**Inspector General Selection and Retention Committee Meeting Minutes**

**April 5, 2018, 1:00PM**

*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 Office of Inspector General’s website,*

 *http://www.coj.net/departments/inspector-general/inspector-general-committee*

***Location:*** City Hall, St. James Building, 117 West Duval Street, Don Davis Room

1. ***Call to Order:***Committee Chair Judge Elizabeth Senterfitt called the meeting to order

at 1:00PM.

1. ***Pledge of Allegiance****:* Judge Senterfitt opened with the Pledge of Allegiance.
2. ***Roll Call - Committee Members Present:***
* Brian Aull, Chair, Ethics Commission
* Honorable Charlie Cofer, Public Defender for the Fourth Judicial Circuit
* Sam E. Mousa, Chief Administrative Officer (CAO), designee for Honorable Lenny Curry, Mayor
* Honorable Judge Elizabeth Senterfitt, designee for Honorable Mark Mahon, Chief Judge, and Chair of the Inspector General Selection and Retention Committee
* Honorable Anna Lopez Brosche, City Council President
* L. E. Hutton, designee for Honorable Melissa Nelson, State Attorney for the Fourth Judicial Circuit
* Niki Brunson, Chair, TRUE Commission (arrived at 1:09PM)

***Office of Inspector General Staff Present:***

* James R. Hoffman, Inspector General (IG), Office of Inspector General (OIG)
* Lisa A. Green, Deputy Inspector General (DIG), OIG
1. ***Approval of the November 15, 2017 Minutes***

Judge Senterfitt asked the Inspector General Selection and Retention Committee (Committee) if there were any questions or corrections to the November 15, 2017 minutes.

Honorable Anna Lopez Brosche motioned to approve the November 15, 2017 meeting minutes as circulated. CAO Sam Mousa seconded. **Motion Carried.**

***5. Ordinance Changes***

IG Hoffman presented proposed changes to Chapter 602, Part 3., Sec. 602.301- 602.309, *Ordinance Code*. Hoffman explained the changes are preliminary; the Office of General Counsel (OGC) has conducted a legal review, but the changes have not been reviewed by the Administration or City Council. The majority of the proposed changes are in 602.305 and clarify the process for the selection of a Chairperson. There are other minor technical changes throughout.

602.301: No changes

602.302: No changes

602.303: The IG added semicolons and capitalized for consistency throughout; in subsection (e) changed “contacts” to “contracts”; in subsection (h) capitalized “Inspector General” to make it consistent throughout; in subsection (n) added a verbal briefing to the Committee every six months; in subsection (p) took out “corruption and fraud” and changed to “waste, fraud and abuse” to make consistent throughout; in subsection (r) removed “and post” policies and procedures because the office would prefer not to post investigative procedures publically but would provide upon request.

602.304: The IG added language to clarify the required certification is as an Inspector General.

602.305: Changes are based upon the recommendations of the Committee in the November 15, 2017, meeting. The Chairperson would rotate among the Committee members in numerical order and serve a two-year term. The IG added language recommended from OGC that the role of chairperson is tied to the position and not the individual. If a member does not wish to serve, the position will rotate to the next member, in numerical order. The IG added language that upon enactment of this provision, the President of the City Council will assume the duties of Chairperson. All Committee members agreed language should be added to clarify that the Chairperson’s term should begin July 1st with the City Council President and rotate every July thereafter. In (b) and (c) the IG proposed removing the “contract” for the Inspector General. After discussion, the Committee decided to keep the contract in place to strengthen the IG’s independence. In (d) the IG proposed adding the word “only.” After discussion, the Committee declined to add the word “only.” In (f) the IG added a new paragraph to discuss the Committee’s role post selection, including review of the budget.

306: No changes

307: The IG proposed increasing the minimum funding from $400,000 to $850,000 based on what the OIG budget has been over the last 3 years. After discussion, the Committee decided to keep the funding base at $400,000.

308: The IG added the word “to” to fix a grammatical error.

309: The IG changed $500 fine to “Class D offense” to make it consistent with other provisions in the *Ordinance Code*. The IG added separate subparagraphs for “knowingly interfere” and “knowingly attempt to interfere …”

Honorable Charlie Cofer motioned to approve the *Ordinance Code* changes as outlined above. Honorable Anna Lopez Brosche seconded. **Motion Carried.**

1. ***Selection of Chairperson***

The Committee decided Judge Senterfitt will remain Chair until the July 1st transition to the City Council President.

1. ***Budget Directive***

Directive 2017-001 was approved at the November 15, 2017 meeting. The IG changed the dates in the Procedures section so the Committee meeting would be noticed no later than March 15th, and the meeting would be held between April 1st and April 15th.

1. ***Update on Office of Inspector General Activities***

The OIG has received 63 complaints in the first six months of fiscal year 2018, and has closed 31 of these complaints. The OIG has also closed four complaints from fiscal year 2015, four complaints from fiscal year 2016, and 12 complaints from fiscal year 2017. To date, our office has received 349 total complaints.

The OIG has issued two investigative reports, one audit report, and one contract report. Our office is working on final draft versions of three more investigative reports. The OIG identified approximately $300,000 in questioned costs and made 11 recommendations. The OIG has issued eight Management Inquiries, with 31 recommendations for improving efficiency or effectiveness of government, and 13 Management Referrals.

The OIG has continued outreach efforts. Early in fiscal year 2018, our office met with the four independent authorities to increase collaboration. The OIG instituted a new protocol with JEA and started a monthly meeting to increase collaboration. The OIG received financial commitments for fiscal year 2019 and fiscal year 2020: $85,000 from JEA and $10,000 each from JAA, JTA, and JPA. Our office presented at three of the six Citizen Planning Advisory Committee meetings and has plans to present at the final three. At the request of Global Jax, the OIG presented on Whistle Blower protections to six individuals from Armenia’s Justice Department.

The Contract Oversight Specialist and Auditor resigned, but the OIG has already filled these positions.

Our office continues pursuing accreditation. The DIG is being trained as an accreditation assessor and is working on updating our policies and procedures to match the accreditation standards.

Honorable Anna Lopez Brosche asked for the IG to provide the Committee members with a written handout of OIG updates in the future.

1. ***Office of Inspector General Budget for Fiscal Year 2019***

Costs that are controllable by our office are listed under “Other Operating Expenditures.” Our office proposed reducing these costs by 11%. The one enhancement request is the proposal to change the part-time Executive Assistant position to a full-time position.

CAO Mousa will take the lead in supporting the enhancement request in the Mayor’s Budget Review Committee, on behalf of the Inspector General Selection and Retention Committee.

Honorable Charlie Cofer motioned to approve the budget with the enhancement request. Honorable Anna Lopez Brosche seconded. **Motion Carried.**

1. ***Comments from the Public***

Judge Senterfitt asked if there were any public comments. No one came forward.

1. ***New Business***

In accordance with Section 602.305 (f), *Ordinance Code*, the Committee shall on a yearly basis evaluate the performance of the Inspector General. On June 1, 2018, IG Hoffman will have been in office for one year. The Committee agreed to meet June 1st, 2018, at 10AM, in the Don Davis Room. The IG will email the performance evaluation template to all Committee members at least 30 days before the meeting date.

1. ***Adjournment***

With no further comments, Judge Senterfitt adjourned the meeting at 2:03PM