



OFFICE OF INSPECTOR GENERAL

Inspector General Selection and Retention Committee Meeting Minutes April 10, 2019, 3:30 PM

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

Call to Order: The Honorable Aaron Bowman called the meeting to order at 3:31 PM.

Pledge of Allegiance: Bowman opened with the Pledge of Allegiance.

Roll Call - Committee Members Present:

- Joseph Rogan, 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
- Julie Taylor, Court Counsel, designee for Honorable Mark Mahon, Chief Judge
- Honorable Aaron Bowman, City Council President, and Chair of the Inspector General Selection and Retention Committee
- Daniel Henry, Vice Chair for the TRUE Commission, designee for Niki Brunson, TRUE Commission Chair (arrived at 3:59 PM)
- L.E. Hutton, designee for Honorable Melissa Nelson, State Attorney for the Fourth Judicial Circuit

Quorum was met with all seven Inspector General Selection and Retention Committee (Committee) members present.

Office of Inspector General (OIG) Staff Present:

- Lisa A. Green, Inspector General (IG), OIG
- Emily Edge, Finance and Intake Unit Manager, OIG
- Jonathan Parrish, Director of Investigations, OIG

I. Old Business

A. Approval of June 19, 2018 Meeting Minutes

Bowman asked the Committee if there were any questions or corrections to the June 19, 2018, minutes. No corrections were noted.

CAO Mousa motioned to approve the June 19, 2018, meeting minutes as circulated. Honorable Charlie Cofer seconded. **Motion Carried.**

II. New Business

A. Comments from the Public

There were no public comments.

B. Six-Month Update on OIG Activities

Inspector General Lisa A. Green recommended scheduling regular meetings in April and November.

IG Green presented the six-month update, a summary of OIG activities from October 1, 2018 to March 31, 2019.

- IG Green discussed JEA reports and management recommendations, mentioning the changes JEA has agreed to make in the management of their employee gyms.
- 4 reports/inquiries were issued.
- 18 recommendations to enhance efficiency and accountability were recommended.
- 100% of recommendations were accepted.
- Reports issued resulted in 1 arrest, 1 deferred prosecution agreement, court ordered fines of \$800, \$9,087 in restitution ordered, and 1 resignation.
- 52 complaints were closed in FY 2019 to date.
- 46 complaints have been received since Oct 1, 2018; 18 are in progress and 28 (61%) have been closed.
- Of 481 total complaints received since FY 2015, 82% (394) have been closed.
- Four staff positions turned over, including the IG position.

IG Green stated the office is working to establish written protocols (similar to one already in place with JEA) with the independent authorities before the end of the year. Bowman offered to assist with the process, if needed.

IG Green noted OIG Web site changes. A new page, "OIG in the News" was published April 10, 2019, and staff is working on a feedback page for the Web site. She also stated a future focus will be on outreach, in order to train people on what constitutes fraud, waste and abuse.

C. Review of Proposed OIG Budget for Fiscal Year 2020

IG Green presented the budget for fiscal year 2020. IG Green highlighted salary levels and explained an increase of 4.6% for next year reflected city wide raises, plus a \$10,000 raise for the IG as per her contract. Rogan asked if there is a need for additional staff. IG Green stated there may be a need in the future; for the time being, she would like to focus on consistency in staffing. The OIG is catching up from times when there was no staff but complaints were coming in. Mousa stated the OIG is treated like any other city department when considering budget or staffing increases. Henry asked about the contract oversight position. IG Green stated a new Contract Oversight Specialist was hired this month.

D. Approval of Directive 2019-001 on Issuance of Annual Report

Directive 2019-001 establishes procedures for submission of an Inspector General Selection and Retention Committee Annual Report to City Council, in accordance with §50.110 (b), *Ordinance Code*. Cofer made a motion to approve the Directive as written. Mousa seconded the motion. **Motion Carried.**

E. Approval of Update to Directive 2015-002

The updates to Directive 2015-002 clarified that the OIG would present a six-month update to the Committee and City Council, but did not specify the order. Mousa made a motion to approve the directive as amended, Cofer seconded the motion. **Motion Carried.**

F. Discussion of Inspector General Performance Evaluation Process

Bowman asked how evaluations were done for the previous Inspector Generals. IG Green stated none were completed for previous IGs. Proposed changes were discussed. Bowman suggested a May meeting to determine the evaluation process, and a June meeting for the evaluation and all Committee members were in agreement. Comments on the evaluation process are to be sent to IG Green before the May meeting. The performance evaluation will be sent electronically to all members and the OIG will collect input from Committee members.

III. Comments from the Public

There were no comments.

Committee members stated appreciation for the binders prepared for Committee members and asked OIG staff to keep them for the committee.

Henry stated his appreciation for a presentation made to the TRUE commission by the OIG.

Bowman stated his appreciation for the work of the OIG and for IG Green.

IV. Adjournment

Bowman adjourned the meeting at 4:34 PM.