



## OFFICE OF INSPECTOR GENERAL

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

**May 22, 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, Lynwood Roberts Room

**Call to Order:** The Honorable Aaron Bowman called the meeting to order at 3:34 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
- Niki Brunson, Chair, TRUE Commission

Committee member L.E. Hutton, Chief Assistant State Attorney, designee for Honorable Melissa Nelson, State Attorney for the Fourth Judicial Circuit, was not present. Quorum was met with six of the seven members present.

Bowman recognized and thanked CAO Mousa, as this may be his last meeting with the Inspector General Selection and Retention Committee (Committee). Mousa thanked the Committee and everyone who helped get the OIG established. Mousa also introduced Chief of Staff Brian Hughes as the incoming CAO and future member of the Committee.

#### ***Office of Inspector General (OIG) Staff Present:***

- Lisa A. Green, Inspector General (IG), OIG
- Emily Edge, Finance and Intake Unit Manager, OIG
- Anita Oldham, Executive Assistant, OIG

## **I. Old Business**

### **A. Approval of April 10, 2019 Meeting Minutes**

Bowman asked the Committee if there were any questions or corrections to the April 10, 2019, minutes. No corrections were noted. Mousa motioned to approve the April 10, 2019, meeting minutes as circulated. Honorable Charlie Cofer seconded. **Motion Carried.**

## **II. New Business**

### **A. Public Comments on Action Items**

There were no public comments.

### **B. Inspector General Performance Evaluation Template**

Joseph Rogan stated he had researched the performance evaluation process for other Offices of Inspector General in Florida with a similar structure to Jacksonville's. None of these OIGs conduct a written performance evaluation like the template proposed. He stated the *Ordinance* for the City of Jacksonville mandates the Committee needs to have criteria for evaluation, but the specifics of the criteria are at the discretion of the Committee. Rogan questioned the need for an evaluation template with a numerical review. Bowman continued the discussion, stating he prefers an evaluation process to establish a baseline and communicate to the IG in a formal manner. Cofer stated he finds comments in evaluations more useful than scores. Mousa stated he believes every Committee member has as much knowledge about the IG's performance as any other Committee member. Julie Taylor stated she thinks feedback from the Committee is very important.

IG Lisa A. Green explained the OIG sent out the evaluation template for comments from Committee members. Rogan replied to the OIG with comments, which the OIG incorporated into the template for today's meeting. IG Green gave an overview of the amended template, highlighting the proposed changes. Some measures were combined to reduce duplication. Bowman called for questions or comments. Mousa had a question about the evaluation process and timing. IG Green stated she will complete the self-evaluation and send out to Committee members the week before the evaluation meeting. The evaluation meeting is scheduled for June 6, 2019. Cofer made a motion to accept the performance evaluation template as amended, Mousa seconded. **Motion Carried.**

### **C. Approval of Update to Directive 2017-001**

The update to Directive 2017-001 states that during the April meeting, “the IGSRC shall conduct the annual Inspector General Performance Evaluation to evaluate prior Fiscal Year (October 1st through September 30th) performance.”

Mousa made a motion to approve the Directive as written. Cofer seconded the motion. **Motion Carried.**

### **III. Comments from the Public**

There were no comments.

### **IV. Adjournment**

Bowman stated he will be out of town on June 6<sup>th</sup>, and Cofer stated he will be out of the country on that date. Committee members will communicate with the OIG to re-schedule the June meeting date.

Bowman adjourned the meeting at 3:58 PM.