

CITY OF JACKSONVILLE

W. BRAXTON GILLAM, IV
CHAIR



YWANA ALLEN
L. E. HUTTON
CYNTHIA IRVIN
JOE JACQUOT

ETHICS COMMISSION

MINUTES
April 2, 2012
Don Davis Room
City Hall

THOMAS PAUL
LARRY PRITCHARD
TATIANA SALVADOR
JAMES YOUNG

The meeting was called to order by Braxton Gillam, Chair at 5:02 p.m., a quorum was present.

Attendees: Braxton Gillam, Ywana Allen, L.E. Hutton, Cynthia Irvin, Tom Paul, James Young, Tatiana Salvador (5:32 p.m.), and Joe Jacquot (5:40 p.m.)

Others in attendance: Mia Jones, Mayor's Special assist for Boards and Commissions; Carla Miller, Director of the ECO Office; Jason Gabriel, Office of General Counsel; and Susan Stewart, Ethics Coordinator; Kirby Oberdorfer

The Chair welcomed the new members.

The following minutes were unanimously approved: February 13, 2012 – Legislative Subcommittee and March 5, 2012 Ethics Commission.

Carla provided an ethics thought and report that included the activities of the ECO Office. She discussed future endeavors. Handout provided.

Jason updated the members on the City Council confirmation process as it relates to the new appointments and two reappointments. He circulated a memo indicating which Ethics Commission members were being replaced by the appropriate appointers as set forth in the new code. This order of reappointment was accepted by the Ethics Commission. Jason discussed filing deadlines for Council introduction and what is required for legislation to be introduced.

Carla announced that Larry Pritchard is the Sheriff's appointee to the Ethics Commission.

The terms of the Ethics Commission members were discussed.

State Representative Mia Jones, Special Assistant to Mayor Brown on Boards and Commissions offered a few remarks and thanked the members for their service.

Subcommittee Reports: none

James Young indicated the Transparency & Open Government Subcommittee had some unfinished business relating to use of technology at Council meetings. He and Carla will get with the Council President in lieu of having a meeting.

The Chair appointed Ywana Allen to the Hotline and Transparency & Open Government Subcommittees.

The Chair provided history on the appointment and pay of the ECO Director, for the new members. Chair stated, pursuant to 2012-10 and 2012-85, he has reviewed Ms. Miller's time from December forward, made proper modification as authorized by the Ethics Commission and approved her time and pay to date.

Carla expressed a need for an update to the procedures of the Ethics Commission and the Hotline procedures, in light of the recent legislation. Carla will get with Tatiana to coordinate a meeting of the Bylaws Subcommittee.

The Chair discussed the media policy of the Ethics Commission as found in the current Internal Operating Procedures of the commission. The Chair requested that all members sign those procedures as acknowledgement.

Carla discussed the email she sent to the Ethics Commission regarding volunteers and the Ordinance Code. Discussion followed. The chair and the Commission discussed creating guidelines for volunteers, in line with city policy which would include such things as: 1) duties and responsibilities; 2) how they are utilized; 3) confidentiality and related agreements; 4) how conflicts of interest should be handled and related violations procedures. The Chair referred the matter to the Bylaws subcommittee to discuss these items related to the volunteers. The guidelines should be incorporated into the Internal Operating Procedures which will provide clear guidelines and granting the responsibility to Carla to appropriately hire and retain volunteers, in accordance with City policy. The chair asked the Bylaws Subcommittee to help with drafting the guidelines.

Mr. Hutton discussed the opportunity to participate on the Neptune Beach Community Redevelopment Board. He consulted with Jon Phillips, Office of General Counsel, who advised that there would not be a conflict of interest.

The members discussed dates for an event to welcome new members and thank former members; it was scheduled for Thursday, April 19th with a central location to be announced.

The next meeting was scheduled for Monday, May 7th at 4:30 p.m. followed by training.

Public comments were received from: Kirby Oberdorfer, Connie Benham and Conrad Markle.

There being no further business, the meeting adjourned at 6:02 p.m.

Susan Stewart, Ethics Coordinator

Date of Approval

This is a summary of the meeting and is not a verbatim transcription. A recording of these proceedings is available in the Duval Legislative Delegation Office at City Hall.