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CITY OF JACKSONVILLE



## ETHICS COMMISSION

Open Government committee

Minutes

February 11, 2015

Room 2C, City Hall

TOM PAUL  
VICE CHAIR

JOHN HARTLEY  
DAVID RYBAK  
ANTHONY SALEM

The meeting was called to order by George Candler, Chair at 12:05 p.m. A quorum was present.

Attendees: George Candler and Tom Paul. Rhonda Peoples-Waters was absent due to a scheduling conflict. Others in attendance: Cherry Shaw, Office of General Counsel; Allan Childers, Ethics Coordinator; Edlyne Verna, ECO volunteer.

The Committee first addressed the **Unfinished Business** matters:

- (1) The Committee first discussed the status of the lobbying disclosure website and the recognition ceremony for the UNF students who designed the lobbyist website. Mr. Childers summarized the testing of the website that has been conducted to date and explained that a final round of testing is being done. He indicated the manual for the website needs to be rewritten because the current one is unusable. He anticipated the project could possibly be completed in the next 30 to 60 days, depending upon other City departments. The recognition ceremony will be scheduled by the Office of Ethics, Compliance and Oversight (OECO) after the website is finalized. Mr. Paul emphasized that the lobbyist website system is an important part of transparency and he is happy that it is near completion.
- (2) The Committee next addressed the status of the planned posting of sole source procurement contracts online on the City website to increase transparency. Mr. Childers advised that this project is still pending and should remain as ongoing business.
- (3) The Committee next discussed the status of the project to post zoning applications online. Mr. Childers advised that the OECO is working with St. John's County, which is in the process of implementing tracking software. Mr. Paul stated that this is an important issue that should be focused on by the Commission due to the frequency of zoning issues that arise. Mr. Childers recommend that the OECO provide the Committee with an update on this project at a future meeting.
- (4) The Committee then reviewed its goals and projects for 2015 set forth in its Strategic Plan. As to the Committee's project to provide input into the management and coordination of the City's Ethics Education program, Mr. Paul opined that ethics education is one of the biggest ways for the Ethics Commission to have an impact. He further opined that the Ethics Commission needs to determine what its role is in the Ethics Education Program for the City and needs to have more transparency and awareness of the Ethics Education Program. Mr. Paul recommended that the Committee

seek clarification from the Ethics Commission as to Committee's role for this project and whether the project should be undertaken by the entire Commission. Mr. Paul also stated that he and Dr. Candler may discuss this project further and develop a recommendation for the Ethics Commission.

The Committee members and Ms. Shaw also discussed the application of Roberts Rules of Order to committee meetings of three members, particularly when one member is absent. During the discussion, Mr. Paul indicated that he is comfortable with the two members, including the chair, acting to bring a matter to the full Commission for approval, but asked Ms. Shaw to research Robert's Rules of Order for the appropriate protocol in a small committee. The Committee members agreed that this issue should be brought to the full Ethics Commission to ensure the Committee is acting properly and in accordance with the intent of the Commission and the Commission Chair and Roberts Rules of Order.

- (5) The Committee next discussed its project to review and recommend policy changes for paperless work. Following discussion among the Committee members about the uncertainty of the charge and purpose for this project, the Committee agreed to seek clarification from Ms. Miller, Director of the OECO, and/or the Ethics Commission for this project.
- (6) Following review of the Strategic Plan, Mr. Paul recommended that the Committee analyze the Strategic Plan to determine whether the Plan and the Committee are supporting the needs of the Ethics Commission. Mr. Paul recommended that the Committee consider amending the Strategic Plan to incorporate a responsibility to monitor the impact and compliance of the Sunshine Law in the City, such as the use of text messaging.

The Committee then addressed **New Business** matters:

- (1) The disparity of registration and reporting requirements of PACs at the local level versus the state level. Mr. Paul summarized the discussion of this issue from the prior Ethics Commission meeting on February 2, 2015 and advised that Ms. Miller was going to invite Mr. Holland, Supervisor of Elections for Duval County, to address this matter at the March Ethics Commission meeting.
- (2) Dr. Candler suggested that the Ethics Commission increase its public relations efforts in the City. The Committee discussed various ways to potentially accomplish this.

**The following action items were agreed upon:**

ACTION ITEM 2015-02-11-OG1: Discuss in the next EC meeting the application of Robert's Rules of Order to small committees comprised of three people and whether a committee chair can second a motion when one committee member is absent. Suspense: 2015-03-16.

ACTION ITEM 2015-02-11-OG2: Follow up to get sole source procurement contracts on-line all the time. Suspense: Ongoing.

ACTION ITEM 2015-02-11-OG3: Follow up with the zoning application tracking software from St. Johns County. Suspense: Ongoing.

ACTION ITEM 2015-02-11-OG4: Discuss and seek clarification in the next EC meeting concerning the role of the Ethics Commission and Open Government Committee regarding the Ethics Education program.

ACTION ITEM 2015-02-11-OG5: Discuss with the Ethics Commission the feasibility of the Ethics Commissioners writing one article each during the next 9 months in order to support transparency and increase public relations of the Ethics Commission. Suspense: 2015-03-16

ACTION ITEM 2015-02-11-OG6: Ask Carla Miller for clarification on this language “Review and recommend policy changes for paperless work” found in the Strategic Plan. Suspense: 2015-03-16.

Committee members agreed to schedule the next meeting in April-May based upon how the above actions develop. There being no further business, the meeting adjourned at 1:16 p.m.

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Kirby Oberdorfer, Deputy Director  
Office of Ethics, Compliance & Oversight

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Date of Approval

This is a summary of the meeting and is not a verbatim transcription. A recording is available at the Ethics Commission web site at [http://www.coj.net/departments/ethics-commission/notices,-agendas---minutes-\(1\).aspx](http://www.coj.net/departments/ethics-commission/notices,-agendas---minutes-(1).aspx).