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ETHICS COMMISSION INTERNAL OPERATIONS COMMITTEE

MINUTES

November 14, 2016
Lynwood Roberts Room
City Hall

The meeting was called to order by Mr. Tom Paul, Chair, at 4:13 p.m. A quorum was present. Attendees: Dr. George Candler and David Rybak. Others in attendance: Carla Miller, Director of the Office of Ethics, Compliance and Oversight (OECO); Kirby Oberdorfer, Deputy Director of the OECO; and Cherry Shaw Pollock, Office of General Counsel (OGC).

Old Business:

Mr. Paul began the meeting by providing a summary of the prior Internal Operations Committee ("IOC") meeting on September 6, 2016 and the changes made to the Ethics Commission Strategic Plan during the previous meeting. Mr. Paul advised that the goal for the IOC is to establish a Strategic Plan for the full Ethics Commission to validate at the end of the 2016 or beginning of 2017. Mr. Paul also briefly explained the process for revising the Strategic Plan and distributed a copy of the revised Strategic Plan with the changes and recommendations from the September 6th IOC meeting discussion. Mr. Paul advised that the IOC needed to prioritize the tasks in order of importance, update the time lines associated with each task and then review the Ethics Commission Calendar of recurring activities the Ethics Commission is required to perform and accomplish each year.

The IOC then discussed the best process to ensure the other Ethics Commission committees were involved in approving the goals for each respective committee. The IOC then began reviewing the specific goals enumerated on the Strategic Plan for the overall Ethics Commission and each committee. With respect to the Ethics Commission goals, the IOC agreed that the community education goal should be accomplished by the Chair of the Ethics Commission and the OECO Director meeting in January of each year to develop an educational plan for the year. Following discussion of the other Ethics Commission goals, the IOC agreed to eliminate goal numbers four (4) and seven (7) as obsolete and also revise the timeline for goal number six (6) to reflect review of Strategic Plan during October-December of each year.

The IOC next reviewed the Strategic Plan goals for the Transparency and Open Government Committee. With respect to the education goals of the Transparency and Open Government Committee, Mr. Paul differentiated the areas of responsibility for the committee and the OECO. Specifically, Mr. Paul advised the Transparency and Open Government Committee has responsibility to educate citizens and to perform outreach. Mr. Paul further advised that with

respect to training, the OECO has the responsibility for training City employees and officials and the Transparency and Open Government Committee has the responsibility for supervising and overseeing the training of Jacksonville citizens. The IOC subsequently discussed whether the Transparency and Open Government Committee should develop the education for citizens and/or also provide the education to citizens. Following discussion, the IOC determined that the Transparency and Open Government Committee should decide the role it should perform for the education of citizens. Following discussion of the other Transparency and Open Government Committee goals, the IOC agreed to revise goal number one (1) to include the development of an educational plan, revise goal number two (2) to include an identification by the Transparency and Open Government Committee of gaps in training and marked goal number three (3) to be revised later upon input from the Transparency and Open Government Committee. The IOC also agreed to eliminate goal number four (4). Mr. Rybak opined that the Transparency and Open Government Committee needs to define its role and determine its overall goals.

Noting that the ending time for the meeting was approaching, Mr. Paul summarized the remaining work to be completed on the overall Strategic Plan. Mr. Paul advised that the Strategic Plan needs to be revised and updated to include the goals of each committee and the timing of the goals for each committee. He recommended that the IOC review the revised Strategic Plan in either January or February 2017 and present the newly updated/revised Strategic Plan to the entire Ethics Commission in March 2017.

Adjourn:

The meeting adjourned at 4:58 p.m.

Kirby G. Oberdorfer

Kirby Oberdorfer

Deputy Director

Office of Ethics, Compliance and Oversight

1-09-2017

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)