 2020 but was cancelled due to COVID-19. Mr. Thomas reported that the BDD staff attended the virtual Business Taking Off event at BWI airport and is not giving up hope that MNAA can do the same this year.

This item was presented for informational purposes only with no action required.

D. Disparity Study Update

Ms. Gale LaRoche, VP, Chief Administrative Officer, briefed the Committee on this item.

Ms. LaRoche stated she was excited to announce the final document for the Disparity Study had been submitted. Ms. LaRoche gave a brief background of the Study.

Next steps will be for Griffin & Strong (G&S) to submit updated goals based on the Disparity Study. Staff will finalize the Communications Plan and hopes to submit the final study to the Board in the July/August 2020 timeframe.

Ms. LaRoche reported the Study contained an Executive Summary and she asked that G&S make it a separate stand-alone document. G&S were happy to do so. G&S found that there is a disparity between the marketplace and the utilization of that marketplace. The statistical analysis indicated that the disparity was likely caused by race, ethnicity, or gender status.

The Disparity Study made 5 recommendations and those recommendations have been assigned a departmental point of contact. MNAA will continue to implement programs to increase MWBE utilization. Risk Management is working with BDD to review bonding and insurance requirements. Site visits have not been easy to conduct with COVID-19 but Mr. Thomas and his team have come up with an innovative way to participate electronically. MNAA will continue to communicate anticipated projects to the community and will participate in outreach events as soon as possible.

MNAA has had a long history and commitment to pursuing equity and inclusion in procurement, but still has not achieved substantial parity in awarding contracts to minority and women-owned firms. MNAA staff needs to centralize data and tracking, create metrics to track outreach activities and develop a diversity and inclusion policy. Ms. LaRoche reported that G&S will be present to explain its findings and statistics. After questions and discussions, Ms. LaRoche concluded her presentation.

This item was presented for informational purposes only with no action required.

VIII. Adjourn

There being no further business, Chair Smith declared the meeting adjourned at 10:10 a.m.

William H. Freeman, Board Secretary