CITY OF JACKSONVILLE

YWANA ALLEN
CHAIR

MICHELLE BEDOYA BARNETT
GEORGE CANDLER
JOHN HARTLEY
MARY BLAND LOVE

BRIAN AULL
VICE CHAIR

JOSEPH ROGAN
DAVID RYBAK
ELLEN SCHMITT

ETHICS COMMISSION
COMPLAINTS COMMITTEE

MINUTES
March 13, 2017
Lynwood Roberts Room
City Hall

The meeting was called to order at 4:27 p.m. by Mr. John Hartley, Chair of the Complaints Committee. A quorum for the meeting was established. Attendees: Brian Aull and Joseph Rogan. 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 Deborah Melvin, Executive Assistant of the OECO.

New Business:

Mr. Hartley began the meeting by introducing the items listed on the meeting Agenda. The Complaints Committee first reviewed and discussed revisions to its Strategic Plan for 2017, including a discussion of the committee's goals for the year. The committee primarily focused its discussion on Goal number 3 of the Strategic Plan on how to establish and promote a culture in the City of raising concerns and issues without fear of retaliation, as well as the types and number of issues handled by the OECO. The committee discussed the importance of developing an ethical culture from the top down and positive messaging from City leadership, including the Mayor and City Council President. Ms. Miller suggested that the Complaints Committee meet with Mayor Curry to discuss a statement that he could send out to all City employees in support of the ethics culture. Mr. Hartley agreed to assume responsibility for arranging a meeting with the Mayor to discuss the Mayor sending out a message to all City employees and leaders regarding the importance of an ethical culture in the City. The committee revised Goal number 3 to include the following language: "Promote a healthy 'speak up' culture through meeting with the Mayor and Council President to develop an effective process for encouraging employees to raise issues to respective managers and the Ethics Office" and included a targeted completion date of the end of 2017.

The Complaints Committee also discussed Goal number 4 regarding ways to measure employees' awareness of and comfort with reporting concerns and issues and a plan to evaluate measuring the reporting of concerns on a regular basis. Mr. Hartley recommended that Goal number 4 should be addressed after Goal number 3 is completed.

With respect to the Agenda item regarding proposed revisions to the Ethics Commission Complaint Procedures, Ms. Miller recommended the Complaints Committee add the review and revision of the Complaint Procedures as Goal number 5 on its Strategic Plan. Mr. Rogan briefly explained the reason for the review of and revisions to the Complaint Procedures, and offered to

be responsible for drafting revisions for consideration by the Complaints Committee. Mr. Hartley then recommended the end of 2017 as the completion date for the review of and revisions to the Complaint Procedures.

The next Complaints Committee meeting was tentatively scheduled for 4:00 p.m. on the date of the next Ethics Commission meeting to discuss and reach an agreement regarding the items to be revised in the Complaint Procedures.

Adjourn:

The meeting adjourned at 4:59 p.m.

*Kirby Oberdorfer*_____ *December 5, 2018*

Kirby Oberdorfer
Deputy Director
Office of Ethics, Compliance and Oversight
/dm

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.