

COMPLIANCE SUBCOMMITTEE MEETING

June 23, 2008

Public Library, Kori Road, Jacksonville, FL

The meeting convened at 3:00 pm at the library on Kori Road in Mandarin.

It was agreed that Bill Wilkens would record the minutes and Mary Swart would give our report at the meeting on June 23, 2008.

Mary briefed on how the compliance checklist was developed. As a result of the work between Mary and the Ethics Office, a checklist for the Commission was developed. The checklist is comprised of nine items which are categorized by "Annual Compliance Items" and Additional Compliance Items as Needed or Necessary."

Recognizing that the checklist was a very workable tool, and that some minor revision was going to be necessary, we agreed that Mary would rework the checklist. We further agreed that the checklist should be an attachment to the sub-committee minutes.

The Committee then proceeded to address the nine items on the checklist:

1. January's annual report of commission activities is pretty straightforward. It was noted that annual reports for 2006 and 2007, which should be on-line, were not located [Sec. 602.903(e)].
2. This item on the checklist addresses compliance with financial disclosure, gift disclosure, and ethics education, and again is fairly straightforward [Sec. 602.903(f)(1) and Sec. 602.903(f)(2)].
3. Documenting attendance of every elected official in the Ethics in Government Training Program within 90 days of election certification [Sec. 602.1001(b)], should be maintained by the Ethics Office.
4. Sec. 602.902 deals with terms for commissioners, and is addressed each November.
5. The Commission's Internal Operating Rules state that a Chairman and Vice-Chairman should be elected at the January meeting. Recognizing that the January meeting would likely have new members in attendance with little or no knowledge of candidates, the sub-committee suggests that these elections be held in November rather than January.
6. Sec. 602.903 [(a)(1) and (2)] discuss the Commission role of providing and offering advisory opinions. Considering that it might be possible for city officers, candidates, or employees to lose sight of the fact that the Commission is in place and can afford such services, the sub-committee suggests a semi-annual reminder that the Commission services could be of value in some instances. This could be viewed as a step for awareness.

7. Sec. 602.903(c) and Sec. 602.1001 deal with ethics education programming. The sub-committee recommends that they be permitted to attend a future employee education program.
8. This item addresses the Commission's response to ethical violations and actions in response to "hotline" reportings. The sub-committee recognizes that the hotline is supportive of a good ethics program. We are curious as to how and at what frequency the hotline number, and identifying the hotline as a resource, is disseminated to city officials and employees.
9. Sec. 602.801 [(c)(1)] which focuses on lobbyist registration, afforded no issues for discussion.

Meeting adjourned.