



## OFFICE OF INSPECTOR GENERAL

APPROVAL DATE 1/19/17

### **Inspector General Selection and Retention Committee Meeting Minutes November 16, 2016, 1:00 p.m.**

*Note: Below is a summary of the meeting as required by Florida's Sunshine Law; see AGO-82-47.  
For more detailed information, please refer to the audio file on the Inspector General's website,  
<http://www.coj.net/departments/inspector-general/inspector-general-committee>*

**Location:** City Hall, St. James Building, 117 West Duval Street, Committee Room B

**Called to Order:** Committee Chair, Judge Elizabeth Senterfitt called the meeting to order at 1:02 p.m.

**Pledge of Allegiance:** Judge Senterfitt opened with the Pledge of Allegiance

#### ***Roll Call - Committee Members Present:***

Ywana Allen, Ethics Commission, designee for Joe Jacquot  
Refik Eler, designee for Public Defender Matt Shirk  
Honorable Judge Elizabeth Senterfitt, Chair of the Inspector General Selection and Retention Committee, and designee for Chief Judge Mark Mahon  
Honorable John Crescimbeni, City Council Vice President and Vice Chair of the Inspector General  
Kerri Stewart, Office of the Mayor, designee for Mayor Lenny Curry  
Patricia Dodson, designee for State Attorney Angela Corey  
Selection and Retention Committee

***Committee Members Absent:*** Mark Hassan, Chair of the TRUE Commission

#### ***Others Present:***

Steven Rohan, Interim Inspector General  
Diane Moser, Acting Director, Employee Services Department  
Lisa A. Green, Deputy Inspector General  
Tina Solosky, Finance and Intake Unit Manager (OIG), (Prepared Minutes)

#### ***Audience:***

Kirby Oberdorfer, Ethics Manager, Office of Ethics  
David Chapman, Daily Record

### **I. Approval of the October 14, 2016, Minutes**

Judge Senterfitt asked whether anyone had questions or corrections to the October 14, 2016 minutes. With none, Vice-Chair Crescimbeni motioned to approve the minutes; the motion was seconded by Ms. Stewart, and the draft minutes were unanimously approved.

## **II. Discussion and decision on setting meeting dates and other matters associated with the selection process for a new Inspector General**

Judge Senterfitt referred to Inspector General Advisor Sheryl Steckler's two proposed timelines in anticipation of hiring the Inspector General. Committee members discussed optimal target dates, and firming up an interview date which may then be included in the job advertisement, enabling interviewees to plan accordingly. Vice-Chair Crescimbeni motioned to tentatively reserve March 23, 2017, and March 24, 2017, as interview dates for Inspector General candidates. Mr. Eler seconded the motion. All voted in favor; the motion passed.

Interim Inspector General (IIG) Rohan offered to draft an updated timeline and include scheduled City Council meetings so as to ensure there were no timeline conflicts. The updated draft is attached hereto.

## **III. Discussion and decision on amending IGSRC Directive 15-001 regarding meeting notices.**

Judge Senterfitt deferred to IIG Rohan who discussed the proposed amendment to Inspector General Selection and Retention Committee Directive 2015-001. Current language requires that Committee meetings are noticed no less than 14 days prior to the meeting. The new language is designed to recognize that there are occasional meetings scheduled which do not accommodate the 14-day minimum meeting notice requirement, and therefore it was appropriate to allow for shortening of the advanced notice requirement. Mr. Rohan noted that Florida Sunshine Law merely requires "reasonable" notice, and that has been interpreted to mean at least 24 hours. While the OIG intends to give two-week notice when possible, Vice-Chair Crescimbeni moved, and the Committee approved, the following amended language in Subsection 1.e. of the Procedures Section of Directive 2015-001:

e. All IG S&RC meetings shall be publicly noticed with an agenda. Notice shall be posted a reasonable time prior to the meeting, taking into consideration the reasonable opportunity for Committee Members, staff, and the public to attend. The aspirational advanced notice time shall be two weeks, but circumstances may merit less advanced notice, but not less than 24-hour notice. Minutes and audio will be taken. The audio and written minutes will be posted to the website upon completion. *(This subsection adopted 11/16/2016).*

## **IV. Six-Month Report of the Inspector General**

IIG Rohan thanked his staff for their dedication and hard work and discussed his Six-Month Activity Report as required in Directive 2015-002. Both IIG Rohan and Deputy Inspector General Lisa Green answered questions from committee members.

## **V. Additional Meeting Set**

Judge Senterfitt suggested the Inspector General Selection and Retention Committee meet again for a general status update and in order to meet new Committee members prior to formally

starting the IG hiring process. The committee agreed to tentatively meet January 19, 2017, at 1:00 p.m.

**VI. Comments from the Public**

There were no comments from the Public.

**VII. Adjournment**

With no further comments, Judge Senterfitt adjourned the meeting at 1:46 p.m.

**ANTICIPATED HIRING OF INSPECTOR GENERAL TIMELINE**  
**Approved November 16, 2016**

<u>Tasks:</u>	<u>Ownership:</u>
<b>2017</b>	
<b>January 19<sup>th</sup> 1 pm</b> Status Meeting / Meet new members	IG Committee
<b>January 23<sup>rd</sup> - February 20<sup>th</sup>:</b> Advertise Inspector General Position	Employee Services
<b>January 30<sup>th</sup> - February 21<sup>st</sup>:</b> Preliminary Screening of Applicants	Employee Services
<b>February 22<sup>nd</sup> – February 27<sup>th</sup>:</b> Prepare Selection of Top Ten IG Applicants for IG Committee’s Review	IG Advisor Steckler
<b>February 22<sup>nd</sup> - February 28<sup>th</sup>:</b> Send Applicants IG Evaluation Template with Acknowledgement	Employee Services
<b>March 2<sup>nd</sup>:</b> IG Committee Selects Applicants to be Interviewed	IG Committee
<b>Beginning March 3<sup>rd</sup>:</b> Applicants Sign Acknowledgement for Criminal Background Checks, Request for written references and set interview times	Employee Services
<b>Thursday March 23<sup>rd</sup>:</b> Inspector General Interviews <b>Friday March 24<sup>th</sup></b> are conducted / Selection	Employee Services, IG Advisor & IG Committee
<b>April 11<sup>th</sup>:</b> Resolution Introduction and 1 <sup>st</sup> Reading	City Council
<b>Week of April 17<sup>th</sup>:</b> 1 <sup>st</sup> Reading Council Committees	Council Committees
<b>April 25<sup>th</sup>:</b> Council 2 <sup>nd</sup> reading	City Council
<b>Week of May 1<sup>st</sup>:</b> 2 <sup>nd</sup> reading and action	Council Committees
<b>May 8<sup>th</sup></b> Council Approval	City Council
<b>ASAP</b> Inspector General Begins Employment	Employee Services