

**CITY OF JACKSONVILLE**



W. BRAXTON GILLAM, IV  
*CHAIR*

TATIANA SALVADOR  
*VICE CHAIR*

YWANA ALLEN  
L. E. HUTTON  
CYNTHIA IRVIN  
JOE JACQUOT

**ETHICS COMMISSION**

TOM PAUL  
LARRY PRITCHARD  
JAMES YOUNG

MINUTES  
November 5, 2012  
Don Davis Room  
City Hall

The meeting was called to order by Braxton Gillam, Chair at 4:37 p.m., a quorum was present, followed by the Pledge of Allegiance.

Attendees: Braxton Gillam, Ywana Allen, Cynthia Irvin, Tom Paul, Larry Pritchard, Tatiana Salvador, L.E. Hutton, James Young and Joe Jacquot (5:07 p.m.)

Others in attendance: Carla Miller, Director of the ECO Office; Jason Gabriel, Office of General Counsel; and Susan Stewart, Ethics Coordinator

Mrs. Salvador offered a motion to approve the minutes from the October 1, 2012 meeting, which was seconded by Ms. Allen and unanimously approved.

**Reports:**

ECO Office: Carla provided an ethics thought and introduced Cole Cartledge who has agreed to volunteer. She also reported that the Ethics Coordinating Council had met; also she has prepared a spreadsheet on different issues that all entities will respond to with regards to compliance and anti-corruption – aiming for a January completion for the report. She is working on protocols to coordinate with other offices and interaction with other agencies. The Chair suggested that she reach out to the media regarding the January report on anti-corruption. Finally, a positive development is that elected officials and employees are coming daily for advice.

Rules and Planning Chair, Tatiana Salvador, reported that the Rules and Planning Subcommittee met and procedures have been revised and made consistent within the document. Jason explained the differences in the document and the previous rules. Changes were recommended and approved. A motion was made to enact the Rules and Procedures, as amended, was unanimously adopted.

Mr. Paul, member of the Rules and Planning Subcommittee reported that in January they will have a meeting to build on the previous strategic planning meeting to discuss long term goals, objectives and evaluation of progress.

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Mr. Young, Chair of Transparency and Open Government Subcommittee, stated the subcommittee offered a recommendation that the Commission support the endorsement of Mr. Cartledge as a volunteer. The motion carried unanimously.

He also reported that the subcommittee discussed the letter referred to the subcommittee and it was decided that Ms. Miller and Mr. Cartledge will work together to develop some recommendations for procurement procedures.

The Subcommittee also discussed lobbying and previous telephone issues, including texting and the number of City cellphones.

Alexis Lambert, Office of Public Accountability, discussed the questions presented to IT relating to cell phones and texting. She provided a breakdown on city issued phones and that there are over 1300 cell phones assigned to various employee and agencies in Duval, of those 24% or 321 are Blackberry devices. She also discussed the text message policy was issued and sent to Division Directors who are responsible for getting it to their employees. She and Carla will be drafting another version of the email to all City employees.

Mr. Cartledge offered his assistance with the cell phone and texting matter, since he is familiar with the issue.

The Chair designated Mr. Jacquot to meet with the administration to further discuss text messages and retention.

Carla reported that Damien Cook has been working with all of the City's Boards and Commissions on sunshine training including text messages.

Wes Hunt, who is an intern with the ECO Office, provided suggestions for potential changes in the lobbying ordinance in preparation of the new on-line system which is expected to be completed around April. The recommendations were referred to the Legislative Subcommittee for further review.

Appointments and reappointments were discussed: Jason reported that Mrs. Salvador has been re-appointed by City Council. Larry Pritchard has been reappointed by the Sheriff.

A holiday party was scheduled Monday, December 17<sup>th</sup> details to follow.

The Nominating Subcommittee will meet at the beginning of the next Ethics Commission meeting to discuss the reappointment of Mr. Young, and election of Chair and Vice Chair. The next meeting of the Ethics Commission will be Monday, December 3, at 5:00 p.m.

There being no further business the meeting adjourned at 5:37 p.m.

