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**ETHICS COMMISSION
OPEN GOVERNMENT COMMITTEE
MEETING MINUTES**

February 7, 2019
Conference Room C
City Hall – 3rd Floor

The meeting was called to order by LaTonya Lipscomb Smith, Chair of the Open Government Committee, at 4:00 p.m. A quorum was present.

Committee Attendees: LaTonya Lipscomb Smith, J.J. Dixon, and Darcy Galnor. Other attendees: Joseph Rogan, Chair, Ethics Commission; Carla Miller, Director, Office of Ethics, Compliance and Oversight (“OECO”); Kirby Oberdorfer, Deputy Director OECO; Andrea Myers, Training Coordinator, OECO; Lourdes Barboza, Executive Assistant, OECO; and Cherry Shaw Pollock, Assistant General Counsel, Office of General Counsel (“OGC”).

Public in Attendance:

There were no members of the public in attendance.

New Business:

Ms. Smith opened the meeting by asking Carla Miller to provide a summary of the purpose and past projects of the Open Government Committee.

Ms. Miller summarized the purpose and history of the Committee. Some past accomplishments of the Committee include the development of a lobbyist software program designed by UNF students, sole-source procurement contract reporting, monitoring of the transparency of the City government and implementation of the Sunshine Law, and the roll out of the “It’s Your Government” citizen outreach online course with collaboration from various community groups. Past duties include observation Ethics training programs, implementation of training evaluation systems, and monitoring of State of Florida Ethics Legislation.

Ms. Miller recommended the Committee choose one or two projects that they feel passionate about and work on them throughout the year with the assistance of the OECO staff.

Mr. Rogan added that the Open Government Committee can also propose changes to legislation, a duty shared with the Legislative Committee.

Ms. Myers, Training Coordinator of the Ethics Office, provided the group with samples of the Ethics poster, Boards and Commissions Ethics Training booklet, and a sample of some of the pages in the

**Office of Ethics, Compliance & Oversight
117 W. Duval Street, Room 450
Jacksonville, FL 32202
Phone: (904) 255-5507 HOTLINE: 630-1015**

Employee Manual that the OECO is currently designing. She provided information regarding an Employee Ethics online training that will be ready to roll out in the next few months. Ms. Myers also distributed and summarized the Training calendar for the OECO. Ms. Myers will be available for future Committee meetings to provide periodic training updates.

Ms. Smith opened the floor for discussion about potential projects and objectives for 2019. Ms. Smith stated her interest in updating and further developing the “It’s Your Government” online course. There was discussion about the ways in which community organizations could assist in developing the course and marketing of the course.

After this discussion, Ms. Galnor made a motion to incorporate the 2017 education course into the 2019 plan. Ms. Dixon seconded the motion. The motion was passed unanimously with a vote of 3-0.

The OECO staff will review the existing course and divide it into sections for the Committee to update and improve. The link to the course will be sent to Committee members along with links to various similar presentations and handouts available from the City Council website.

The members of the Open Government Committee agreed that the Committee would tackle this project before engaging in additional projects.

Mr. Rogan spoke about the GlobalJax organization and encouraged Committee members to attend their meetings when possible. Ms. Miller provided background information on GlobalJax. She invited the members to attend the Global Jax meeting on February 20, 2019 at 12:30 p.m. at City Hall.

Discussion of Future Meeting Dates:

The next meeting of the Open Government Committee was scheduled for March 7, 2019 at 4:00 p.m.

There being no further business to discuss, the meeting was adjourned at 4:47 p.m.

Lourdes Barboza

Lourdes Barboza, Executive Assistant, OECO

March 27, 2019

Date of Approval

This is a summary of the meeting and not a verbatim transcription. A recording of these proceedings is available at <http://www.coj.net/departments/ethics-office/notices.-agendas-minutes>