

**APPROVED APRIL 23, 2015**

**INSPECTOR GENERAL SELECTION AND RETENTION COMMITTEE**

**MEETING MINUTES**

**March 2, 2015**

**9:00 a.m.**

**Location:** City Hall, St. James Building, Lynwood Roberts Room 117 West Duval Street

**In attendance:** Honorable Chief Judge Mark Mahon, Patty Dodson as designee for State Attorney Angela Corey, Public Defender Matt Shirk, Deputy Chief Administrative Officer Cleveland Ferguson as designee for Mayor Alvin Brown, City Council President Clay Yarborough, Chair of True Commission Patti Anania, Chair of Ethics Commission Joe Jacquot.

**Also:** Sheryl Steckler, Inspector General Advisor, Kelli O’Leary, Director of Employee Services, Diane Moser, Chief of Talent Management, Tracey Bolton, Manager of Personnel Services, Lisa Green, Inspector General Investigator, Angel Mateo Matos, Inspector General Contract Oversight Specialist.

**I. Meeting convened:** 9:05 a.m.

**II. Roll Call**

**III. Pledge of Allegiance** – Honorable Chief Judge Mark Mahon

**IV. Introduction:** Sheryl Steckler, Inspector General Advisor; In October, 2014 the City Council created the Office of Inspector General and the role of this committee is to pick the right person for the City of Jacksonville to lead the office of Inspector General. The committee will review the job description and ad and also select a chair and vice chair for the committee.

Clay Yarborough thanked Sheryl Steckler for her work and leadership to help the committee, the City of Jacksonville and the people of Jacksonville who will benefit and will continue to benefit from the hard work and the experience she has brought to this process.

**V. Nomination/Selection of Chair and Vice Chair:** Clay Yarborough - Chair, Joe Jacquot – Vice Chair

Sheryl Steckler thanked Employee Services and the Inspector General staff that have helped to move the process along and noted that it is important to engage Employee Services not only during this time but during the time that future candidates will hold the position.

**VI. Hiring Process:** Included in the committee members packet and sent to each committee member in an email prior to this meeting are draft copies of the Inspector General job description and ad, public notice posting, and copy of Ordinance 602.301 – 309.

#### **A. Job Description and Job Advertisement:**

The job advertisement includes a range and the top of the range would be considered for this position if the charter amendment passes and the jurisdiction increases to include constitutional offices and other city agencies. If the charter passes with all constitutional officers and all of the independent agencies, the job is going to become very large, very fast. If the charter amendment does not pass and the jurisdiction remains as is, then the lower range of the scale would be considered.

Discussions:

Inspector General Certification: Ms. Steckler indicated that if the selected candidate did not have the Inspector General certification that he/she would have to obtain it within 24 months of becoming the Inspector General. IG Certification is a one (1) week course and the applicant must have 3 years in an IG office at the senior level or if brought in as Inspector General they would qualify right away to take the course for certification. The Inspector General must maintain certain credit hours to maintain their certification.

Ms. Steckler explained the purpose for Accreditation and that it is important that this office becomes accredited as the Inspector General reports to the people, which is similar to South Florida. Instead of reporting to a particular elected official it reports to the people. It will be reviewed every three (3) years and that report will go public. The public will have the comfort that the office is doing what it is supposed to do in accordance with the standards.

Judge Mahon asked who handles the removal of an Inspector General. Ms. Steckler stated if an issue arises with the Inspector General it would be brought to the committee and the committee would have the authority and responsibility not only in the selection, but also in retaining the person if there is a misconduct issue.

Items incorporated into the job specifications that are more Jacksonville specific include ordinance language such as the IG cannot have worked in the jurisdiction for two (2) years, the bi-annual report to the council and Ordinance Code 602 was incorporated into the job description. The Ordinance language will be provided during the job posting.

Conclusion: All were in agreement that the job specifications were comprehensive and included all of the elements discussed in the Ordinance. It spells how what the city is looking for in an Inspector General.

#### **B. Travel Reimbursement discussion for Selected Applicants**

Typically in Senior Management positions and in other IG communities, the government will pay for the applicant to come in. The IG office was not budgeted for travel. The Employee Services Department will work to obtain funding up to a total of \$2,500 to reimburse travel expense. Sheryl suggested they offer to pay up to \$300 per applicant to pay air fare for those brought in to interview with the caveat that if offered the position and not accepted, they would not be reimbursed. There was discussion as to how much to reimburse per

person for travel to the interview. It depends on the number of qualified candidates selected for interview. Travel reimbursement would be offered to top candidates brought in to interview and would be provided to the candidate that is offered and accepts the position. Range of applicants may be in the hundreds, top candidates maybe ten to fifteen, with a good top five (5) to be brought in to interview. Based on the past two hires for the Office, the applicant pool is actually stronger here in Jacksonville. Conclusion: Travel will be reimbursed with receipts to be provided. The amount of reimbursement will be determined at a later meeting when the top candidates have been identified.

**C. Timeline for Hiring Inspector General:**

Sheryl Steckler, along with staff and Employee Services Department will screen all applications and the top three (3), five (5) or ten (10) candidates will be selected for review by the committee. If there are a large number of qualified candidates, it may be a two (2) day interview process.

April 23, 2015 9:00 – 11:00 am Committee Meeting: Review of the applications/resumes of the top candidates selected. The committee will determine who and how many to interview at the May 28<sup>th</sup> meeting. Resumes/applications will be provided to committee for review prior to this meeting.

May 28, 2015 9:00 am – all day: Interview all candidates and publicly select the Inspector General.

A contract has been drafted and it is in the Office of General Counsel. The applicant will enter into contract, and then through the Chair, it will go forward for City Council approval hopefully early June, for a potential hiring date in early July, 2015.

**VI. Comments from Public:** None

**VII. Meeting adjourned:** 9:28 am