



OFFICE OF INSPECTOR GENERAL CITY OF JACKSONVILLE

Inspector General Selection and Retention Committee (IGSRC) Meeting Minutes, October 17, 2023, 3:30 PM

Note: Below is a summary of the meeting as required by Florida's Sunshine Law; See AGO-82-47. For more detailed information, please refer to the audio file on the Office of Inspector General's website, <http://www.coj.net/departments/inspector-general/inspector-general-committee>

Location: City Hall, St. James Building, 117 West Duval Street, Lynwood Roberts Room

Call to Order: Chair Ellen Schmitt called the meeting to order at 3:30 PM.

Pledge of Allegiance: Chair Schmitt opened with the Pledge of Allegiance.

Roll Call - Committee Members Present:

- Honorable Charlie Cofer, Public Defender, designee for Honorable Charlie Cofer, Public Defender for the Fourth Judicial Circuit
- L.E. Hutton, Assistant State Attorney, designee for the Honorable Melissa Nelson, State Attorney for the Fourth Judicial Circuit
- Karen Bowling, Chief Administrative Officer, designee for Honorable Donna Deegan, Mayor
- Ellen Schmitt, Chair, Ethics Commission, and Chair of the IGSRC
- Honorable Ron Salem, City Council President
- Cecilia Birk, Court Counsel, designee for Chief Judge Lance Day, Fourth Judicial Circuit
- Lieutenant Colonel Keshan Chambliss, Chair, TRUE Commission

Office of Inspector General (OIG) Staff Present:

- Matthew J. Lascell, Inspector General
- Khalilah Watts, Executive Assistant
- Christina Gatto, Senior Program Coordinator/Accreditation Manager
- Rick Samples, Director of Investigations
- Brandon King, Investigator
- Derronne Nins, Investigator
- Robert Linsner, Investigator
- Katie Turner, Investigator
- Harry Cigliano, Contract Oversight Specialist
- David Johnston, Director of Audit
- Maria Pompelia, Auditor
- Bryce Ayers, Investigative Support Analyst

I. Old Business

A. Approval of May 31, 2023, Meeting Minutes

Chair Schmitt asked the Inspector General Selection and Retention Committee (Committee) if there were any questions or corrections to the May 31, 2023, meeting minutes.

Chair Schmitt commented on page 4 of the minutes, had to do with the discussion of IG Lascell's evaluation. Chair Schmitt stated due diligence was done regarding the Committee scoring the evaluations, submitting them to OIG staff for tallying, and OIG staff submitted the total scores back to her before she reviewed and signed the final evaluation. She added the previous minutes would not need to be changed.

PD Cofer moved to approve the May 31, 2023, meeting minutes as circulated. Lt. Col. Chambliss seconded the motion. **Motion passed unanimously.**

II. New Business

A. Discuss the New IGSRC Committee Member Orientation

Chair Schmitt reviewed the welcome packet submitted by OIG staff which will be considered as new Committee member orientation. The contents of the packet are as followed:

- Agenda
- Previous meeting minutes
- Inspector General Ordinance
- Copy of IG Lascell's evaluation
- Annual Report
- List of OIG staff contact information
- OIG Org Chart
- Roster of IGSRC Committee members

B. Accreditation status update

IG Lascell provided an update regarding the OIG accreditation status. IG Lascell explained he and the OIG Accreditation Manager attended the CFA Accreditation Conference the prior week. He stated they attended accreditation courses and commission meetings, and under the unique situation of having the first two CFA assessment years not being very good under the prior regime, the CFA assessment report conveyed there was a clear dichotomy of the work the office has done the third year, under IG Lascell therefore, the OIG was reaccredited on October 5, 2023. IG Lascell relayed he is very proud of his team; they were all in attendance for this meeting. Chair Schmitt congratulated the OIG for their achievement.

C. Inspector General Performance Evaluation and raise follow-up discussion

Chair Schmitt reflected on the prior meeting when the Committee discussed IG Lascell's performance evaluation and paused on his merit increase because they wanted to see the outcome of accreditation. Chair Schmitt pointed out from the meeting minutes where former Chief Administrative Officer Brian Hughes motioned, "With a strong and favorable result to the mathematical calculations and accreditation results, the current Committee encourages the new members to strongly consider and favorably vote on compensation since that was not discussed at this meeting."

