



## OFFICE OF INSPECTOR GENERAL

### Inspector General Selection and Retention Committee Meeting Minutes March 22, 2017, 8:00AM

*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, Lynwood Roberts Room

**1. Call to Order:** Committee Chair Judge Elizabeth Senterfitt called the meeting to order at 8:08 a.m.

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

**3. Roll Call - Committee Members Present:**

- Ywana Allen, Chair, Ethics Commission
- Mark Hassan, Chair, TRUE Commission
- Honorable Charlie Cofer, Public Defender of the Fourth Judicial Circuit
- Honorable Judge Elizabeth Senterfitt, designee for Honorable Chief Judge Mark Mahon, and Chair of the Inspector General Selection and Retention Committee
- Honorable John Crescimbeni, City Council Vice-President, and Vice-Chair of the Inspector General Selection and Retention Committee, Designee for Honorable Council President Lori Boyer
- Kerri Stewart, designee for Honorable Mayor Lenny Curry
- L.E. Hutton, designee for State Attorney Melissa Nelson

**Supporting Staff Present:**

Diane Moser, Director, Employee Services Department  
Steven Rohan, Interim Inspector General, Office of Inspector General (OIG)  
Sheryl Steckler, Inspector General Advisor

**Audience:**

Carla Miller; Ethics Director; Office of Ethics, Compliance, and Oversight  
Conrad Markle, Concerned Taxpayers of Duval County

**4. Approval of the March 2, 2017, Minutes**

Judge Senterfitt asked whether anyone had questions or corrections to the March 2, 2017, minutes. With none, the draft minutes were moved and unanimously approved.

**5. Review of Interview Questions.**

Committee members discussed the interview protocol focusing on follow-up questions and the articles that may have been written concerning the four candidates to be interviewed. Ms. Moser advised that all candidates came highly recommended and all background information was acceptable. The Committee discussed the reasons why four candidates withdrew from

consideration; the reasons given by those candidates disclosing included family circumstances and the notification of existing employers. The Committee expressed concerns over the withdrawals, the impact on the interview process and ways to avoid the problem in the future.

## ***6. Interview of Candidates***

The interview of candidates commenced at 8:30 a.m. and continued until a short lunch recess at 1:37 p.m. The candidates were interviewed for an hour, to an hour and a half, in the following order:

Carol Bates  
James Hoffman  
Paul Clark  
Edouard Quatrevaux

The candidates each gave an opening and closing statement and responded to questions related to their interest and knowledge of the position; their past experience related to the position and perspectives of future needs; the relationship of the Inspector General to other oversight agencies; career accomplishments; public records and sunshine laws; and the candidates' availability, starting date, and salary.

## ***7. Selection of Proposed Inspector General***

After a 45 minute lunch recess, the meeting was recalled to order at 2:23 p.m. for the selection of the Committee's nominee for Inspector General.

Inspector General Advisor Sheryl Steckler discussed the attributes the Committee might be looking for in a candidate, as well as other options for selection. Discussion ensued. Carla Miller, Director of Ethics Compliance and Oversight expressed her desire to see the Inspector General's Office succeed and expressed support for candidates with a legal background. She suggested that IG certification wasn't as important as leadership skills and pointed out that certification could be accomplished by completing a one week course. Discussion ensued.

The candidates were thereafter discussed individually.

Carol Bates perceived strengths were noted as experience, background, office start-up, responsiveness, preparation, knowledge of protocol, technical knowledge, demeanor, process, openness, honesty, steadiness, willingness to face criticism. Perceived weaknesses discussed were leadership, ability to get things done, charisma, location, longevity concerns, her move in and out of retirement, personality, management style, budget issues, lack of certification, marketing skills, and toughness.

James Hoffman's perceived strengths were charisma, leadership, discipline, communication, experience, enthusiasm, previous successes, learning ability, administrative experience, resolution skills, education, law degree, and masters' degree. The perceived weaknesses included a lack of IG experience, a lack of audit and investigative experience, the detriment of a

navy leadership experience, and longevity concerns. A discussion ensued regarding the need for IG experience and what might substitute for such experience.

The perceived strengths of Paul Clark included that he was well researched, his knowledge of how an IG can get information, his knowledge of personality testing and its results, his leadership skills, his sharpness, office start-up, and that he really wanted the job, and that he was highly credentialed. His perceived weaknesses included him appearing to be patronizing regarding his discussion of the importance of the job, his meandering dialogue, his concern that the office was overwhelming, his failure to give clear answers, that he appeared to be talking himself out of the job, and communication and delivery.

The perceived strengths of Edouard Quatrevaux included that he was knowledgeable and had many achievements. His perceived weaknesses were his communication skills and concerns over his negative opening statement. There was a perception that he was not a good fit for the job.

The Committee decided to rank the four candidates 1-4 with 1 being the best score, which resulted in Mr. Hoffman getting 10 points and Ms. Bates getting 12 points.

The Chair offered citizens the right to speak before voting. Conrad Markle took the opportunity to thank the Committee for their efforts.

Vice Chair Crescimbeni made a motion, which was eventually amended, to offer the IG position to Mr. Hoffman effective June 1, 2017, at an annual salary of \$135,000 with a \$10,000 raise upon IG certification (all subject to City Council confirmation); and if Mr. Hoffman did not accept the offer within seven days, that the same offer would be made to Ms. Bates, except that she could commence work earlier if she desired. The motion was approved unanimously.

## ***8. Additional Business***

Thereafter, a discussion ensued about the manner in which the Inspector General could get future raises, and the budgetary issues associated therewith. Those issues were resolved by a motion to have Interim Inspector General Steve Rohan prepare a new directive for Committee consideration requiring the Inspector General to submit his or her proposed new fiscal year budget to the Inspector General Selection and Retention Committee by March 1<sup>st</sup> of each year commencing in March of 2018, so as to allow the Committee to make recommendations thereon. The motion was approved unanimously.

## ***9. Adjournment***

With no further comments, Judge Senterfitt adjourned the meeting at 3:45 p.m.