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**ETHICS COMMISSION
INTERNAL OPERATIONS COMMITTEE**

MINUTES

May 17, 2017
Conference Room 2C
City Hall

Mr. David Rybak, Chair, convened the meeting as a workshop session at 4:10 p.m. due to a lack of quorum. Attendees: Ellen Schmitt and Michelle Bedoya Barnett (via telephonic appearance). Others in attendance: Carla Miller, Director of the Office of Ethics, Compliance and Oversight (OECO); Kirby Oberdorfer, Deputy Director of the OECO; Cherry Shaw Pollock, Office of General Counsel (OGC); and City Council Member Garrett Dennis.

New Business:

Ms. Pollock advised that the Internal Operations Committee would meet in workshop session due to a lack of quorum for the meeting, as only two of the four committee members were present in the conference room and three members were required for a quorum.

The Internal Operations Committee began by reviewing the current Ethics Commission Internal Operating Procedures("IOPs"), which were last amended February 2, 2015. The Committee discussed recommending the following changes to the IOPs:

1. Amend provision I relating to the frequency of the Ethics Commission meetings to be consistent with Chapter 50 of the Ordinance Code requiring boards and commissions to meet at least quarterly.
2. Amend provision III relating to waiver of IOPs to add "if allowable by the Jacksonville Ordinance Code."
3. Globally replace references to "Ethics Coordinator" with "Ethics Office."
4. Amend provision IV relating to attendance to require that Ethics Commission members notify the Ethics Office of absence from an upcoming meeting and to also include citation to Ordinance Code section 50.104 regarding vacancy in a position due to unexcused absences.
5. Amend provision V relating to election of officers to replace "Internal Operations Committee" with "Nominating Committee" and to include criteria to be used for the selection of the Ethics Commission Chair and Vice-Chair positions.
6. Amend provision VI relating to members resigning from the Ethics Commission due to seeking public office to require resignation once a member has declared candidacy and filed the required paperwork with the Supervisor of Elections. Also amend provision VI to include a procedure to censure members, which will be reviewed and approved by the

Committee at a later meeting.

7. Amend provision VII relating to appointment of members to replace reference to “Internal Operations Committee” in first paragraph with “Ethics Office.” Also replace the references to “Internal Operations Committee” in the second paragraph with “Nominating Committee” and delete the requirement for the nomination process to be completed prior to November. Amend paragraph three to add criteria for the reappointment of Ethics Commission members, eliminate the deadline relating to nominations of chairs for the Ethics Commission committees, and change the deadline for appointment of committee members to occur during the first quarter of the year.
8. Amend provision VIII relating to the deadline for filing the annual report or summary to be completed during the first quarter of the year.
9. Amend provision XI relating to the Ethics Commission standing committees to provide the Chair with discretion to appoint ad hoc committees as necessary.

Following review and discussion of the current IOPs, Ms. Miller advised the OECO will send out the revisions to the IOPs prior to the next Committee meeting.

The Internal Operations Committee then agreed to table the review of its Strategic Plan for the next meeting where a quorum is present. Thereafter, the Committee discussed the timeline for the full Ethics Commission to re-evaluate and update the entire Strategic Plan.

Adjourn:

The meeting adjourned at 5:13 p.m.

Kirby Oberdorfer
Deputy Director
Office of Ethics, Compliance and Oversight

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)