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Susan Stewart, Ethics Coordinator

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Date of Approval

**Ethics Commission Discussion of ECO Priorities for 2012 and Beyond**

Set Direction

Promote transparency

Make ethics law more understandable

Ensure the legally required structure and all internal procedures are in place

**Set Direction**

*Target audience: ECO & Ethics Commission*

<b>By December 2012</b>	<b>Assigned to</b>
1. Reconsider committee structure for more effective delivery <ul style="list-style-type: none"> <li>a. Establish a standing education committee</li> <li>b. Establish a temporary taskforce (made of other committee chairs?) to coordinate the on-going work of the Commission</li> </ul>	Chair
2. Define success and set measures	?
3. Do an annual gap analysis to set coming year's priorities	Full commission, Tom?
<b>2013 and Beyond</b>	
1. Do an annual gap analysis to set each year's priorities	
2. Refine measures	

**Make ethics law more understandable**

*Target audience: staff & elected/appointed officials*

<b>By December 2012</b>	<b>Assigned to</b>
1. Develop 2013 Education plan	Education Committee
3. Distill / summarize the law into simple and actionable rules focused on roles (e.g. procurement, city council)	Education Committee
4. Identify laws which should be changed or which are missing parts (begin 2012 – ongoing)	Legislative Committee supported by Kirby _____
5. Provide training <ul style="list-style-type: none"> <li>a. Provide training to staff &amp; elected/appointed officials</li> <li>b. Provide online training for staff at Authorities</li> </ul>	ECC & ECO
<b>2013 and beyond</b>	
1. Identify laws which should be changed or which are missing parts (ongoing)	
2. Issue resolutions & advice on following the law	
3. Identify violations and issue opinions	
4. Promote hotline (trusted, impartial resource, comfort level in calling, resource for questions not just complaints)	

**Promote transparency and Establish ECO Identity & Credibility**

*Target audience: public*

<b>By December 2012</b>	
1. Develop 2013 Education plan <ul style="list-style-type: none"> <li>a. Education to community (e.g. Sunshine Law)</li> <li>b. Education through partners               <ul style="list-style-type: none"> <li>i. Establish criteria for partner / approval process</li> </ul> </li> <li>c. Online education (e.g. Ethics 101)</li> </ul>	Assigned to Education Committee
2. Develop media partnership to spread word on Ethics progress <ul style="list-style-type: none"> <li>a. E.g. a regular ethics column</li> </ul>	Transparency Committee
3. Develop internal annual plan	Transparency Committee
4. Review & recommend policy changes for paperless work <ul style="list-style-type: none"> <li>a. Registration for on-line lobbying</li> <li>b. Procurement – begin work in 2012</li> </ul>	ECO
<b>2013 and beyond</b>	
1. Develop external annual plan <ul style="list-style-type: none"> <li>2. Review &amp; recommend policy changes for paperless work – set goals for specific areas to target by Dec 2012.</li> <li>3. Formalize &amp; organize feedback mechanisms (a way for citizens to be heard, and to feed information to on-going planning work)               <ul style="list-style-type: none"> <li>a. From Hotline</li> <li>b. From Education (with staff and public)</li> <li>c. Formal public survey?</li> </ul> </li> <li>4. Promote Hotline (trusted, impartial resource)</li> </ul>	

Ensure the legally required structure and all internal procedures are in place  
*I've pulled this out as a separate piece, but it could be incorporated into the build credibility part of the work.*

# Interim Agenda for Lobbying Changes:

1. Change the type of book that the Council Secretary is to maintain lobbyist registration forms in from paper to digital format;
2. Transfer the power to create and modify the lobbyist registration form from the office of General Council to the Ethics Commission with input from the Ethics Office and the Council Secretary;
3. Ban all gifts from lobbyist, principles, and/or their employers;
4. Implement a one-time startup registration fee for lobbyist which would be used to cover costs of maintaining the online system;
5. Change the system of fines that may be imposed on lobbyist who fail to adhere to the lobbying ordinance including monetary fines and suspension of lobbying license for a set period.

