

**Minutes of the MNAA  
Diversity and Workforce Development Committee**



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Date: March 10, 2021                      Place: Nashville International Airport Board Room  
Nashville, Tennessee

Time: 10:15 a.m.

Committee Members Present: Christy Smith, Chair; Joycelyn Stevenson, Vice Chair;  
John Doerge; and Aubrey B. Harwell III

Committee Members Absent: None

Others Present: Jimmy Granbery; Amanda Farnsworth; Doug Kreulen;  
Cindy Barnett; and Angela Edwards

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I. Call to Order

Vice Chair Stevenson called the meeting of the Diversity and Workforce Development (DWD) Committee to order on March 10, 2021, at 10:15 a.m., pursuant to Public Notice dated March 5, 2021.

II. Roll Call and Open Meetings Act Announcement

Ms. Angela Edwards, Staff Secretary, called roll of the DWD Committee and asked for a vote on the approval of holding the meeting electronically and a waiver of reading of the Open Meetings Act Announcement. All members were present except for Chair Smith and the approval of holding the meeting electronically and waiver of reading the Open Meetings Act Announcement passed by vote of 3 to 0. The reading of the Open Meetings Act Announcement was waived, but is included in the Minutes as follows:

The Meeting of the DWD Committee will be held in accordance with Executive Order No. 16, signed by Governor Bill Lee on March 20, 2020, which allowed governing bodies to meet electronically regarding essential business in light of Coronavirus Disease (COVID-19), and that order was extended by Executive Order Nos. 34, 51, 60, 65, 71, and 78. All votes taken during this meeting will be by roll call vote.

III. Approval of Minutes

Vice Chair Stevenson called for approval of the Minutes of the June 10, 2020, DWD Committee Meeting. A motion was made by Commissioner Harwell and seconded by Vice Chair Stevenson. The motion carried by vote of 3 to 0.

IV. Chair's Report

Vice Chair Stevenson had no Vice Chair's Report.

V. Items for Approval

Approval of Personnel Management Plan (PMP), MNAA Resolution No. 2021-02

Ms. Gale LaRoche, VP, Chief Administrative Officer, introduced Mr. Keith Frazier, Shareholder at Ogletree Deakins. Mr. Frazier serves as outside counsel for Human Resources matters at MNAA and provided guidance and review for the PMP and the Human Resources Policy Manual.

Staff requested that the BDD Committee recommend to the Board of Commissioners that it approve the changes made to update the MNAA PMP, approve MNAA Resolution No. 2021-02, and authorize the Board Chair and President and CEO to execute Resolution No. 2021-02 and the MNAA PMP.

Staff provided the Board members a staff analysis of the PMP update and a copy of Resolution No. 2021-02 and the PMP prior to the meeting.

Ms. LaRoche discussed the updates to the PMP since it was last amended on August 17, 2016. After questions and discussions, Vice Chair Stevenson called for a motion to approve the changes to the PMP with a change in the wording of sexual "preference" to sexual "orientation" per outside counsel. Commissioner Doerge made a motion, seconded by Commissioner Harwell. Ms. Edwards took a roll call vote and the motion passed by vote of 3 to 0.

VI. Information Items

A. Affirmative Action Plan Update

Ms. LaRoche introduced Mr. Jay Patton, Shareholder at Ogletree Deakins, where he serves as a member of the Affirmative Action/OFCCP Compliance Practice Group. Mr. Patton presented results on MNAA's Affirmative Action Program which covers Minority and Females, Protected Veterans, and Individuals with Disabilities (IWD).

Under the availability analysis of the minority and females, there were no placement goals for 2021 as there were no areas of underutilization. Under the compensation analysis (by EEO classification), there was a statistically significant disparity in compensation for females and black or African Americans. Further analysis of compensation by job title found no statistically significant disparities in compensation for males and females or between various ethnic groups.

Under the employment activity analysis, there were no findings of statistically significant disparities in promotions for males and females, or between various ethnic groups. There was a statistically significant

finding of a disparity in hiring males for the professional job group which could have been caused by the hiring freeze brought on by the COVID-19 pandemic.

There were no findings of statistically significant disparities in terminations for males and females or between various ethnic groups in the involuntary category. There was a statistically significant finding of a disparity in voluntary terminations for females and black or African Americans. This finding was due to individual retirements and individuals choosing to take other jobs.

MNAA established a 2020 goal of 5.7% for Protected Veterans. MNAA exceeded that goal with 6.8%.

The goal for Individuals with Disabilities is 7% in each job group. MNAA did not meet that goal at 1.34%, however there was a positive trend from 2017 to 2020. Mr. Patton stated that was an extremely hard goal to meet and almost no organizations meet that goal across the board.

Mr. Patton went on to present recommendations. There were no placement goals due to there being no underutilization. Mr. Patton recommended that MNAA work to increase outreach to males for the Professional job group and to review the hiring process as to Professional selections. Mr. Patton suggested that MNAA continue to monitor voluntary terminations for trends and continue to conduct outreach activities for IWDs.

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

Chair Smith joined the meeting at 10:24 a.m.

**B. Human Resources (HR) Policy Manual Update**

Ms. LaRoche stated the HR Policy Manual was last updated on October 26, 2011. The document is being updated to ensure consistency with current policies, reflect current employment laws and regulations, and to maintain uniformity with the updated PMP. The updated manual had been reviewed by outside legal counsel, Mr. Keith Frazier, mentioned above. The target date to publish the updated manual is April 30, 2021. Ms. LaRoche will review the policy annually.

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

**C. Business Diversity and Workforce Development Update**

Ms. LaRoche gave an update on MNAA's workforce diversity for FY19/20/21 new hires and compared those numbers to 2019 ACS Davidson County Labor Workforce and the 2019 ACS Nashville MSA Labor Force benchmarks. MNAA was above the statistics in the male category. MNAA was below the benchmarks in the female category. The black or African American and other categories were in-line with the benchmarks.

Ms. LaRoche introduced Ms. Shannetta Griffin, a professional engineer, serving as a consultant to MNAA's BDD team. Ms. Griffin has 35 years leadership and business diversity experience in concessions, car rentals, airlines, cargo, and land development.

The key activities going on in the BDD department are the finalization of the Disparity Study, the federal DBE and local SMWBE program goals, and the FY21 YTD outreach activities.

The SMWBE spend for FY11-FY15 was approximately 46.8M. The SMWBE spend for FY16-FY21 YTD was approximately \$231.6M. The FY21 data was through January 31, 2021.

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 gave a brief history of the Disparity Study and a timeline of events.

Next steps will be the finalization of the DBE, ACDBE, and aspirational goals and finalization of the Communications Plan by April 2021. In May 2021, the goal is to submit the final study and goals to the DWD Committee. In June 2021, MNAA plans community outreach and engagement activities and will submit the DBE and ACDBE goals to the Federal Aviation Administration (FAA).

The next study should be conducted in 2024 for the time period of July 2019 through June 2024.

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 10:51 a.m.

  
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William H. Freeman, Board Secretary