Current CAO Karen Bowling inquired if a range was discussed at the last meeting; it was agreed it was not discussed. CAO Bowling stated she is in favor of a merit increase for IG Lascell due to the annual report review and accreditation status. She added they should take a vote and the range should be discussed. Mr. Cofer asked if the Mayor's office, OGC, or personnel services gives recommendations based on merit increases. Chair Schmitt asked SPC/AM Gatto and she responded Diane Moser, Director of Employee Services, usually participates in this discussion. Kelli O'Leary, Deputy Chief Administrative Officer, was in the audience and offered to contact Ms. Moser. Chair Schmitt requested to pause this discussion until Ms. Moser was located.

CAO Bowling motioned to approve a merit increase in lieu of Ms. Moser providing further information. There was continued discussion amongst the Committee and IG Lascell regarding his current salary and the Inspector General position salary range. Dr. Salem agreed to hold this conversation until a representative of Employee Services arrived.

(The below was discussed after Agenda item D. OIG Annual Update)

Ms. O'Leary stated she spoke with Leah Hayes, Chief of Talent Management, who researched the requested information, and explained the prior IG's salary increases based off performance evaluations, accreditation status obtained, and special/merit increases.

Discussion continued amongst the Committee, Ms. O'Leary, and IG Lascell, regarding IG Lascell's salary increase. CAO Bowling confirmed there is room in the budget for his increase.

Dr. Salem motioned for a 5% increase due to the accreditation and the way the office is being run presently based off what it was in the past. CAO Bowling seconded the motion. Chair Schmitt requested discussion and there was none further. Chair Schmitt asked for public comment and there was none. **Motion passed unanimously.**

D. OIG Annual Update

IG Lascell explained the annual report last year was aspirational in terms of where the office was and where it would be going as he set high expectations for himself and the office. IG Lascell stated this current annual report reflects how the office achieved a lot of those goals, such as state and federal prosecutions for several investigations regarding Mortgage, Rent, and Utilities (MRU) and Emergency Rental Assistance Program (ERAP).

IG Lascell stated the office has hired new employees with robust analytical skills which will assist with the OIG exploring opportunities in the City which have never been explored before. IG Lascell reflected on OIG staff count which was at 50% last year, it is now at 100%, and everyone participates and adds to the office success. He commended the OIG Accreditation Manager for her efforts and for what she was able to accomplish in one year and thanked the office for their assistance as well with the successful mock assessment and formal assessment. Both assessment teams conveyed there was a clear dichotomy between year 1 and 2, as opposed to year 3 which was nearly flawless.

IG Lascell added the office now takes a proactive approach in investigations as opposed to how it was more reactive under the prior regimes. Outreach has drastically increased, the office has been able to reach more agencies and organizations, and this has impacted the quality of OIG investigations.

IG Lascell added he was successful by identifying what his expectations are and giving his team the freedom and the tools to execute.

Chair Schmitt asked if there were any questions. CAO Bowling inquired if IG Lascell can explain the new policies which are about to be rolled out. IG Lascell explained approximately a year ago, he and the Director of Investigations wanted to get the word out to City employees of what the OIG is. They realized there was nothing reflecting this in policy, especially regarding what should be reported and how. They put together a Directive for the City to execute which encompasses what the OIG is and how to report fraud, waste, and abuse. The Directive is an attestation for new employees.

Chair Schmitt asked if there were further questions. CAO Bowling asked IG Lascell if he has big plans for next year. IG Lascell explained the new administration and City Council had approved the authorization for new analytic software called IDEA which can take large amounts of data and do basic searches with it. IG Lascell provided an example of how the software can be extremely useful: the office can take death rolls of Duval County and compare them with people that have applied for public housing, grants, etc., which

will assist in finding individuals that have been receiving City funds fraudulently by using a deceased person's social security number. IG Lascell stated IDEA would have been extremely useful during the MRU and ERAP investigations.

III. Any Other Business

Chair Schmitt announced this would be her last meeting as a new Chair of the Ethics Commission would be taking her seat.

PD Cofer thanked IG Lascell for stabilizing the office and the results that have been produced.

IV. Comments from the Public

There was a public comment from a concerned citizen regarding the public library, her personal information being hacked, and what could be done to end hacking in the City.

V. Adjournment

Chair Schmitt adjourned the meeting at 4:16 PM.